

HANDBOOK FOR THE INTERNATIONAL NEWCOMER



WOMEN ACROSS CULTURES
IN COOPERATION WITH
OFFICE OF INTERNATIONAL STUDENTS and SCHOLARS

www.wvu.edu/~oiss

HANDBOOK FOR THE INTERNATIONAL NEWCOMER

WELCOME

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WELCOME

Welcome to Morgantown, WV. We are glad that you are establishing a “second home” here and hope that your stay will be a fulfilling and successful one.

On the following pages we have tried to answer many of the questions that you may have. We hope that this guidebook will save you much time in discovering the things you need to know for living comfortably in this area of the United States.

Many of the people of this community look forward to the opportunity to become acquainted with you and to learn about your country and your culture. As you become involved in the various activities described in this booklet, you will hopefully find the answers to other future questions.

The Office of International Students & Scholars (OISS) is a symbol of the diversity at WVU and of the opportunity that WVU students have to expand their knowledge about the world. OISS also exists to assist you while you are in the United States. Please come see us to register yourself with our office when you arrive initially, and visit us anytime you have any questions or concerns.

The staff at OISS serves as a liaison with the United States Citizenship and Immigration Service (USCIS) to process immigration forms and to provide visa information to our students, faculty members, and researchers. The staff also works closely with the International Student Organization in planning activities, organizing the orientation program for new students and the International Festival and Dinner. Our staff provides personal counseling and cross-cultural advising for you as well as cross-cultural workshops for campus and community groups. We can also help you prepare for the final stages of your academic program by assisting you in your application for Practical Training Authorization. OISS staff will help you to meet final departure details, including forwarding addresses, tax regulations and immigration.

The New Student Orientation Program, held each spring and fall semester, introduces new students to the University and the community. Students receive information ranging from immigration regulations and course selection to housing advice. Student assistants lead small groups of new students at orientation and remain in contact to offer assistance and friendship throughout your stay at WVU. During orientation, you may find information on health care, insurance coverage, driver’s licensing procedures, and English language program referrals for spouses. WVU requires all international students to obtain health insurance coverage.

Friends of International Students is one of several community programs for international students and scholars sponsored by our office. This program offers friendship, hospitality and a chance to learn about American life outside the classroom. Although this is not a housing program, American hosts invite their students and scholars at least once a month to participate in typical activities such as informal meals, holiday celebrations, sports events and short trips.

Women Across Cultures is made up of spouses of students and scholars who share a common interest in learning about other cultures. The group meets every Friday at the Medical Center Apartments to socialize, visit places around the Morgantown area and practice English. Transportation, parking and babysitting may be available to participants.

The International Cultural Education Program has developed over the years through the requests of public schools, academic departments and community organizations for speakers from different countries. Through this program, you will have a unique opportunity to share information about your culture, as well as personal experiences, with local children.

The International Tea is a monthly event during the school year, sponsored by various campus and community organizations in the Morgantown area, that provides a special opportunity for faculty, staff,

and local residents to meet people from other cultures. These teas are held in the lounge of E. Moore Hall usually on the third Thursday of each month. Please refer to the OISS web site for the specific schedule.

The International Festival is an all-day event held in the early Fall for the entire community. It is a great opportunity for you to be an ambassador of your own country. Students have cultural displays and items/food for sale, there is entertainment throughout the day, and the festival is visited by hundreds of public school children. It is one of our most well attended events of the year.

The International Dinner is an annual event organized by the International Student Organization and Women Across Cultures. The community is invited to enjoy the cuisine and performances from different parts of the world. This event is held in the early Spring.

SOCIAL SECURITY NUMBERS

Social Security Numbers may be obtained if you have secured employment on the WVU campus. You will need a letter from your employer or prospective employer and an authorization letter from OISS when you apply for the number. You must present your passport, visa, I-20 or DS-2019, and a birth certificate in English. More details can be found on the OISS website at www.wvu.edu/~oiss.

REPORTING CHANGE OF ADDRESS

Immigration regulations require you to always advise OISS and the Office of Admissions and Records regarding any changes in your Morgantown address, phone number, and e-mail address within 10 days of any new changes. In order for you to receive your mail, your grades, and tax information, you must tell the above offices. An AR-11 Form needs to be submitted to OISS to document the change. This form can be downloaded from the OISS web site.

STUDENT INSURANCE

Federal regulations require that F-1 and J-1 students and their family members that accompany them carry medical insurance throughout their stay in the United States. Maintenance of adequate health insurance is very important, as is the selection of an insurance company to meet your needs. Many health insurance plans are available to international students. It is important that you do not select your plan based on cost alone. The plan that is least expensive will probably offer fewer benefits and may have unclear limitations. OISS has made available, brochures of a variety of insurance plans to choose from. WVU also has a decent insurance plan that you can learn about at your orientation. You will need to show proof of having obtained adequate health insurance every semester at the University Health Service.

CONTACT INFORMATION

For a schedule of all OISS sponsored events, and for a list of guidelines and forms, please refer to the OISS web site at www.wvu.edu/~oiss. This site is updated weekly and will provide you with important information you will need during your stay at WVU. You may also call OISS at 291-3519.

IMMIGRATION MATTERS

IMMIGRATION TERMS

- Admission Number: Non-immigrant student's identification number with the Department of Homeland Security on form I-94.
- Authorized Period of Stay: Length of time during which a visitor is allowed to stay in the U.S., determined by the Dept. of Homeland Security and indicated on your I-94.
- CBP: U.S. Customs and Border Protection, a bureau of DHS, serves at the US ports of entry to secure the US from contraband weapons, drugs, agricultural materials and so on. Personnel from this bureau checks you into this country when you arrive.
- CIS: United States Citizenship and Immigration Services. The USCIS is a bureau of the Department of Homeland Security (DHS) which is responsible for the administration of immigration and naturalization adjudication functions and establishing immigration services policies and priorities. These functions include: adjudication of immigrant visa petitions; adjudication of naturalization petitions, adjudication of asylum and refugee applications, adjudications performed at the service centers, and all other adjudications.
- Country of Birth: Country in which a visitor was born. The country of birth, in most cases, determines the visitor's citizenship
- Country of Residence: Country in which a visitor established his/her legal permanent residence. It may be different from the visitor's country of birth.
- Employment Authorization: Permission to work while in the U.S. USCIS grants this authorization. The type of authorization depends on the visa status, and the visitor's individual needs.
- Form I-20: Certificate of eligibility for international visitors (F-1 visa holders) pursuing an academic degree, and who are usually not government sponsored.
- Form DS-2019: Certificate of eligibility for international visitors (J-1 visa holders) pursuing educational exchange programs. This certificate is also issued for visitors pursuing an academic degree, and who are government sponsored.
- Form I-94: Arrival/Departure Record, which states a visitor's authorized period of stay. This form is obtained at the port of entry into the U.S.
- ICE: U.S. Immigration and Customs Enforcement (ICE), the largest investigative arm of the (DHS) which is responsible for identifying and shutting down vulnerabilities in the nation's border, economic, transportation and infrastructure security.
- IRS: Internal Revenue Service. The IRS is in charge of all tax related issues.
- SEVIS: Student and Exchange Visitor Information System which is an international student/scholar data bank. (see SEVIS)
- US Visa: Tamper-resistant document on a visitor's passport, given by the U.S. Consulate or Embassy
- Visa Document: School issued government documents, which visitors must present at the U.S. Consulate or Embassy, and which verify a visitor's status: Form I-20, Form DS-2019

- Visa Status: Legal designation a visitor holds while being present in the U.S. This is indicated on the Form I-94. Examples are F-1, F-2, J-1 etc.

SEVIS

SEVIS is an internet-based system that allows schools and the Dept. of Homeland Security and other relevant government agencies to exchange data on the visa status of international students and scholars. Accurate and current information is transmitted electronically throughout an F-1 or J-1 student's academic career in the United States. US embassies and consulates also have access to SEVIS. Once you receive your I-20 or DS-2019, you must submit a SEVIS fee before you can apply for your visa.

As of September 1, 2004, the Department of Homeland Security began charging a fee of \$100 for students in F or J visa categories if their Certificates of Eligibility (I-20 or DS 2019) were issued after that date. They must pay if they are overseas when applying for an F-1 or J-1 visa in the following situations.

1. Initial attendance at a school in the USA.
2. When the fee has not been paid previously for the same status and the same category.
3. After having been outside the US for more than 5 months and applying for a renewal visa or students who are in the reinstatement process.
4. Inside the US with a Change of Status application to F-1 or J-1 status using Form I-539. The fee must be paid in US dollars and must be done by either postal mail or via the internet. Please contact OISS for details on the new SEVIS fee, or you can find complete information at <http://www.ice.gov/graphics/sevis/>

Once you have submitted your SEVIS fee, you may make an appointment for visa application at a US consulate in your country. Once the consulate confirms through SEVIS that your I-20 is a valid document and your non-immigrant intent is established, the consulate will issue the visa.

An immigration officer at the airport or any other port of entry also reports to SEVIS your entry into the US. When you arrive on campus, you must report to the Office of International Students & Scholars, and the school confirms through SEVIS your enrollment. The University continues to provide regular electronic reports to the immigration authorities such events as practical training, extension of stay, and off-campus employment and academic progress throughout your academic career. SEVIS also records your departure from the US.

F-1 VISA INFORMATION

The F-1 visa is for non-immigrants to enter the United States solely for the purpose of study. In order for prospective F-1 students to obtain this type of visa, they will have to show evidence that after completing studies, the individual will return to the country of their permanent residence.

The university, after accepting a student, will send a Form I-20, which is then used to apply for an F-1 visa from an American consulate abroad after paying the SEVIS fee. (see SEVIS) To be admitted to the US, it is necessary to have both the I-20 and an F-1 visa.

After being admitted to the US, the student is then eligible to stay in the US for "duration of status" (D/S on form I-94 and I-20 ID). Duration of status (or to be "in status") means the time during which the student is in compliance with F-1 regulations. Upon completion of studies, the student has an additional 60 days to depart the US.

To be in status F-1 students must:

- Have a valid passport
- Attend the school stated on the I-20

- Carry a full course of study (12 credits for undergraduates, 9 credits for graduate) and make reasonable progress toward a degree
- Follow certain procedures for: extension of stay, change of level, and institution transfer
- Limit employment to 20 hours per week on-campus while school is in session, 40 hours on-campus otherwise
- Refrain from off-campus employment without authorization
- Report address changes within 10 days of the change by completing form AR-11

If any of the changes are not followed and permission for an exception has not been granted, the student will be considered “out of status” and in violation of visa obligations.

On-campus employment, program extension, institution transfer, Curricular Practical Training, and Optional Practical Training are only available to those students who are in status. For those students who are out of status, there are two possibilities for returning to status: application to USCIS for reinstatement, or to leave the US and reenter with a new I-20. If a student should get out of status, it is very important to meet with one of the advisors to remedy the situation as soon as possible.

EXTENSION OF STAY FOR STUDENTS IN F-1 STATUS

You are eligible for an extension of stay if:

- You are studying full-time at the institution listed on your I-20
- You can demonstrate funding for the period of your extension
- You are making satisfactory progress toward the completion of your educational program and you have a valid academic or health reason to justify your delay in completing your program. Your permission to stay in the US ends on the date listed on item 5 on your I-20. If you need to stay beyond the date listed on your I-20 and you meet the conditions outlined above, you will need the extension application. Before your I-20 expires, you need to submit the following documents to OISS:
 - A letter from your academic advisor recommending and specifying why you need an extension
 - A request application for a new I-20 (see OISS web site)

CURRICULAR PRACTICAL TRAINING (CPT)

CPT is available to F-1 students who have been enrolled on a full-time basis for at least nine months, and for employment which is a part of an established course of study. The work must be related to the major field of study and an integral or important part of your studies.

CPT may be part time, twenty hours or less, or full time, depending on timing and circumstances. If the student accumulates twelve months of full time CPT, Optional Practical Training (OPT) will not be possible. It will be necessary to show that the employment is required for your studies. You may not work until the permission for CPT is granted by OISS. Additional information can be obtained from the OISS website.

