

**CENTRALIA COLLEGE
INTERNATIONAL PROGRAMS
STUDENT HANDBOOK**

Revised August 2016

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HISTORY OF CENTRALIA COLLEGE

Centralia College was established in 1925 and was one of the first junior colleges in the State of Washington. Centralia Junior College, as it was first known, enrolled 15 students on the first day of class in 1925.

Five students graduated in that first year. Those five students transferred to the University of Washington in Seattle. At the UW students were able to continue their education past the programs offered at Centralia Junior College.

At the end of World War II, the college needed more land, buildings and teachers. Some classes were held in a church as new buildings were being built. The first two buildings were named for early college instructors. Kemp Hall was built in 1950 and Ehret Hall was built in 1958. This made Centralia College a campus because it owned its own land and buildings.

In 1956 Centralia College began to offer part-time programs. Over time more part-time and technical programs became offered in the day and evening hours. These programs have helped to make Centralia College a valuable resource to the local area.

Today, Centralia College offers over 40 academic transfer programs, 24 professional/technical programs as well as extension and on-line courses. Students who attend Centralia College may be preparing to transfer to a 4-year university, planning to complete a 2-year associate degree, studying to gain a certificate, or just taking a class to increase their knowledge or to gain job skills. As it grows and changes, Centralia College continues to play an important role in the life of the community.

PRESIDENT'S MESSAGE



For over ninety years, Centralia College has played a vital role in our community. We take pride in the quality of the education we offer and the memories we help to build for our students. We are happy to welcome you to Centralia College, and we hope that the time you spend here will be an exciting next step on the way to your own life's goals.

What makes Centralia College a special place? First and foremost, it is the people of Centralia College who make it special. From our outstanding faculty to the staff in every office across campus and around our District, we are committed to providing excellent education and to improving the lives of our students. We want you to become a vital part of that tradition of excellence—to find your place, to make your mark, and to pass on the torch of excellence to those

who come after you.

What do you bring to Centralia College? We hope you bring curiosity, the will to work hard, and your own personal story. You can help to make Centralia College a richer place for everyone you meet here. If you commit to giving your best to Centralia College, the College will commit to helping you succeed.

Welcome to Centralia College and our community of learning. Our college is small enough that you should find it easy to meet people, make friends, and pursue your education. But even though we are small, you will still find outstanding facilities, terrific educational programs, and a wide array of support services and student activities.

Centralia College is ready for you. We hope you are ready to make your mark on Centralia College.

Best wishes for a great year!

Sincerely,

Dr. Bob Mohrbacher
President, Centralia College

Mission of Centralia College

Improving People's Lives through Life Long Learning

Our Core Themes

ACCESS, DIVERSITY, PERSISTENCE

Centralia College shall make the benefits of higher education accessible by enrolling a wide range of students including people who have been traditionally underserved; by progressing and graduating a significant number of students; and by making its educational offerings as affordable as possible.

EDUCATIONAL PROGRAMS

Centralia College shall provide to our greater community an ever-increasing number of educated people having the knowledge and skills to become life-long learners and productive and responsible citizens, more capable of realizing their highest human potential.

STEWARDSHIP

Centralia College shall serve as a model of effective stewardship to the citizens of Washington State by prudently managing resources; providing training and qualified college employees; and continuously implementing sustainability best practices.

Note: The foregoing Mission and Goals Statement adopted by the Centralia College Board of Trustees help to set a course for the college. They are intended as broad goals toward which the college strives and against which the Board measures the College's progress. As such, the themes are not intended to create a legal duty or promise to any individual, nor are they intended to confer any legal rights on any individual. (Adopted by the Board of Trustees, September 8, 2011)

Our Values

RESPECT

We value the worth and dignity of the individual.

RESPONSIBILITY

We value the unique contributions of college individuals by recognizing that each performs an essential role in responding to the educational and service needs of the community.

RESPONSIVENESS

We value effective collaboration as the college responds to the changing social, political, economic, and technological needs of our community.

Our Commitment

Centralia College seeks to fulfill its mission by ensuring student success through our commitment to:

- Promote learning activities within the community the college serves.
- Offer opportunities for learners of all ages to gain knowledge and understanding.
- Respond to training and retaining requests in various skills.
- Provide respectful forums in which individuals may examine their values.
- Encourage learners to pursue multiple options for learning.
- Manage responsibly the assets and fiscal resources of the college.
- Demonstrate our values to our community.
- Provide a civil and non-disruptive learning environment.

Centralia College International Programs Vision Statement

As a world-class community college, committed to a free and open flow of ideas, Centralia College recognizes that scholarship knows no international boundaries.

In addition, Centralia College recognizes its responsibility to provide for the cultural enrichment of its domestic students which arises from their personal contact with students from other countries. The faculty and staff are likewise enriched as they teach and perform their services within the context of a world of knowledge.

Centralia College welcomes students from other countries whose previous academic record, command of English and general academic interests are compatible with the high standards of Centralia's academic community. In return it provides a well-organized, tightly focused support program to enable both international and domestic students to mutually profit from each other's experiences.

STUDENT RIGHTS AND RESPONSIBILITIES CODE

4.170 STUDENT RIGHTS AND RESPONSIBILITIES CODE

Campus Contact: Vice President, Student Services

POLICY AND PROCEDURE:

Centralia College has a Student Rights and Responsibilities Code. It is WAC 132L-120. This code describes the student discipline system. Copies of the code are on our web page. Copies are also available in the Student Programs Office and the Office of the Vice President, Student Services. This is a summary of that code. This summary of the Student Rights and Responsibilities Code is provided to highlight essential points in the code. It is not a complete summary and does not replace the actual code. You should refer to the code itself for a complete understanding of its content.