OPTIONAL PRACTICAL TRAINING (OPT)

Optional Practical Training (OPT) is available to F-1 students who have been enrolled on a full-time basis for at least nine months and is intended to provide temporary employment in the field of study for the purpose of gaining practical experience. If you have satisfied this requirement, you may take up OPT before completion of the course of study, (pre-completion) or after completion of the course of study, (post-completion).

Pre-completion OPT may be an option if the student still has coursework remaining to complete his/her educational objective. It is necessary to have a job offer before applying if the OPT is during summer vacation and the student intends to register for the following semester that school is in session. The student may work up to 40 hours during the summer and official school breaks. OPT may not exceed 20 hours per week while school is officially in session. Degree candidates who have completed all course requirements for a degree except for a thesis, dissertation, or equivalent requirement, may apply for full-time OPT to be used while they continue to make normal progress towards completing the thesis

requirement. There are only 12 months available for OPT, and training done before a degree is completed will count against that 12-month total and reduce time available after the degree is completed.

Post-completion OPT is an option for those students who have completed their course work and obtained a degree. A job offer is not necessary to apply for OPT after completion of the course. A student must apply two to three months **before** the completion date of the course of study as USCIS generally takes considerable time processing. Post-completion OPT is granted for full-time use. (see www.wvu.edu/~oiiss for details and required forms)

TRANSFER OF SCHOOL

If a student has maintained status, it is possible to transfer to another DHS approved institution by the notification process. After being accepted and issued an I-20 from the new institution, the student must enroll in the first term after leaving the previous school. The student must report to the International Office at the new school before school starts.

CHANGE OF PROGRAM OR LEVEL

If the student wants to change levels (Bachelor's degree to Master's degree) while remaining at this university, a new I-20 with the new educational program noted needs to be issued after the student has been admitted. The student will need to notify OISS of the change once the new I-20 is issued.

EMPLOYMENT ON CAMPUS

All in-status F-1 students are eligible to engage in part-time work on campus. It is not necessarily difficult to find student jobs, and the best places to look are the Computer Labs, the Libraries, and Dining Services. It is also possible that various academic departments have non-federal jobs.

OFF CAMPUS

Besides Practical Training, F-1 students may be allowed to work off campus based on severe economic hardship. The student must have been in F-1 status for one full academic year and be in good standing. Employment is limited, with regards to hours, as above.

ECONOMIC HARDSHIP

Permission to work off campus is possible for reasons of economic hardship if on-campus employment is not sufficient. Economic hardship means extreme financial problems caused by unforeseen circumstances beyond the student's control, such as loss of a graduate assistantship, loss of financial sponsorship, or severe inflation or devaluation of currency in the home country. Students considering applying for economic hardship should come and speak to a staff member in the OISS.

TRAVEL ABROAD

When preparing to travel abroad for less than 5 months, it is important to ensure entry to another country and reentry to the U.S. Depending on the country to be visited and the student's nationality, there may be the need to apply for a visitor's visa. In order to return to the U.S., a student must have a valid passport, a valid visa and a valid I-20 that is signed by a DSO within the past year.

J-1 VISA

The J-1 visa is for non-immigrants to come to the U.S. for teaching, studying, conducting research, consulting, demonstrating special skills or receiving training. After being accepted by the university and receiving an DS-2019 from the sponsor, it is possible to apply for a J-1 visa from an American consulate abroad. To be admitted to the U.S., it is necessary to have both the DS-2019 and the J-1 visa presented at the port of entry. After being admitted to the U.S., the student or scholar is eligible to stay in the U.S. for the amount of time listed in box 3 of the DS-2019 plus 30 days to depart.

J-1 visa regulations require students to:

- Have a valid passport
- Attend the school stated on the DS-2019

- Carry a full course of study (12 credits for undergraduate and 9 for graduate) and make reasonable progress toward a degree
- Follow certain procedures for extension of stay, change of level, and institution transfer
- Limit employment to 20 hours per week while school is in session; 40 otherwise
- Refrain from unauthorized employment
- Report address changes within 10 days of the change
- Maintain required health insurance

If any of these regulations are not followed and permission for an exception has not been granted, the student will be considered “out of status” and in violation of visa obligations. If you should find yourself out of status, you must report to the OISS immediately.

Students in J status may work in the U.S. under the following conditions: academic training relating to the course of study, and student employment related to academic funding, on-campus work or economic necessity. Academic training is available both during and after studies, but is limited to part-time while attending classes. Student employment is only available to continuing students.

ACADEMIC TRAINING

It is possible to participate in academic training if it is directly related to the major field of study, the student is in good academic standing, and has maintained valid J-1 status. A job offer is first required along with a letter from the academic advisor recommending academic training. You will also need to present your Social Security card, copies of your passport, I-94, and DS-2019 before receiving final approval from OISS. Academic training must be done with a specific employer or training site.

The amount of academic training is determined by the length of time spent in J-1 status. It is limited to the amount of time in J-1 status to a maximum of 18 months. For post-doctoral training after completion of a US degree, the overall limit is 36 months. Part-time employment counts the same as full-time. Post completion academic training must be authorized before the completion of studies, but the actual starting date may be later. Unpaid academic training is only permitted prior to completion of a program.

PROGRAM EXTENSION PROCEDURES

You are eligible for an extension of stay if:

- You are studying full-time at the institution listed on your DS-2019
- You can demonstrate funding for the period of your extension
- You are making satisfactory progress toward the completion of your educational program
- You are participating in an authorized academic training program

When to extend and Procedures

Your permission to stay in the U.S. ends 30 days after the date shown in item 3 of your DS-2019. It is essential that you submit your application for an extension at least 15 days prior to the expiration of your DS-2019. You will need to bring the following items to OISS:

- A completed extension verification form from your academic or faculty advisor explaining your need for an extension and your estimated completion date
- The DS-2019 request form
- Copies of all previously issued DS-2019
- Funding verification

TRAVEL FOR J-1s

The extension of your J-1 stay does not mean that you will be automatically allowed to enter the US if you were to travel abroad. If you travel abroad with an expired J-1 visa, you will have to apply for a J-1 visa at a consulate in order to reenter the U.S. as an Exchange J-1 visitor.

TRAVEL OUTSIDE THE U.S.

See F-1 Travel

You must have your DS-2019 signed by the DSO to ensure reentry to the U.S. Additionally, you must have a valid passport and a valid visa.

TRAVEL GUIDELINES FOR ALL INTERNATIONAL STUDENTS

- Keep all of your travel documents current
- Make sure your passport is valid for at least six months into the future
- When traveling, even in the U.S., have your passport, I-20 or DS-2019, and I-94 with you at all times
- If you are planning international travel bring your current I-20/DS-2019 to the OISS for signing
- Check the web site of the U.S. embassy in the country you will be visiting to learn about its procedures. Links may be found at www.travel.state.gov/links.html
- Anticipate delays and waits at all points of travel, both domestic and international. Have your identification readily available for inspection.
- Pay attention to reliable media reports
- Do not wait until the last minute to prepare for a trip

INTERNATIONAL SCHOLARS

Visiting international scholars are considered non-immigrants whose activities (observations, teaching or research) are appropriate to the conditions of their visa and whose intent is to return to their country of origin or permanent residence upon completion of educational objectives. Scholars affiliate with the University through invitation and “sponsorship” of an academic department or program. The scholar’s sponsor arranges professional opportunities. OISS will, at the request of a sponsoring department or program, issue documentation for visa purposes as appropriate to the scholar’s objectives and University regulations.

Most visiting international scholars hold Exchange-Visitor (J-1) visas. Some scholars hold a University employment contract for a specific (but temporary) period and have H-1B (temporary worker) visas. Each international scholar arriving on campus is expected to contact OISS for review of visa documentation and communication or other formalities.

Visiting international scholars should note carefully the conditions of their visa status which restrict employment outside the University. There are also restrictions with respect to transfer to another institution, changes in the educational objectives as well as time limitations governing one’s stay. J-1 and H-1 visa holders who seek extensions should contact or have their departmental chair contact OISS at least 3 months, (6 months is preferable) prior to expiration of their form I-94. All requests for initial or continuing documentation, must be endorsed by the scholar’s institutional sponsor.

Scholars are encouraged to make use of the University-wide opportunities including the many and varied cultural and social activities available. Some events require the use of a faculty-staff ID card. To secure this identification, have your department secretary contact the University ID Office.

Scholars on University appointments will receive health insurance coverage among other benefits. J-1 researchers on short appointments may not receive insurance. Check your benefit package to review your options and coverage of any dependents. Spouses of scholars are encouraged to become involved in campus life. Women Across Cultures, Literacy Volunteers, and the public school system are a few ways spouses can share their customs, cultures, teach, learn, and have fun.

Check the directory in the back of this pamphlet for contact information.

OTHER RESOURCES

Department of Homeland Security	www.dhs.gov
Internal Revenue Service	www.irs.gov
State of West Virginia	www.state.wv.us
U.S. Citizenship and Immigration Services	www.uscis.gov

WEST VIRGINIA UNIVERSITY SERVICES

ADMISSIONS AND RECORDS www.arc.wvu.edu

The main office of Admissions and Records is located in Colson Hall on the downtown campus. There is also a branch office at the Health Sciences Center. The staff in Admissions is responsible for admission services, course registration, scheduling, student billing, and records/transcripts. You must contact this office when you change your address, when you change levels (requiring a new I-20 or a new DS-2019), when you need an official transcript, and when you have any questions regarding the above options.

ADVISING www.wvu.edu/~advising/

The Undergraduate Academic Services Center is located in the Student Services Center beside the Mountainlair Bookstore and has advisors for all lower division students in general studies, pre-business, economics, pre-health sciences, pre-journalism, and most College of Arts and Sciences majors. If you are not in general studies, a pre-professional program, or a pre-program for arts and sciences, you will find your advisor in the specific department where you plan to major. Advisors help you identify your options and alternatives and suggest decision-making strategies, besides helping you become self-sufficient and self-confident in academic and personal decision-making.

CAMPUS DIRECTORY <http://directory.wvu.edu/>

The WVU campus directory is published yearly in the late Fall. Contact Admissions & Records to update your telephone number and address if you want your friends to find you. You may get a directory in any of the residence halls or pick one up from the Bookstore or Mountainlair.

CAMPUS SECURITY

WVU has taken prudent steps to promote a safe and secure environment that is compatible with the University community's academic and co-curricular pursuits. Take care to avoid unnecessary risks by locking your doors and windows when you leave, and reporting any suspicious activity or crime immediately. You may contact the WVU police at 9-911 for emergencies from any university exchange or 911 from any Morgantown exchange. There are also 23 emergency phones located across the campus in high traffic areas. They are identified by a tall slim post, which is topped with an amber/orange light. For other reporting or to obtain information, phone 293-2677.

COPY CENTERS www.ia.wvu.edu/printing

There are 6 on-campus Copy Center locations to serve you: Mountainlair, 233 Business & Economics, Ruby Memorial Hospital, Communications Bldg., 100 Health Sciences Center, and the Law School.

CAREER SERVICES CENTER <http://www.wvu.edu/~careersc/index.html>

Career Services is located in the Mountainlair and can help you find a summer job, a part-time job, or an internship. Resource material on employers and volunteers is available. Remember that international students may not work off-campus except for Practical Training and extreme financial hardship.

COUNSELING <http://www.wvu.edu/~cocenter/>

The WVU Carruth Center is dedicated to the needs of the University community. The Center is available to all fee-paying WVU students, and they provide consultation for faculty and staff. Counseling may focus on a student's personal and social concerns as well as educational issues. Students can discuss and explore freely in confidence any questions or feelings that are important to them. The Carruth Center is available to students 24 hours a day, 7 days a week for emotional/psychological crises. The Carruth Center's phone number is 293-4431.

THE DAILY ATHENAEUM www.da.wvu.edu

The DA is the student-run campus newspaper. It employs over 100 students who are provided an opportunity to gain real-world experience in writing, editing, photography, graphics, production, business,

and advertising. The DA is published Monday through Friday during the Fall and Spring terms, and on Wednesdays during the summer. Watch for campus and community events in the DA.

DENTAL SERVICES www.hsc.wvu.edu/sod

The WVU dental clinics are located in the Robert C. Byrd Health Sciences Center. Patients may choose from two treatment options: dental students provide services at reduced fees or care through the Faculty Group Practice, where usual and customary fees are charged.

HEALTH SERVICES <http://www.hsc.wvu.edu/som/shs/>

The Health Service is on the ground floor of the Robert C. Byrd Health Sciences Center. Care provided includes general ambulatory care, laboratory and diagnostic testing that is ordered by a Health Service physician, routine gynecology, family planning, some immunizations, physical therapy consultation, and psychiatric services. Many health promotion programs are offered in the areas of sexual assault, HIV/AIDS, sexually transmitted diseases, and drug/alcohol education and prevention. You may also find information and health care for birth control and safety in sexual relationships.

You do need to call ahead and make an appointment unless your problem is urgent. Each semester, students are assessed a prorated Health Service fee, which is included as a portion of your tuition and fees. All patients are required to pay a \$10 co-payment for each visit to the Health Services. Supplemental health insurance is required for international students. Families of students are not eligible for Health Service care. (see County Health Department in Daily Living section) Phone 293-2311

ID CARDS

ID cards are issued at the following locations: Mountainlair – 12:30pm – 4:30pm, or Evansdale Residential Complex, Room G-118 Bennett Tower – 8:30am – 4:30pm

INTENSIVE ENGLISH LANGUAGE PROGRAM – 293-3604

IEP offers remedial English classes to students who want to improve their English skills. This office is located in Eiesland Hall on the downtown campus.

LEARNING HELPCENTERS

Learning centers are located in the Evansdale Residential Complex, Arnold Hall, Boreman Hall, and Summit Hall. They are staffed by upperclassmen and graduate students and peer mentors who can help you with a variety of courses, learning strategies, time management and general advice. The centers are free of charge and open in the evenings. For more information call, between 8:30am and 5pm, 293-2316 or the peer mentoring hotline at 293-2109.

LIBRARIES www.libraries.wvu.edu

The WVU libraries contain over 1.3 million volumes, 2 million microforms, and nearly 5 million archives. The library system consists of the newly renovated and expanded Downtown library and seven other branches. View the web site for details.

MIX ACCOUNT

The Mountaineer Information Xpress, or MIX, is a Web platform for WVU students and faculty. It provides new e-mail addresses for all students and serves as a centralized location to register online for classes. You may access it to check grades, find out about current campus events, chat online with their classmates, and receive messages targeted directly to them. The MIX is a digital tool to make communication easier for all members of the WVU community - both faculty and students. It is accessible from anywhere a user happens to be, at any time of the day or night. MIX is powered by Campus Pipeline software. You will be assigned a MIX account when you register for classes.

MOUNTAINLAIR

This is where students come in between classes to lounge and meet new friends, where the Up All Night program is held and where you might find Automatic Teller Machines (easy \$ access from your banking account), the Copy Center, Career Services, Arts & Entertainment, Disability Services, Catering Services The Gluck Theatre (great movies at a student discount) www.events.wvu.edu/films.

Hatfields restaurant, the Information desk, JACS convenience store, a coffee and pastry shop and the Performing Arts Box Office. The Lair also has lounges for studying or for relaxing, a U.S. Post Office, Recreation area, Scholarly Scoops for ice cream, the Side Pocket Pub serving sandwiches etc., the ID office located next to the Box Office, and the U-92 radio station.

MOUNTIE BOUNTY <http://www.wvu.edu/~wvucard/>

The debit plan allows you to place money in an account to be used at various locations across campus. In addition to all of the WVU dining facilities, Mountie Bounty is currently accepted at Java's, the WVU Copy Center, Sbarros, Stadium Concessions at Mountaineer Field, and in the vending machines at the Evansdale Residential Complex. It is also accepted at the WVU Technology Support Center, WVU Health Services and at the WVU Parking Office for fees and fines.

OFF-CAMPUS HOUSING www.wvu.edu/~studlife/off-camp.htm or 293-5613 for more information. (Also see Student Life or Housing under Daily Living)

ON-CAMPUS HOUSING

Campus residential housing (residence hall living) is restricted to undergraduates. You may access information about campus housing at 304-293-2811 or <http://www.sa.wvu.edu/housing/>. University-owned residence halls feature amenities such as computer labs, fitness centers, dining areas, and recreation areas. Housing for graduate students and families is limited to Pierpont Apartments, College Park, and Medical Center Apartments. Other housing may be found throughout the Morgantown community with the assistance of the Off-Campus Housing Program Manager.

PRT (Personal Rapid Transit)

Most full and part-time students can use their Mountaineer ID card to access the system through the turnstile entry gates. Boarding stations are located on Walnut St. downtown, Beechurst Ave. behind Armstrong Hall on the downtown campus and Engineering Sciences, Towers, and Health Sciences on the Evansdale Campus. Hours of operation are Monday through Friday from 6:30am to 10:15pm, Saturdays from 9:30am to 5pm and closed on Sundays.

STUDENT ACCOUNTS – 293-4006

Located in the basement of Stewart Hall (downtown campus), the Office of Student Accounts includes accounting services, cashier's office, and the student loan office. Pay your tuition and fees here.

STUDENT LEGAL SERVICES – 293-4897

Student Legal Services' primary purpose is to help students deal with legal problems (leases, contracts, landlord/tenant and consumer problems) and to educate students about their legal rights and responsibilities. A licensed attorney is available to aid students in need. Students who need legal advice and representation should visit this office. The office of the attorney for students is located in G-5 Elizabeth Moore Hall. The attorney is available by appointment to students for legal counseling. The cost is covered by your student fees.

STUDENT LIFE www.wvu.edu/~studlife

Student Life is located in Elizabeth Moore Hall (known as E. Moore Hall) on the downtown campus.

The following units and services are located here:

Student Affairs Administrative Offices, the Office of International Students & Scholars, the Office of Student Life, the Office of Commuter Students, Student Legal Services, Off-Campus Housing, wireless laptop to check out, studying facilities, the OASIS (Older Adult Students Information Services), and a dance studio and a swimming pool for instruction only.

STUDENT ORGANIZATION SERVICES www.wvu.edu/~sos

Located in the Mountainlair, SOS provides you with an opportunity to join a student organization and to have fun meeting new friends while a student at WVU. There are more than 250 student organizations on

campus. Check this web site to find the current contacts for the international student associations on campus.

TECHNOLOGY SUPPORT CENTER www.wvu.edu/~TSC

Use computers with your WVU ID at White Hall (downtown campus), all libraries, the Evansdale residential complex, E. Moore Hall, and the WVU Bookstore.

WVU BOOKSTORES www.bkstore.com/wvu

Students may purchase textbooks and other course-related materials at the following locations:

Mountainlair – downtown campus

Brooke Tower – Evansdale campus

Health Sciences Center – Evansdale campus

Law Center – Evansdale campus

WVU SMOKING POLICY

Smoking is prohibited at Mountaineer Field (except the concourse), Hawley Field, and in all University buildings with the exception of specifically designated areas in the residence halls.

WVU STAR SYSTEM

Students have the option of registering for courses via the WEB with this system. It is a user-friendly system. Access by going to <https://star.wvu.edu>. You may also gain information about Student Services, the course catalogue and class descriptions, and your unofficial transcript through this site. To access just put in your student number and your PIN. The PIN will be a combination of your date of your birthday and the last four digits of your student #. For example, if your student number is 700 11 2222, then if your birthday is 2/13/77, your Pin would be 132222. It is always advisable for students to see their academic advisors first before registering on-line.

WHAT TO DO FOR FUN

Student Recreation Center – A state-of-the-art facility that is located on the Evansdale campus next to Engineering and Towers has many swimming areas, exercise equipment, a climbing wall, indoor badminton, table tennis, basketball and more. All full-time students may use this facility with their ID's. The phone number to the Recreation Center is 293-PLAY.

Performing Arts www.events.wvu.edu Box Office – 293-3541

Festival of Ideas www.events.wvu.edu – held during the Spring semester

FallFest www.events.wvu.edu – concerts, comedy, dance club and more

Arts and Entertainment – 293-4406

Arboretum – located on the Evansdale campus near the Coliseum, the Core Arboretum offers you wonderful trails to hike on for a peek at the birds, trees, and flowers of West Virginia

ACADEMIC MATTERS

In the U.S. educational system, education is viewed more as an effort to acquire more information for understanding and synthesizing rather than memorizing. It would be very helpful if you discuss what you are studying with your fellow students instead of trying to remember a passage from your book. Study groups are a good way to develop good learning strategies. Ask your classmates or the professor if there is a study group you can join.

KEYS TO ACADEMIC SUCCESS

In order to be academically successful, you should:

- Evaluate your expectations
- Keep in mind that your first semester will be a period of adjustment; therefore, you may notice that you may not be able to perform to the best of your ability. However, the more familiar you become with the system, and as your English comprehension improves, your grades will improve.

Select Your Courses Wisely

- Consult your academic advisor
- Talk to experienced students who are familiar with available courses and teachers
- Consider speaking to the teacher or department of study directly, to ensure that you have already met the basic requirements for the class and would not be in danger of getting behind
- Ensure that your schedule is balanced between a mix of more demanding and less demanding courses
- Do not overload yourself with too many classes at one time. This will result in poor academic performance and discouragement
- Familiarize yourself with the procedures for dropping and adding courses
- Be prepared to work hard from the first class and turn your assignments in on time.

Study is Very Important

- Learn to organize your time, setting aside adequate time to study or look for help when needed. A good general rule is to set aside two hours of study for each one hour you spend in class. If you are a graduate student, plan three hours for each one-hour class.
- Make yourself a weekly study schedule of all specified periods of time each day for study
- Look at the course syllabus you will receive at the beginning of the term and notice how much you will have to write for each class during the semester
- Read effectively: When you receive your reading assignments, focus on familiarizing yourself with the main points from each reading and often to be able to relate what one writer has said to what another writer has said. Do not try to memorize all your reading materials.

Talk With Your Teachers

American instructors expect student to ASK QUESTIONS in class. Any time you feel unsure of what is expected of you in class, or of some aspect of the material being presented, ask the teacher and some of your fellow students about it. If you don't ask, it will be assumed that you understand everything.

ACADEMIC HONESTY

Students at the university are expected to do their own academic work without getting excessive assistance from other people. This does not mean that you cannot ask other students for help in understanding what is happening in the class. However, it is not considered proper to have someone else do an assignment for you, or to copy answers or information from a publication in a way that makes it appear that the answers are ones you devised and composed yourself. That is considered cheating. Cheating means getting help from someone other than yourself or the instructor that you are not supposed to receive on an assignment, quiz, or examination. Plagiarism refers specifically to the practice of copying from a book or other publication and not giving credit, citing, or saying that the words belong to someone else and not to you. We obey the Honor Code at WVU and all students are required to familiarize themselves with this code of conduct.

Examples of cheating

- Copying other students' assignments
- Copying other students' answers to examination questions
- Taking notes or books to an examination and secretly referring to them for assistance in answering examination questions
- Any classroom behavior or academic actions that a professor indicates as prohibitory during class session or examination period
- Looking at other students' papers during an examination.

Possible consequences of cheating

- A failing grade for the assignment or examination on which the cheating took place
- A failing grade for the course in which the cheating occurred
- Appealing to the University Committee for Students' Rights and Responsibilities for sanctions
- Expulsion from the University

WRITING

You will have to learn how to write in your academic discipline. Reading in your discipline, understanding the different writing styles demanded by your discipline such as the American Psychological Association (APA) and the Modern Language Association (MLA) will help you. Consult your professors and find out where the resources are for learning about these writing styles. Seek help, feedback, and learn the skills necessary to produce a good paper. You may consult with fellow students as you discover the important writing tools and methods.

EXAMINATIONS

You will have many examinations. Nearly every class has a final exam at the end of the semester. Most have mid-term exams near the middle of the semester. There may also be additional tests or quizzes given with greater frequency, perhaps even weekly. All these tests are designed to assure that students are doing the work that is assigned to them, and to measure how much they are learning.

Two Type of Exams:

Objective exams: An objective exam tests the students' knowledge of particular facts. There are five different kinds of questions commonly found on objective examinations. You will want to learn about each of them:

- Multiple choice – you choose from a series of answers, selecting the one (or more) that is most appropriate
- True and False –you must read a statement and indicate whether it is true or false
- Matching – you must match phrases or statements from two columns
- Identification – you must identify and briefly explain the significance of a name, term, or phrase
- Blanks – the student must fill in the blanks left in phrase or statement in order to make it complete and correct

Subjective exams/essay questions: These require you to write an essay in response to a question or statement. This kind of exam tests your ability to organize and relate your knowledge of a particular subject. In your writing, you will be expected to know when and how to paraphrase or summarize another writer's ideas into your own words. To avoid a charge of plagiarism, it is essential that you acquire the skill of paraphrasing. This is a difficult exam for non-native English speakers.

GRADING SYSTEM

WVU's grading system is based on the point system. For example, A = 4 points, B = 3points, C = 2 points, and D = 1 point. These points are used to assess overall study and produce a grade point average. For example, a student completing four courses, each carrying four credits, receiving grades of two A's and two B's, would have a quality-point average of 3.5 for that semester or a B+. Each instructor will have his/her own philosophy of grading. Some will use a formula. It is your job to ask if the grading explanation is not on the syllabus.

S.P.E.A.K. TEST

WVU now requires graduate assistants who are not native English speakers to pass a "Speak Test" before they are allowed contact with undergraduate students. This test is usually given during the first week of orientation before school officially begins in the Fall (August) and Spring (January). For information, phone 293-3604 x1106. Please take into account that even if one of your country's official languages is English, and you have spoken it since you were a child, different dialects of English are very difficult for the average American student to comprehend. So please take the test with the thought in mind, that you are here to offer your gift of teaching and that you would like to be understood.

Every Graduate Assistant will have at least three chances during the year to pass the test. The Speak Test is equivalent to the Test of Spoken English (TSE) administered internationally. Any students with a score of 50 or higher on the TSE will be exempted from taking the Speak Test. Generally, evidence of proficiency in spoken English will be considered a plus, but will not be a requirement for initial graduate assistantship awards.

HELPFUL WEB SITES FOR SPEAKING AND WRITING

www.toefl.org/edabttse.html#abttse (TSE site)

<http://www.apastyle.org/>

http://owl.english.purdue.edu/handouts/research/r_mla.html

<http://www.utoronto.ca/writing/facesl.html>

Please Note Do not pay for help with writing papers through the Internet. There are enough free sites to assist you. Please also do not copy materials from the internet and use them as your own for assignments. This will be regarded as plagiarism. It is perfectly respectable to offer some small sum to a tutor who is helping you, one on one, on a regular basis. The downtown WVU library also offers free workshops and assistance with writing papers.

DAILY LIVING

HOUSING

Morgantown has many options for housing including houses (to rent or buy), apartments (in larger houses or large complexes), mobile homes, sleeping rooms, and University owned and operated apartments for families.

Good sources of information about off-campus housing are:

- WVU Off-Campus Housing office, E. Moore Hall, downtown campus – www.wvu.edu/~studlife
- The Dominion Post newspaper and the Daily Athenaeum
- www.addresses.com which is an on-line rental information site
- Current students
- Real Estate Agencies

WHAT TO LOOK FOR

- The distance to your work or classes
- The availability of laundry facilities
- The availability of parking
- Access to public transportation

BEFORE SIGNING A LEASE

You should inspect the apartment or house carefully before renting. Check the general condition of the apartment or house and make a list of all the problems you see, such as holes in the floors/walls, ceilings, cracked or broken windows etc. See that the entrance doors lock securely. Make sure that there is a heating unit and that it is vented into a chimney on the outside of the house and above the roof. Ask the landlord to show you where the electric box is. Check the smoke detectors and make sure they are working. Ask that any problems be corrected before you sign a lease, but make a note on the lease of any damage that is not repaired before you move in. Otherwise, you may be charged for damage which was not your fault. Photographs showing the conditions of the apartment or house are helpful.

THE LEASE

- Read it carefully and know what you are signing before you sign it.
- A lease is a legally binding contract.
- A lease is made up of a number of provisions. These are legally binding and need to be followed.
- Leases can be negotiated before they are signed.
- There are three steps to changing a lease.
 - Discuss the change with the landlord
 - Put the change in writing, either by adding or deleting from the lease.
 - Have the landlord and tenant initial the changes.
- Make sure everyone has a copy of the modified lease.
- Keep your lease in a safe place.
- Make sure any promised repairs are written on the lease and initialed by both the tenant and the landlord.
- If you leave before your term is up, the landlord can hold you responsible for all rent that is due throughout the term of the lease.
- Getting out of a signed lease is virtually impossible.
- Try negotiating a termination provision before signing the lease.
- Try negotiating to allow a subletting provision in the lease before signing the lease.

SUBLETTING

- Subletting is when the tenant finds someone to, either temporarily or permanently, take over his/her responsibilities under the lease and move into the housing before the end of the lease.
- A subtenant is the person who will be moving into the housing before the end of the lease.
- A sublease is a written lease between the tenant and the subtenant that clearly states all the subtenant's responsibilities.

- Subletting is only possible with the landlord's consent.

MOVING DAY

- Contact your landlord to find out when you can move in.
- Find out when you can get your keys.
- Contact utility companies to schedule a connection date.
- Do a thorough inspection and note any damages.
- Make sure all keys work properly.
- Schedule a walk-through with your landlord to compare (together) and note any damages that may have occurred since your first inspection.
- Make an inventory list of all furnishings the landlord has provided for you.
- Consider buying renter's insurance.

REPAIRS

- Notify the landlord of the needed repair by calling or stopping into the office.
- If repairs are not done, notify the landlord of the repair by sending a letter by certified mail with return receipt.
- Keep a copy of the letter for yourself.
- If there is still no response from your landlord, contact the Housing Inspectors Office at 284-7401, or Student Legal Services at 293-4897 for assistance.
- By law, you cannot withhold rent to get repairs done. You could end up being evicted instead.

MOVING OUT

- Contact your landlord to find out moving out date and procedures.
- Determine how keys are to be returned.
- Schedule to have the utilities disconnected.
- Schedule an on-site inspection with your landlord to go over the damages sheet from when you moved in.
- Get it in writing that your security deposit will be returned.
- Provide your landlord with a forwarding address so your security deposit can be returned.
- Make sure you fill out a change of address card with the US Post Office so your mail can be forwarded. Send address cards to your friends, utility companies, and debtors.

FREQUENTLY ASKED QUESTIONS

- Can a landlord enter my house unannounced? Yes. In West Virginia, a landlord can enter at a reasonable time for a reasonable purpose.
- What happens if I get caught with a pet? You could be evicted and/or lose your security deposit.
- Is there a limit on how much a security deposit can be? Legally in West Virginia, there is no limit.
- Who should make repairs on my rental unit? Generally, it is the landlord who will make repairs. However, check you lease for the specific details about maintenance and responsibility of repairs. Certain circumstances may change the responsibility for the repairs.
- Who removes snow or cuts grass at my rental unit? Generally, the landlord is responsible for yard maintenance unless specified otherwise in your lease.
- Can I alter or make changes to my rental unit? Yes, but only with prior written consent from your landlord.

TIPS TO HELP MAKE LIFE EASIER

- Pay your rent on time!
- Don't use extension cords! Extension cords can cause fires. If you need extra outlets, buy a surge protector.
- Take out your trash! A dirty apartment reflects poorly on you and can attract insects and rodents. You could be cited by the inspector's office and held responsible for extermination fees.
- Always keep batteries in smoke detectors and test them monthly to make certain that they work.

- Leave the heat on when you go home for the holidays. This will prevent your pipes from freezing.
- Know where your emergency exits are. You never know when you will find yourself in a life-threatening situation.
- Lock all doors and windows.
- If you are planning on having a party, make certain your lease permits them and consider your neighbors. You never know when you might need them.
- Always remember that you are responsible for your actions and those of your guests.
- It is your responsibility to keep drains clear. Buy a plunger, know where your shut-off valves are, and keep Drano or Liquid Plumber handy.

DISCRIMINATION

No one can legally be refused housing on the basis of race, religion, color, national origin, ancestry, sex, or disability. You are protected, by law under the West Virginia Fair Housing Act. Landlords may refuse to rent to students if that is the only basis for refusal. If you think you have been discriminated against, you should contact the Off-Campus Housing Office at 293-5611 or Student Legal Services at 293-4897. To file a complaint you should contact the Human Rights Commission at 304-558-2616 or 1-888-676-5546 (toll free).

UTILITIES

Currently, the only cable company that services the Morgantown area is Adelphia Cable (292-6561). Call this number to have your television cable connected. Cable usually costs around \$40 a month for almost 70 channels. You may also get Internet from Adelphia for an additional fee. Another option is DirectTV which is a satellite television. Information about DirectTV can be found at Rex's TV and Appliances (292-0414) or you may check out their web site at www.directtv.com.

.Allegheny Power-1-800-255-3443. Call this number to have electric service connected. A deposit of around \$40 will be required. Once the contract is signed, it will take one or two days for power to be supplied. Bills are normally sent every two months.

Dominion Hope Gas (296-3481). Call this number to have your natural gas service connected. You must be prepared to give your name, full address, and your social security number. Service will be installed usually 1-3 days from the time you call. You will be expected to be there when your service is turned on. Dominion Hope charges \$7 a month usage fee whether you use any gas or not.

Verizon-954-6200. Call this number to have your telephone service connected. Information about the different types of local service will be given to you by a service representative, and you should be prepared to give them the following information.

- Name and complete address
- How you would like your name to appear in the telephone directory
- Type of local service you need
- Your choice for long distance (you do not have to make this choice right away.) Some people choose to have no long distance service and purchased phone cards instead for that purpose.
- Type of telephone you have (pushbutton, wireless, wall phone etc.)

BFI Morgantown-296-3696. This is for garbage service within Morgantown. Garbage and water are often included in your rent. Check with your landlord to see if these are included.

Morgantown Utility Board-292-8443. Call this number to have your water, sewage, and garbage service connected. You may be required to go to the office in person. You will need to pay a new account charge and a deposit based on your projected water usage. Bills are sent out every 3 months and include the sewer charge.

HOUSEKEEPING AND SECURITY

Once you have found yourself a home in Morgantown, you will face the task of housekeeping. Remember, many landlords will expect all international visitors to be like you. If you are a careful housekeeper, they will be happy to rent to another international visitor. Many things about your home will seem strange and unfamiliar so we offer a few suggestions which may help.

Appliances

Ask your landlord to show you how to use your stove, refrigerator, heating and cooling units and any other appliance you may be unfamiliar with. Appliances from some countries will not work in the US because most electrical outlets give 110 volt AC current at a frequency of 60 cycles.

Food Storage

Foods bought from a refrigerator case at the store should be kept in a refrigerator. Cooked leftover foods should be refrigerated. Food should not be left in an open can but should be put in a clean, covered container and refrigerated. Frozen foods must be kept in the freezing compartment of your refrigerator until ready for use. If they become thawed, they should be used immediately and not re-frozen.

Cleaning

Finding your way around a supermarket and choosing between the many unfamiliar brands of cleaning products can be daunting. However, many supermarkets sell "house brand" items or non-brand name items in plain black and white packaging, called "generic". These are less expensive than brand name items. Your first shopping trip will be easier if you ask a friend or neighbor who has lived in Morgantown for a while, to go with you. You can also use common household solutions for cleaning. You can use bleach to disinfect toilet bowls as well as to whiten clothes. You can use baking soda to clean refrigerators and as a mild abrasive on sinks and counter stains. Vinegar is good for cleaning glass and mirrors.

Caution! Never mix anything containing chlorine bleach with ammonia. They combine to produce a poisonous gas! Also remember that most cleaning supplies are poisonous and should be kept out of reach of children.

Pest Control Tips – To prevent cockroach infestation:

- Keep the kitchen neat and clean
- Don't leave food out on the kitchen counters or table
- Store food in tightly closed containers
- Don't let garbage pile up for long periods of time

If you notice a large number of bugs, ask your landlord to call an exterminator.

Safety in the Kitchen

Be sure to use an appropriate pan before cooking food on top of the stove. Handles of pots and pans should be turned toward the back of the stove and out of the reach of children.

Hot grease is extremely dangerous. Always wipe up food spilled on the stove and outside of pans to prevent a grease fire. Should a grease fire occur, turn off the source of heat and pour baking soda directly from the box onto the fire to put it out. Do not attempt to move the pan. Do not put water on a grease fire. It is wise to keep a box of baking soda by the stove for such emergencies.

General Safety

Keep your doors locked even when you are home. Strangers should not be allowed in your house without proper identification. People who work for utility, repair companies, or collect money for charities, should have proper identification. Ask to see it. If a stranger comes to your door and wants to use the phone, do not let them in. You may offer to make the call for them while they wait outside. Lock the door behind you before you go to make the call.

Keep a list of your possessions. You may rent a safe deposit box from your bank for keeping important papers such as passports, your lease, insurance policies, etc. Personal property insurance will cover the loss of your property by theft, fire and flood. Your landlord's insurance covers only the building and

perhaps the furnishings he provides. If there is a theft or a fire and some of your property is stolen or damaged, you will receive no compensation unless you have your own personal property insurance. Be sure that your insurance policy covers items such as your camera outside the home. You will find a list of insurance agents in the yellow pages of the phone directory.

Do not give any information about yourself on the telephone. Do not give your telephone number to a caller with the wrong number. Be sure that your children do not give out information either. If you are not there, they should be told to say you are unable to come to the phone “right now”, and take a message.

Women should not walk alone at night. Ask a friend or two to walk with you, and walk on well-lit and traveled streets.

ABOUT MORGANTOWN

The University was founded in 1867, only three years after West Virginia became a state. But due to the difficult terrain, railroads, roads and later electric and telephone lines were slow to come. If you stand on a hill overlooking Morgantown, you can imagine why economic growth was slow. You can also see how streets may appear close together on a map, but arriving at your destination may take a long time. Those hills and valleys, mountains and rivers, helped to isolate this part of the country.

By the 1880s Morgantown was reached by the railroad and by the 1890s, the population had quadrupled. First timbering, then coal mining and glassmaking brought economic growth to the community. Today West Virginia University has become one of the largest employers along with the health and technological industry. Of course retail stores and fast food places contribute to a strong economic base for Morgantown.

You will sometimes hear West Virginia being referred to as a “third world country” within the US. This term resulted from several factors:

- The comparative isolation of the state
- The relatively undeveloped transportation system
- The continuing relative poverty of many West Virginians
- The exploitation of the state’s natural resources by wealthy investors from other states in timber, natural gas, and coal.

While your experiences here in Morgantown will in many ways be typical of those you would have in any American community, an understanding of the uniqueness of this area’s history and culture may help you to sort out what is “typically American” from what is “uniquely West Virginian.”

West Virginians are sometimes wary of strangers, yet they can also be uncommonly generous and accepting of guests and travelers. They take tremendous pride in their independence and freedom, but they have a high percentage of people who have banded together for cooperative action in groups such as labor unions.

While being a relatively poor state, West Virginia lags behind in funding for schools, roads and similar services, it is also rich in many less tangible forms of wealth such as a rich cultural heritage, music, stories, and crafts.

Morgantown is a diverse community and in many ways, a cosmopolitan one. You can get to know people from every state in this country as well as from other countries. Some of them will be West Virginians.

GEOGRAPHY

Finding your way around Morgantown can be a bit confusing. While many American cities and towns are laid out on a modified grid system, Morgantown’s roads are closer to nature in that they often follow the contours of the terrain. You will find it helpful to carry a map with you. Maps of the town may be obtained at the WVU Visitors Center located at One Waterfront south of downtown on the river, the Visitor’s Bureau on South High St., and from OISS. You may find WVU Campus maps at OISS.

Even with a street map, it is not always easy to know where people live. Some names refer to areas or neighborhoods rather than particular streets or addresses.

The area of Morgantown, known as “downtown” and bounded by Willey Street, Decker’s Creek, and the Monongahela River, was once all the Morgantown that existed. There are many more neighborhoods today and a description of a few that will be useful to you are in the following group.

- **Sunnyside** and the area below it is now predominantly student housing. But before World War I, many workers at the Seneca Glass company and other glass factories, lived in this area.
- **Evansdale** refers to the campus that houses the Medical Center, School of Engineering, Law School and also includes the shopping, residential, and eating district along Patteson Drive.
- **Suncrest**, once a separate incorporated town, owes its acceleration in growth to the development of the Evansdale campus during the 1950s.
- **The Mileground** is one of the few flat areas in Morgantown. Once the site of horse races, this is where you will find the airport, Harts Field.
- **South Park** was another of Morgantown’s early suburbs. In 1900 it was still farmland and pasture. But when the intense population growth occurred at the turn of the century, some enterprising businessmen bought the area and sold lots. Today you will find many large stately homes on small pieces of property. You will also find homes and apartments to rent in this area. South Park is an easy walk to the downtown campus.
- **Westover** is across the river from the downtown area and has its own municipality. There are many apartments for rent here as well. This area is also within walking distance of the downtown campus.

There are about fifteen other neighborhoods not mentioned in detail. If you want to know more, visit the Visitor’s Bureau on South High St. They will be happy to answer your questions.

CLIMATE

Morgantown has a temperate continental climate with four distinct seasons. Temperature extremes can range from below zero degrees Fahrenheit (-20C) to as much as 100 degrees Fahrenheit (38C). Not only does the temperature change, but the landscape changes as well as lifestyles.

Spring begins in late March and continues until the end of May. The average temperature is 60F. However, daytime may be much warmer and occasionally even hot, while nighttime may fall close to freezing. After the confinement of winter, many people plant gardens, go hiking, or play outdoor sports such as baseball and golf.

Summer is usually from June to August or early September. It can be very hot and humid. Daytime temperatures can be in the 90s Fahrenheit and nighttime is the cool 60s. It stays lighter in the Summer evenings due to Daylight Saving Time, which begins in April. Clocks are set one hour forward in the Spring and one hour back in the Autumn. We refer to this as “Spring Forward, Fall Back”.

Fall (Autumn) lasts from September to the end of November and has similar temperatures to those of Spring. Daylight hours become shorter. Football and soccer are favorite fall sports and many people enjoy the beautiful color display as the deciduous trees get ready to lose their leaves.

Winter lasts from December to mid-March and can be quite unpredictable. Nights are often below freezing while daytime highs may vary from less than 10F to relatively mild mid-forties. Deep snowfalls of up to ten inches occasionally occur, although more usual amounts are from ½ inch to 3 inches. Snow is seldom long-lasting and a 3 inch snowfall may disappear by the afternoon. The snow will last longer in the surrounding mountains making for a variety of winter sports like skiing, sledding, ice skating, and ice climbing.

Morgantown has no predictable season for rain although Spring and Fall tend to be wetter than other times of the year.

Coping with the weather

- Layer your clothing. A sweater topped by a light jacket in Spring and Fall may help you adapt to temperature changes
- Folding umbrellas small enough to fit into a backpack or purse, are regularly carried by the locals.
- Pack a windbreaker, a lightweight nylon jacket, which takes very little space and can provide a lot of warmth if the temperature suddenly drops
- Accessories such as gloves or mittens, hats or scarves can be kept in your backpacks
- Many people keep blankets and water in the trunk of their cars for emergencies

Cold weather warnings

While the temperature extremes in Morgantown are not usually dangerous, the cold, especially when intensified by strong winds, can cause problems for those who are not accustomed to it. Remember to cover your fingers (gloves or mittens) and your ears as these are usually the first parts of your body affected by frostbite. Several layers of lightweight clothing have been found to be warmer than one heavy coat because the trapped layers provide insulation. Two pair of socks also provide more protection. Children need to be dressed warmly as the excitement of snow may make them less aware of being cold.

TRANSPORTATION

Mountain Line Bus Service

This local service available Monday through Saturday from 6am to 6pm. There are some special service routes that will travel to the Morgantown Mall later than 6pm. There is no service on Sundays and holidays. It is best if you check their schedule at this web site www.busrise.org or phone 291-7433. WVU students, staff, and faculty ride the Mountain Line for free with your IDs.

Greyhound Bus

This bus travels to Washington, D.C., Pittsburgh and other locations. You may access information on routes, times and cost by going to www.greyhound.com.

Morgantown Airport-Hart Field

US Airways uses this local hub and flies regularly to Pittsburgh and Washington, D.C.

Rail Trail

This is not public transportation but is a very nice trail that winds along the Monongahela River in downtown Morgantown, to the village of Sabraton and on. It is for walking, cycling, and roller skating/blading.

Yellow Cab Co.

There is a local taxi service. Please call 292-7441 or 292-3336 for more information.

Personal Rapid Transit (PRT)

The PRT is owned and operated by WVU. Details are included in the WVU Services section of this booklet. Undergraduates, all full fee-paying graduate students, and staff may ride for free. For everyone else, the cost is .75 cents. There is no service on Sundays and holidays.

OBTAINING A DRIVER'S LICENSE

New residents are required to apply for a West Virginia driver's license. Foreign driver's licenses are only valid for 30 days after you take up residence, and international licenses are valid for 90 days. To get a license you must:

- Apply for a driving permit (\$4 fee required)
- Present your social security card, passport, visa, I-94 and your original birth certificate or a certified copy translated into English, or a tax identification number (if you do not have a social security number) to the West Virginia Department of Motor Vehicles in Sabraton any Monday through Friday 8:30am to 4pm.

- Take a vision exam
- Take a written test. You will receive a booklet to assist you in becoming acquainted with the laws. Both the written and driving tests are given Monday through Friday, 8:30am to 4:30pm.
- Take an actual driving test. You must be accompanied by a person over the age of 21 with a valid US issued driver's license.
- Be prepared to pay anywhere from \$5.50 to \$18.00 for a driver's license. The cost is dependent on your year of birth. WV licenses can be good for up to 5 years.

NOTE: If you do not have a social security card and do not plan to work, you may get a letter from the Social Security Administration that says you are denied a SS number. You may use that instead of a SS card to apply for a driver's license. You will need to take your WVU student ID and your passport to the SS office to receive this letter. You may be required to present additional documentation when applying for a driver's license at the WV Department of Motor Vehicles.

Automobiles are the most convenient form of transportation but also the most expensive. If you only need to use a car occasionally, it is much cheaper to rent one.

Automobile Rental

Most of the national rental agencies have conveniently located offices (check the telephone directory). Several local and regional dealers also rent or lease cars with varying daily, weekly and weekend rates. Check with each company for their rates and requirements.

What you will need:

- A major credit card
- You must be over 21 years of age
- If you are 21-24, an additional \$25 a day will be added to the rental fee. This is an underage charge. In case you think this is discriminatory, insurance is more costly for American drivers of this age.
- Possess a valid international driver's license or any valid state license

These are normal procedures for most major rental companies. Check the Yellow Pages in the telephone directory under automobile rentals for more information or changes. Some popular rental companies are Hertz, Avis, Budget and Enterprise.

Purchasing A Car

When purchasing a car, especially a used car, consider the following:

- The price of a car is always negotiable, unlike most other items for sale in the US. Cars purchased from an individual rather than a dealer are often less expensive, but will have no warranty to cover defects.
- Always have a certified mechanic check over a used car before you complete your purchase.
- Obtain all legal papers giving you a clear title of ownership to the vehicle. You will need this title deed to license your car with the state of West Virginia. You must also obtain and show proof of auto insurance.
- The dealer may license the car for you or you may do it yourself.
- Once you have licensed your car and obtained the West Virginia plates, you must have the car inspected at one of the official inspection stations within thirty days. Look in the telephone directory for inspection sites.
- Consider the obligations that accompany automobile ownership. Parking is limited in Morgantown and it is costly. Most residential areas near the Downtown Campus, have street parking marked by blue paint on the curb. You MUST have a permit which is obtained at the City Building on Spruce St. The cost is \$5 per year. On campus parking is very expensive in the garage and permit parking applications can take several years.
- Parking in a "permit only" designated area without a permit can cost you a \$10 fine, booting, or towing.
- Booting is a large metal casing attached to your car wheel that prevents you from driving it. This is very expensive to resolve. Booting is performed by the local police.

- If your car has been left in a restricted parking area for a number of days without being moved, it may be towed away to a local garage. You must notify the police to find it and pay a very heavy fine.
- It is wise to purchase snow tires for your car. All-weather radials are popular and assist in winter driving. Don't assume that you can drive a normal speed in the snow. Always be cautious and wary of other drivers. Good tires don't prevent accidents but do aid you in maintaining better control of your vehicle.

In case of accidents be sure to notify the police immediately. Never leave the scene of an accident. Always be sure to get the name, address, and the name of the insurance company of the other driver. Also get the make, model, and license plate number of the other vehicle. Report the accident to your insurance company as soon as you possibly can.

If your car breaks down, do not accept a ride from a stranger. Ask them to call the State Police for you and remain with your vehicle. Normal emergency procedures are to raise the hood of your car and/or tie a white cloth from your vehicle antenna. This alerts other vehicles that you are in trouble. Someone may be kind enough to call for help on your behalf.

PLACES TO GO

International students and faculty who come to West Virginia often adjust quickly to their new lives here. Busy with work and/or studies, their time is very full and they have many opportunities to meet people. For their families, sometimes struggling with English, it is sometimes more difficult to find things to do and ways to meet people. Below you will find some hints from others who have been through this experience.

Women Across Cultures was formed to assist the wives of international visitors as well as provide opportunities for American women to become acquainted with women from all over the world. They meet Friday mornings at the Medical Center Apartments below the Medical Center PRT station in Evansdale, 10am to noon to practice English, listen to speakers, share cultures and cooking, go on field trips and more. For information, call 293-3519 or 291-1755.

Parents' Place is a unique center that offers care, support and education for parents and their children. While the child is in a supervised play group with other children of the same age, the parents meet for coffee or tea and participate in programs of interest which are frequently related to topics about children and have the chance to discuss ideas and talk informally. Many parents, both American and international, have found it a source for good friendships and a respite from constant childcare. Fees are nominal. Parents' Place is located at the Church of the Brethren at 464 Virginia Ave. in Morgantown. For more information phone 292-5616.

The MOMS Club® (MOMS Offering Moms Support) is a support group for the mother-at-home. If you're interested in the world around you and would like a variety of activities for you and your children, phone 304-291-8548 or send e-mail to morgantownmomsclub@yahoo.com.

Other Groups

For more information about groups in Morgantown, call the Morgantown Public Library at 291-7425. The reference librarian can help you locate a person for your specific interest. The **Chamber of Commerce** also has a listing of 50 civic organizations in the Morgantown community. Contact them at 292-3311. Other "After-School" programs include **Afterschool Adventures** at 599-7743, **Kaleidoscope Community Learning Centers** at 291-9258, **Kinder Kids** at 292-7863 and **Morgantown Fun Factory a Board of Parks and Recreation Council (BOPARC)** program at <http://www.boparc.org>.

Classes and Workshops

The Monongalia County Technical Education Center offers a wide variety of programs including free English classes. They also offer classes in Word Processing and recreational courses such as Sewing and Woodworking. Contact them at 291-9226.

The Craft Center in Towers on the Evansdale Campus offers opportunities to be creative. Just stop by Monday through Thursday from noon to 10pm for more information. Literacy Volunteers offers tutoring in English. They are also always in need of tutors for most languages. Contact them at 296-3400.

RECREATION AND CULTURE

Several organizations in the area offer the opportunity to exercise, have fun and meet new people. BOPARC offers year round activities ranging from classes in yoga and ballroom dancing to skating parties, movies under the stars in the summer, and field trips. Go to <http://www.boparc.org> for more information.

WVU Creative Arts Center offers a children's theatre program. Contact them at 293-2020 x3120.

Morgantown Theatre Company offers theatre classes for kids. 291-6826

Morgantown Public Library offers story hour for young children, movies and a reading incentive program during the summer for older children. To obtain a library card, bring your driver's license, a bank check with your address printed on it, or a bill that has your Morgantown address on it. The library is located downtown on Spruce St.

Parks, Camping and Hiking

Coopers Rock State Park offers camping, hiking, picnicking and more. For information phone 594-1773 Chestnut Ridge State Park offers camping, swimming, hiking and picnicking for a minimal fee. For more information phone 594-2415.

For information on West Virginia events, fairs and festivals go to www.callwva.com or phone 1-800-CALLWVA or www.tourmorgantown.com.

Organizations

America is a land of organizations. In addition to socializing through family ties or job-related connections, many Americans rely upon organizations to provide social opportunities. Some organizations specifically reach out to new people in the community.

The Morgantown Community Newcomers Club helps new residents get acquainted with their new home community. It provides an opportunity for new residents to gather socially, develop friendships, and ease the transition. The Club is active September through May. Contact Kathy at kschill812@aol.com for more information.

SCHOOLS

To receive a list of the public schools in your area, call the Monongalia County Board of Education at 291-9210.

US POST OFFICE

Located on the south end of High St. downtown – 291-1035. The WVU Mountainlair also has a post office which is open Monday through Friday.

SHOPPING

The yellow pages of your telephone directory are the most useful guide for shopping when you first move to Morgantown. The Dominion Post, the local newspaper, is a good source for advertising specials each week. In the US, price bargaining is not done except when purchasing a car or a home, or when purchasing an item from a private individual or at the following places.

Yard Sales also known as porch or garage sales, are sales of used items in people's own homes. They usually take place Thursdays through Sundays in the Spring, Summer and Fall. You can find clothing, household items, furniture and more at very low prices. You may bargain at yard sales. The best source

for finding yard sales is in the newspaper in the classified section and in the Bulletin Board, a weekly paper, that covers West Virginia, Pennsylvania and Maryland.

Flea Markets also sell used items. Some are open year round while others are seasonal. Check the newspapers or just ask some local antique dealers downtown. A flea market is like a giant yard sale with thousands of items for sale.

The Salvation Army Family Thrift Store is located on University Ave. near the Westover Bridge. They are a great source for used furniture and appliances. Contact them at 296-0221 for store hours.

Many department stores will allow you to “**lay away**” an item which you would like to purchase but cannot afford to pay for at the time. A deposit is required and you may make payments over a period of time. The item will be reserved for you until fully paid for.

If an item which is advertised for sale is not in stock, the store may issue you a “**rain check**”. This coupon will allow you to purchase the item at the advertised sale price when it is in stock again. Morgantown has a variety of grocery stores including ones that specialize in Middle Eastern, Indian and Asian supplies. Check your telephone directory for these locations.

Restaurants around Morgantown represent a range of American, Indian, Chinese, Japanese, Asian, Mexican and Middle Eastern cuisine.

HEALTH SOURCES

The medical system in the United States is unique in that there is no uniform health care service and the choices available can be confusing. Doctors (often referred to as physicians) do practice individually but more commonly several doctors practice together in group practices. These are called “private practices” where you are expected to pay for the services you receive. Some basic care may be provided free or at a nominal cost through the County Health Department (see below) in certain circumstances. Emergency services are available at WVU Ruby Memorial Hospital and Monongalia General Hospital. Walk-ins and less severe emergency services can be received at MedExpress located in the Waterfront District.

You may be surprised by the number of different drugs which can be purchased “over the counter” (without a prescription). Americans often prefer to try one of these remedies from the “drug store” or “pharmacy” first, as a visit to the doctor can be quite expensive.

Where to go for health care

Students may look under WVU Services in this booklet for details in regard to health care assistance. Student spouse or family member may go to the outpatient department of WVU hospital where group practitioners for general medicine and many specialties are available. You or your insurance company must bear the expense.

WVU employees and their families can go to the Family Practice Clinic. Expenses must be paid by you, or your insurance company.

Monongalia County Health Department on Van Voorhis Road provides a number of health services. Some are at nominal rates and some are free of charge. Contact them at 598-5510.

County Dental Clinic provides dental care for children under age 21. The cost is based on income.

Contact them at 598-5108.

Family Resources – 598-5104

Pediatric Care – 598-5100

PLACES OF WORSHIP

Morgantown is one of a few cities in West Virginia that provides a house of worship for almost every faith. Check the Yellow Pages in the telephone book or contact OISS for information on churches, mosques, synagogues, temples, and prayer meetings including Baha’i, Quaker, Buddhist, and Unitarians.

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MONEY, BANKING AND TAXES

CURRENCY

United States currency is based on the decimal system. The basic unit is the dollar (\$) which equals 100 cents/pennies. Coins include the penny (1c), nickel (5c), dime (10c), quarter (25c), and the half-dollar (50c) and one dollar (\$1.00). Paper currency is in denominations of \$1, \$2, \$5, \$10, \$20, \$50, \$100 and up. You will note a different US president or historical person on each of the paper currency amounts. For example, George Washington is on the \$1 bill.

Coins are used for many machines and you will want to keep some in your pocket. Coins are used for machines that sell soft drinks, candy, cigarettes, newspapers, and stamps. Copy machines in the local libraries and laundry machines also use coins.

BANKING

Banking procedures differ greatly from country to country. Banking personnel are willing to explain these differences to you and assist you with any banking problems you may have. Don't hesitate to ask for help. Both men and women may do business in our banks. Checks drawn on our banks are accepted as cash when endorsed and are legal receipts for bills paid. Information regarding foreign exchange may be obtained in the banks.

Banks are listed in the yellow pages of the telephone directory. Bank hours often vary and most banks' lobbies close by 3 or 4pm. Their drive-thru areas stay open until 6pm. You don't have to have a car to use the drive-thru.

Banking Services

Most banks provide a variety of banking services:

- Regular Checking Accounts vary from bank to bank. Some banks offer free checking. Ask your bank.
- Special Checking Accounts reduce fees for low check usage.
- Savings Accounts pay interest on money left on deposit.
- Safety Deposit Boxes are available for a nominal charge and are the best places to keep valuable papers or jewelry.
- Cashier's Checks can be purchased individually if a student prefers.
- Traveler's Checks may be purchased at banks.

You do not have to have a social security number to open a checking account at most banks in Morgantown.

Check Cashing

It is almost impossible to cash a check anywhere else but your own bank where you hold your account/s unless you are taking a check to the bank where the check was issued. Some businesses in Morgantown, like grocery stores, will often allow you to obtain up to \$20 over your purchase amount using a check, debit or ATM card.

If you do not have enough money in your account and your check is returned to your bank, you will be charged at least \$15 plus the amount of the check. Your bank may charge you up to \$30 for insufficient funds. It is against the law to issue checks that are not cashable.

You may also visit www.istaxes.com to find out how you can receive help in filing taxes. There may be a nominal fee.

HOLIDAYS and DATES OF SPECIAL INTEREST

New Year's Day is celebrated on January 1. You will find banks, schools, and most businesses closed except a few gas stations. New Year's Eve, December 31, is more important to Americans than New Year's Day itself. Everyone gathers with friends and family to *ring out the old and ring in the new*, an expression which reflects the old custom of ringing church bells to greet the new year.

Martin Luther King, Jr. Birthday is celebrated on a Monday in mid-January and is an official holiday that closes schools, banks, and government buildings. King organized and led the civil rights movement in America during the 1960s.

Groundhog Day is February 2. This is not an official holiday but celebrates a legend of a Pennsylvania groundhog, Puxatawny Phil, who comes out of his burrow. If he sees his shadow (on a sunny day), he will be frightened and return to his home in the ground, indicating six more weeks of winter. If he does not see his shadow, then Spring is very near.

Abraham Lincoln's Birthday is celebrated February 12. Lincoln was president during the American Civil War and is especially known for the Emancipation Proclamation which abolished slavery. This event is celebrated later along with Washington's birthday.

Valentine's Day is February 14 and is the day set aside for you to tell someone you care about them. Elementary school children generally exchange cards at school with their teachers and classmates. It is also called the lover's holiday which is celebrated by sending cards or giving candy, jewelry and flowers. It is not an official holiday.

George Washington's Birthday is February 22. Washington was the first president of the United States and commander of the army during the American Revolution. This is an official holiday celebrated together with Lincoln's birthday, usually on the third Monday in February.

Saint Patrick's Day is March 17 and is an Irish holiday dedicated to the patron saint of Ireland. Even the non-Irish sometimes exchange cards and decorate with green shamrocks or wear green to school and work. This is not an official holiday.

April Fools Day is April 1. This day is marked by the custom of playing practical jokes on friends and colleagues. It is not an official holiday.

Easter

Easter's date varies from year to year. It is a Christian religious celebration of the resurrection of Jesus from the dead. It is also celebrated as the revival of Spring. Colored eggs, rabbits and chickens are symbols of this season. Christians go to church, have special meals, and often organize egg hiding and egg hunts for the children. This is always on a Sunday.

Mother's Day is usually the second Sunday in May. This day honors mothers and grandmothers. Children usually make something at school for their mothers, buy a small present or just do something nice for her. Mother's Day was founded by a West Virginian, Anne Jarvis, and was first observed in Grafton, WV on May 10, 1908.

Memorial Day is the last Monday in May or May 30. Memorial Day was created to honor members of the US armed forces who have died. There may be parades and special ceremonies at cemeteries. Most people celebrate the day as the beginning of summer and enjoy picnics with family and friends. This is an official holiday.

Flag Day is June 14 and the American flag is flown on homes and office buildings to mark the adoption of the American flag.

Father's Day is the third Sunday in June and honors fathers and grandfathers in the same manner as Mother's Day.

Independence Day is celebrated on July 4. This is the national celebration of the American declaration of independence from Great Britain. It is traditionally celebrated with parades, picnics and fireworks. Decorations are usually red, white and blue. In West Virginia, some types of fireworks are for sale but it is unlawful to bring illegal fireworks into the state. Morgantown hosts a wonderful fireworks display usually down by the river under the Westover Bridge. If you don't want to fight the crowds, you can watch it from the hill in front of Woodburn on the downtown campus.

Labor Day is the first Monday in September and recognizes people who work by giving them a day of rest. It signals the end of summer and often features outdoor activities.

Rosh Hashana and Yom Kippur

The Jewish New Year and the Jewish Day of Atonement are both celebrated on varying dates in September or October.

Columbus Day is celebrated on the second Monday in October. This day commemorates the landing of Italian explorer Christopher Columbus on the shores of America. This is not an official holiday.

Halloween is October 31. Halloween originally called All Souls Day or All Saints Day eve, was believed to be the night the dead returned to roam the earth as ghosts. All manner of magic and ill luck was thought possible.

It is a child's celebration in the US. Children sometimes have parties at school and sometimes are asked to wear costumes on that day. Costumes can be purchased inexpensively in stores or made at home. Children like to wear a costume and mask on the night of October 31 and knock on their neighbors' doors to collect candy. This practice is called *Trick or Treat*. Tricks are discouraged by most municipalities and the time for *Trick or Treating* has been reduced to just an hour in most towns. Check your local newspaper for information.

It is very important that you observe safety rules if your children participate in this holiday. Make sure that your child's costume or yours is light in color or has reflecting tape somewhere so it can be seen by motorists. No mask or costume should hinder the child's ability to walk easily. Accompany small children and only go to homes that have their porch light on.

Traditional colors are orange and black and familiar symbols are pumpkins, black cats, witches, skeletons, and monsters. Many families make jack o lanterns which are hollowed out pumpkins and carved with a scary face. A candle is placed in the pumpkin to accentuate the cut out. This is not an official holiday.

Christmas is on December 25 in the United States. This day commemorates the birth of Jesus and is usually celebrated by the exchanging of gifts, decorated trees and houses and large feasts.

SOCIAL LIFE IN THE UNITED STATES

TIPPING

Gratuities are not usually included in restaurant bills and it is customary to leave a tip (gratuity) for the server. As a guideline, you should tip up to 20% in an expensive restaurant and 15% in other restaurants. Tips are not expected in cafeterias or fast food restaurants.

Tips are also given to luggage carriers in hotels, airports and stations (.50 to a \$1 per piece of luggage), 15% to taxi drivers and hairdressers/barbers, and .50 to coatroom attendants. Do not tip repairmen (utilities or household appliances), mechanics, service station attendants, supermarket clerks or young persons who carry grocery bags. Do not offer tips to public officials. It is illegal and regarded as bribery.

NOTABLE CHARACTERISTICS OF AMERICANS

Like any other society, America has people who are friendly and those who are not; people who are intelligent and those who are not. American culture is very fluid and complex with many sub-cultural groups whose values differ. Even with this diversity, it is possible to mention certain characteristics which describe general attitudes and practices that are commonly shared and tend to distinguish Americans from other cultures. Keep in mind that you will find persons that are the exception to the rule.

Individualism

Americans generally believe that the ideal person is an autonomous, self-reliant individual. Most Americans see themselves as separate individuals, not as representatives of a family, community, or other group. They dislike being dependent on other people or having others dependent on them. Some people from other countries view this attitude as “selfishness.” Others view it as a healthy freedom from the constraints of ties to family, clan or social class.

Informality

Americans are taught that “all people are created equal.” While they continually violate that idea in some aspects of life, in others they adhere to it. They treat each other in very informal ways, for example, even in the presence of great differences in age or social standing. From the point of view of some people from other cultures, this kind of behavior reflects “lack of respect.” From the point of view of others, it reflects a healthy lack of concern for social ritual.

Limited Friendships

Friendships among Americans tend to be shorter and less intensive than those among people from many other cultures. Because they are taught to be self-reliant, because they live in a very mobile society, and for many other reasons as well, Americans tend to avoid deep involvements with other people. Furthermore, Americans tend to “compartmentalize” their friendships, having their “friends at work,” “friends at school,” and so on.

The result of this is sometimes viewed by internationals as an “inability to be friends.” Other times it is seen as a normal way to retain personal happiness in a mobile, ever changing society. These remarks are not intended to discourage international students from attempting to establish friendly relationships with Americans. They are only intended to point out that Americans’ ideas about friendship may be different.

Time Conscious

Americans place considerable value on punctuality. They tend to organize their activities by means of schedules. As a result, they may seem hurried and not able to relax and enjoy themselves. Foreign observers sometimes see this practice as being “rule by the clock.” Other times they see it as a helpful way of assuring that things get done.

Materialism

Success in American society is often marked by the amount of money or the quantity of material goods a person is able to accumulate. A person accumulates money and goods by means of such valued qualities

as hard work, cleverness and persistence. Some internationals see all this as a “lack of appreciation for the spiritual or human aspects of life.” Others recognize it as a way of assuring a comparatively high standard of living.

To become more aware of Americans and their culture, do not be hesitant to ask questions about customs, practices or values. Not only will queries help to reduce confusion or prevent misunderstanding, but they will also help Americans learn about your own culture. In the US, people respect someone who expresses concern. Asking for assistance or an explanation is not considered a sign of weakness.

Social Situations and Use of First Names

When meeting someone for the first time, it is customary to shake the person’s hand. If you are uncertain as to how to address the individual, ask for the name to be repeated.

Americans tend to treat other people in an informal and direct manner. You may have difficulty with this quality at first, but eventually you will become used to it. Americans are informal with one another in their readiness early in a relationship to call each other by first name. There are a few general rules which are easy to follow. People of the same status, such as student or colleagues in a department, usually call each other by first names. In formal situations, or when with a person you wish to show respect, then an address is used with the last name. For example, one would say Mr. or Dr. Brooks.

SOCIAL INVITATIONS

“Come and see me soon” and “drop by any time” are idioms which are often used in social settings, but are rarely meant to be taken literally. It is always wise to telephone a day or more ahead before visiting someone at their home. If you receive a letter or invitation to an event at someone’s home and it says RSVP, you should respond by either writing a note or by telephoning the person who sent you the invitations as to whether or not you plan to attend.

Never accept an invitation unless you really plan to go. To refuse, it is enough to say, “Thank you for inviting me, but I will not be able to come.” If sickness or unavoidable problems make you change your mind, please be certain to tell those expecting you as far in advance as possible. A phone call will be sufficient.

When you receive an invitation for a meal and if there is anything you restricted from eating, explain this to whomever invited you. Cultural preferences or religious restrictions applied to food are understood. It will make it easier for the host to plan a meal that everyone will enjoy.

Other Tips for Social Gatherings

- Americans will invite people they have never met before into their homes
- Visitors to an American home might be allowed or even encouraged to see any room of the house. It is not unusual for people who visit a home in the winter, to have their coats piled on a bed in the main bedroom. This is customary.
- Some entertaining might take place in the kitchen. The kitchen is not the exclusive territory of the female of the house. Men might be seen helping in the kitchen, cooking and/or cleaning up. Men might even be seen wearing aprons.
- Children may get more attention than they would in other countries. Children are often included in social activity and take an active role in the conversation.
- The host may have pets, cats or dogs that live in the home and are permitted to enter any part of the house or use any item of furniture as a resting place. Americans give their animals names and refer to them using pronouns such as he, she, him, her but rarely it.
- The social interaction might entail much mixing of the sexes. Women may form their own conversation group as will men, but there is no rigid sexual segregation.

CULTURAL GUIDELINES

- Americans have no taboo of any kind associated with the left hand. They are as likely to touch you or hand you objects with the left as with the right.
- Americans have no negative association with the soles of the feet or the bottom of the shoes. They do not feel it is necessary to prevent others from seeing these parts of the body.
- A common way to greet children in the US is to pat them on the head.
- People in the US often point with their index finger and wave it around in the air as they make important points in the conversation.
- It is common to beckon to another person to come closer by holding the hand with the palm and fingers up, not down.
- Americans often assume informal and relaxed postures when they are standing or sitting. It is not a sign of disrespect.
- Americans are uncomfortable with silence; they expect to talk rather constantly when in the presence of others.
- In the US the doors of rooms are usually left open unless there is a specific reason to close them.
- Punctuality is very important to Americans. They are likely to become annoyed if they are forced to wait more than 15 minutes beyond the scheduled time for meetings or appointments.

SEXUAL BEHAVIOR

Sex tends to be very important to college-age individuals. This is an exciting time of independence, exploration and experimentation, a new environment, new friends and a stage of life that may include making decisions about sexual activity. Now is the best time think about how you will handle your sexuality.

American women are not necessarily “easy” despite their choice of dress code or any other type of behavior. Sexual behavior in the US is regarded as mutually consenting. This means that you should not expect a woman to have sex with you simply because you complimented her, smiled at her, bought her dinner and so on. No matter what the circumstance surrounding your “date” and /or relationship, she has every right to say NO to a sexual encounter.

One in four women and one in six men will be sexually assaulted in their lifetime, and for college students, it is most likely to happen in the first six weeks of your college career. Sexual assault or rape is sexual intercourse or intrusion without consent. Cat calls (male vocals to women), voyeurism, sexual harassment, and obscene phone calls all fall within the general category of sexual abuse and, although damaging, they do not tend to have the overwhelming negative and pervasive effects that physical sexual intrusion has on a person.

Sexual assault is divided into two categories: acquaintance rape and stranger rape. Acquaintance rape takes place when the victim knows the assailant, and stranger rape is when he or she does not know the assailant. Sexual assault is not just an issue of personal safety, it is also an issue in unhealthy relationships where poor communication, abuse of drugs and alcohol, unclear or different expectations and violence occur.

Below are some myths and facts surrounding sexual assault.

Myth Sexual assault is just a sexual act, it’s no big deal.

Fact Sexual assault is a violent crime committed in a sexual manner. It is a sexual release of anger and power to inflict violence and humiliation on another person.

Myth Rape is a rare occurrence.

Fact One in four females and one in six males are sexually abused in their lifetime. The vast majority are between the ages of 16 and 24.

Myth Sexual assault occurs among strangers.

Fact Eighty percent of victims know their attackers. These are acquaintance or date rapes. Research

indicates this assault is most likely to happen on the third date and in a place the victim is familiar with.

Myth Sexual assault is provoked by the victim.

Fact No one ever asks to be raped. This myth is an attempt to lay the responsibility on the victim instead of the rapist. No one's dress or behavior gives another person the right to rape.

By far, alcohol and other drug use is the most common and pervasive risk factor of sexual assault. We are not good decision makers when we are under the influence of alcohol or drugs. We are usually not as assertive and our ability to use our intuition, which is very important with human interaction, is diminished. Clearly something as important as sexual intercourse should be decided upon when we are sober and able to communicate early.

Legal Perspectives

Sexual assault is a felony and is defined as sexual intrusion without the consent of the partner. There are three degrees of sexual assault.

- 1st degree is a violent assault in which the victim feels her or his life is in jeopardy. Conviction of this crime can result in 15 to 35 years in prison and a \$10,000 fine.
- 2nd degree sexual assault is defined as sexual intrusion without consent and the lack of consent results from forcible compulsion. Conviction results in 10-25 years in prison.
- 3rd degree sexual assault is charged when the victim was mentally defective or mentally incapacitated when she or he was raped due to alcohol or drugs. Conviction results in 1 to 5 years in prison.

Reduce Your Risk of Sexual Assault

- Do not drink, or drink in moderation. You are more vulnerable and unable to make good decisions when you drink.
- Travel in a group and designate one friend to look out for the others. Decide on your limits and adhere to them.
- Communicate!! Be clear! Be assertive! Be sure that your partner knows exactly what your wants and needs are.
- Consider double dating and introduce your new partner to many people. Always tell other people where you are going on a date.
- Be aware of your surroundings and do not be afraid to ask for help.

ALCOHOL

You must be 21 years of age to consume any alcoholic beverage in the state of West Virginia. This includes wine and beer. WVU also takes a strong stand on alcohol consumption.

- Students under the age of 21 who purchase or consume alcohol may be subject to probation.
- Any student who is disruptive while under the influence of alcohol may be subject to probation.
- Students in possession of or consuming alcohol on any state property (including resident halls) may be subject to probation.

Morgantown alcohol-related city codes most often violated by students:

- Open container – no person shall drink or have an open container of alcoholic liquor or beer in or on any public sidewalk, walkway, entranceway, street, lane, motor vehicle, parking garage, lot or other public place in the city limits of Morgantown (Subject to fine set by the City of Morgantown)
- Underage possession/consumption of alcohol – any person under the age of 21 who purchases, consumes, sells or possesses alcoholic liquor. (Punishable by up to 72 hours in jail and/or \$500 fine.)

Consequences of driving under the influence of alcohol are:

- Minimum of 24 hours in jail
- Fines from \$250 to \$500 to get out of jail

- 18 hours of drug and alcohol education will cost you \$225
- 8-12 weeks of group therapy \$30 per session
- 21 or over – you will be arrested if your Blood Alcohol Count (BAC) is .10 or over
- Under 21 – you will be arrested if your Blood Alcohol Count is .02 or over
- If you are 21 or over, you will lose your license for 6 months
- If you are under 21 and you BAC is .02-.09, you will lose your license for 60 days, .10 and over, you will lose your license for 6 months
- Insurance rates will triple
- Estimated lifetime cost of a DUI is \$10,000 - \$15,000

Alcohol Poisoning

When you ingest alcohol, 20% of it immediately passes through your stomach walls into the bloodstream, and the remaining 80% goes to the small intestine where it slowly finds its way into your blood. The body is designed to eliminate approximately ½ ounce of alcohol (or one standard drink) per hour. If the average person drinks more rapidly, the alcohol eventually hits the areas of the brain that can cause temporary or permanent brain injury or death.

What to Look For

- Person is staggering and exhibits slurred or slowed speech and a bobbing head
- Person is unconscious or semiconscious and cannot be awakened
- Person has cold, clammy, unusually pale or bluish skin
- Person is breathing slowly (less than eight times per minute), or breathing irregularly (10 seconds or more between any two breaths)
- Person is vomiting while passed out or “sleeping” and not waking up during or after

Don't worry about any other issue like cost, arrests or fines, or punitive actions. If your friend is having these symptoms listed above, CALL 911 immediately! It may be the difference between your friend living or dying.

OTHER HELPFUL SOURCES

Police Emergency	911
WVU Dept. of Public Safety (DPS)	293-COPS
Rape & Domestic Violence Info Center	292-5100
Carruth Counseling Center	293-4431
University Health Service	293-2311

APPENDIX I

IMPORTANT TELEPHONE NUMBERS

Adelphia Communication (Cable Television)	292-6561
Allegheny Power (electric utilities)	225-3443
Amtrak Train Service (for nearest location)	1-800-872-7245
BOPARC – Board of Parks and Recreation	296-8356
Dominion Hope (gas utilities)	1-800-688-4673
Dominion Post (newspaper)	291-9437
Greyhound Bus Station	292-6961
Internal Revenue Service	842-5871
Literacy Volunteers	296-3400
Monongalia County Health Dept.	598-5510
Dental Clinic for children	598-5108
Family Resources	598-5104
Pediatrics	598-5100
Women’s, Infant, & Children Care (WIC)	598-5181
Monongalia County Schools Administration Office	291-9210
Monongalia County Technical Education Center	291-9226
Monongalia General Hospital	598-2273
Morgantown Airport	291-7461
Morgantown Chamber of Commerce	292-3311
Morgantown Utility Board	292-8443
Morgantown Bus Service (Mountain Line)	291-7433
Northern WV Convention & Visitor’s Bureau	1-800-458-7373
Police/Fire Emergencies	911
Campus Police	9-911
Ruby Memorial Hospital	598-4000
Verizon Telephone Service	954-6200
West Virginia Department of Motor Vehicles (DMV)	285-3240
West Virginia Poison Center (also 911)	1-800-222-1222
WVU Advising Office	293-6629
WVU Box Office	293-3541
WVU Career Services Center	293-2221
WVU Carruth Help Center	293-4431
WVU Learning Help Center	293-2109
WVU Legal Services	293-4897
WVU Mountainlair Information	293-2702
WVU New Student Services	293-2264
WVU Off-Campus Housing	293-5611
WVU Office of Int’l. Students & Scholars (OISS)	293-3519
WVU School of Dentistry (clinic)	293-2521
WVU Student Accounts	293-5811
WVU Student Health Clinic	293-4511
WVU Student Life	293-2580

APPENDIX II

Responsibilities of International Students

- Strive to understand and tolerate a host country's educational and cultural setting, including standards of conduct, law, respect for others, honesty and integrity.
- Respect the rights of self-determination of others.
- Observe the laws and respect for culture of the host country.
- Participate as fully as possible in the life of the host university and country.
- Seek to participate in joint and cooperative ventures of an educational, social or cultural nature with citizens and students of the host country and with other international students and scholars.
- Individually and in groups, act with respect for the rights of persons from other countries, cultures and subcultures, without abridging those rights even in pursuit of one's own rights.
- Accept responsibility for the best interests of international education interchange programs, so as to gain the largest amount of public support for them and the widest possible involvement in them.

APPENDIX III

Common University Vocabulary

- **Academic Advisor** – A faculty member appointed to assist students in the planning of their academic career.
- **Academic Probation** – As a result of poor grades, students are issued a warning that states they are in danger of dismissal at a future date, unless there is improvement in academic performance.
- **Add A Course** – To register for a course you were not previously enrolled in.
- **Area Code** – Part of a local phone number. West Virginia's is 304
- **Assignment** – Work to be done out of class required by a professor and due by a certain date.
- **Audit** – Allows a student to attend a class without receiving a grade or any credit. Course requirements and fees are usually the same as those for credit status.
- **Blue Books** – A small booklet of paper with a blue cover usually used for essay-type exams. These can be purchased at the Book Store or the Lair.
- **Comprehensives (Comps)** – Examinations which cover course material over the entire semester or examinations in a masters program which cover the entire length of study and are necessary to obtain certain desired degrees.
- **Core Curriculum** – A specific class a student attends for one semester. A student typically receives from one to five credit hours for each course. A degree program is made up of a specific number of credit hours that are accumulated by taking a number of required and elective courses. A class schedule is published every semester and courses offered by the university are assigned a title, registration and course number.
- **Dean** – Director or highest authority within an academic department or division of the university.
- **Dissertation** – A scholarly independent research study required to obtain a doctoral degree.
- **Drop A Course** – To withdraw from a course.
- **Drop and Add** – The period of the first two week of the semester during which you may change your program of study by dropping and adding courses. Also refers to procedure by which this is done. Consult your department or school for the correct procedure.
- **DSO** – Designated School Official. WVU has 7; two in Admissions and Records and 5 in the Office of International Students & Scholars. These persons are permitted to sign your I-20s and DS-2019s and perform other immigration documents for you.
- **Electives** – Courses that are not required for an intended degree, but which can be taken for credit and applied towards the degree.
- **Finals** – Last examinations of a semester.
- **Flunk** – To fail to achieve a passing grade.
- **GA** – Graduate Assistant who teaches or usually works for a university department.

- **GPA** – Grade point average in any academic matter.
- **Greek** – Member of a fraternity or sorority
- **Honor System** – The practice of relying on students not to cheat in any academic matter.
- **ID** – A student identification card which is issued during the university registration period.
- **Incomplete** – A temporary mark given to a student who is doing passing work in a course but who cannot complete all the requirements for the course during the term or semester. The student must have a valid reason and must complete the requirements within a period of time acceptable to the instructor. Indicated by an “I” on a student’s grade report.
- **Independent Study** – A course of study or research that is pursued outside of a classroom situation. A student typically registers for one to six credit hours of independent study with a specific professor who is responsible for supervising the student’s progress.
- **Maintenance** – Living expenses incurred while at the university and which include room, meals, books, clothing, local transportation and miscellaneous expenses.
- **Mid-terms** – Examinations given in the middle of the semester.
- **Notarization** – The certification of a document as authentic by a public official known as a notary public.
- **Orals** – The oral examination by a committee of professors which a student working toward a doctor’s degree must pass in order to become a “candidate” for his or her degree. It is a preliminary test of the student’s knowledge in his or her field.
- **Prerequisite** – Program or courses that a student is required to complete before being permitted to enroll in a more advanced program or course.
- **Prof.** – A professor
- **Reading List or Syllabus** – A list of books and articles prepared by each professor for his or her specific course. Required and suggested texts are usually indicated as such. This list is designed to give the student an adequate introduction and survey of the particular course of study.
- **Registration** – Procedure of arranging an academic program at the beginning of each semester.
- **RA** – Resident advisor in dorms or a research assistant
- **Semester** – One academic term which is half of the academic year.
- **Skipped, Slipped Out** – To fail to attend a class, meeting etc.
- **Skim** – To quickly read something to get a general idea of its contents.
- **TA** – Teaching assistant
- **Thesis** – A scholarly research paper required to obtain a master’s degree
- **Transcript** – Official record of past grades and courses taken by a student; available at the Office of Admissions and Records.

APPENDIX IV

MEASUREMENTS, WEIGHTS, AND SIZES

Common Abbreviations

oz = ounce lb = pound g = gram
 pt = pint kg = kilogram qt = quart
 gal = gallon ml = milliliter cl = centiliter
 l = liter in = inch ft = foot
 yd = yard cm = centimeter
 m = meter km = kilometer
 net wt = weight of contents not including weight of the container
 1 T or 1 tbl. = 1 tablespoon = 3 teaspoons
 1 t or 1 tsp = 1 teaspoon
 1 c or 1 cup = 16 tablespoons

Weights

1oz = 28.35 grams (1 gram = .035oz)
 1lb = 16oz = .454 kilograms
 1 ton = 2,000 lbs
 1lb = 1/2 kilogram
 2.2 lbs = 1kg
 4.4 lbs = 2kg
 11 lbs = 5kg
 22.05 = 10k

Liquid Measure

1 cup = 8 fluid ounces
 1 pint = 2 cups = .473 liters
 1 quart = 4 cups = .946 liters
 1.057 quarts = 1 liter
 1 gallon = 3.875 liters

Distance

1 inch = 2.54 centimeters
 1 foot = 12 ins. = 30.48 cms.
 1 yard = 3 ft. = 36 ins = 91.44 cms
 1 mile = 5,280 ft = 1,609 kilometers

Temperature

To convert C to F, multiply C by 9, divide by 5, add 32
 To convert F to C, subtract 32 from F, multiply by 5, divide by 9

Body	normal = 98.6°F or 37°C
Air	0°F = -17.8°C 15°F = 9.4°C
	32°F = 0°C 68°F = 20°C
	85°F = 29.4°C

Oven	250°F = 120°C = Very Slow	300°F = 150°C = Slow
	350°F = 180°C = Moderate	425°F = 220°C = Hot

Clothing and Shoe Sizes

Women's Clothing

American	6	8	10	12
British	28	30	32	34
Continental	34	36	38	40
Japanese	5	7	9	11

Men's Suits, Coats, Sweaters

American	34	36	38	40
British	34	36	38	40
Continental	44	46	48	50
Japanese	S		M	

Men's Shirt/Collars

American	14	14.5	15	15.5
British	14	14.5	15	15.5
Continental	36	37	38	39
Japanese	36	37	38	39

Women's Shoes

American	6	6.5	7	7.5
British	4.5	5	5.5	6
Japanese	23	23.5	24	24.5

Men's Shoes

American	6	7	8	9
British	6.5	7.5	8.5	9.5
Japanese	25	26	27	28