1. Centralia College has this code to help fulfill its mission. See WAC 132L-120-010.
2. If you violate this code, Centralia College can discipline you. See WAC 132L-120-010.
3. Some words in the code have technical or special meanings. These are defined. See WAC 132L-120-15.
4. You are accountable for your behavior both on and off campus. See WAC 132L-120-030.
5. You have constitutional rights. See WAC 132L-120-040.
6. You have these freedoms: access, association, press, speech, assembly, due process and other rights. You are also protected from unlawful discrimination, sexual harassment, and unreasonable search. See WAC 132L-120-070.
7. You should take an active role in your learning, obey the law, and follow College rules. See WAC 132L-120-080.
8. Do not hurt, intimidate or bother people. See WAC 132L-120-080.
9. Be honest and tell the truth. See WAC 132L-120-080.
10. Do not cheat. See WAC 132L-120-080.
11. Do not steal or cause damage to other people's property. See WAC 132L-120-080.
12. Do not go where you are not supposed to. See WAC 132L-120-080.
13. Do not abuse computers, telephones or other electronic equipment; do not use them to break the law or to bother people. See WAC 132L-120-080.
14. The use of tobacco, alcohol, and drugs is strictly controlled. See WAC 132L-120-080.
15. Hazing is prohibited. See WAC 132L-120-080.
16. If you disrupt the classroom, the faculty member may remove you for that day. The same thing could happen if you disrupt an office. You can also be disciplined further. See WAC 132L-120-090.
17. If you violate the code, you can receive anything from a warning to dismissal. You can also be fined or have other restrictions placed on you. See WAC 132L-120-100.
18. If you are a threat to people, you will be suspended immediately. You would get a hearing later. See WAC 132L-120-110.
19. If you are accused of violating this code, you will be summoned to an initial hearing. See WAC 132L-120-120.
20. You can appeal decisions to the judicial board, then to the President. See WAC 132L-120-140.
21. There are rules about how the judicial board conducts its process and handles records. You can have an attorney represent you. See WAC 132L-120-150.
22. There are rules about how the judicial board considers evidence. The College has to prove its case by a preponderance of evidence. See WAC 132L-120-160.
23. There are rules about what the judicial board can do, and how it communicates its results. See WAC 132L-120-170. **COLLEGE POLICY HANDBOOK**
24. There are rules about how and when to appeal to the president. See WAC 132L-120-180 to 190.
25. There are rules about how this code is changed. WAC 132L-120-200 to 220

Centralia College Information and Rules

A student shall be subject to disciplinary action if they commit any of the following:

1. **Abusive Conduct:** Physical and/or verbal abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college sponsored supervised functions including: assault and battery; harassment; or hazing.
2. **Destroying or Damaging Property:** Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.
3. **Dishonesty:** All forms of dishonesty including: cheating, plagiarism; knowingly furnishing false information to the college; intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion or other emergency, on college premises or any college-sponsored activity; forgery; any alteration or use of college documents or instruments of identification with intent to defraud.
4. **Disorderly Conduct:** Materially and substantially interfering with either the personal rights or privileges of others or the educational process of the College.
5. **Drugs:** Using, possessing, furnishing, or selling any narcotic or dangerous drug as those terms are used in Washington State statutes, except when the use of or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.
6. **Inciting Others:** Any student who intentionally incites others to engage in any prohibited conduct as defined herein, which incitement directly leads to such conduct. Inciting is the advocacy which prepares the group or individual addressed for immediate action and compels that individual or group to engage in the prohibited conduct.
7. **Insubordination:** Failure to comply with the lawful directions of college personnel acting in performance of their lawful duties.
8. **Liquor:** Possessing, consuming, or furnishing alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions where prohibited by law.
9. **Theft:** Theft of college property or private property.
10. **Trespass/Unauthorized Presence:** Entering, or remaining unlawfully, as defined in RCW 9A.52.010 through 9A.52.130 or using college premises, facilities, or property without authority.
11. **Unauthorized Use of Supplies and Equipment:** Using, possessing, furnishing, or selling college supplies or equipment without authority.

12. **Weapons, Firearms, Explosives, and Dangerous Chemicals:** Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities (as defined in RCW 6.41.010(3) and 9.41.250) on the college campus, except for authorized college purposes; unless prior written approval has been obtained from the Vice President of Student Services, or any other person designated by the college president.

13. **Other Violations:** Students may be accountable to both civil authorities and the college for acts which constitute violations of federal, state, or local law as well as college rules and policy.

**Make
Good
Choices!**

Important Telephone Numbers

Emergency Numbers

Police, Fire, and Medical Emergency.....	911
From College Phones	9-911
International Programs Director Cell (Laju Nankani).....	360-304-9794
International Programs Advisor Cell (Margo Morales).....	360-999-2700
Campus Security.....	360-736-7663
Poison Center.....	1-800-222-1222
Mental Health Crisis Hotline.....	1-800-559-6696
Domestic Violence Hotline.....	1-800-562-6025
Crisis Pregnancy Hotline.....	1-800-770-4334
Possibilities Pregnancy Center (local free pregnancy testing)	360-330-2229

Useful Numbers

Twin City Bus.....	360-330-2072
Greyhound Bus Lines.....	360-736-9811
Amtrak Train	1-800-872-7245
Centralia Timberland Library.....	360-736-0183
Department of Licensing.....	Vehicle Registration: 360-740-1162 Drivers Licensing: 360-807-6200
Attorney General's Office.....	360-593-5243
Comcast Cable/Internet Services.....	1-877-824-2288
Airport Shuttle Services (Capital Aeroporter).....	1-800-962-3579

Who Can Help You at Centralia College

Director, International Programs

Laju Nankani
736-9391, ext. 492
Cell: (360) 304-9794

International Programs Advisor

Margo Morales
736-9391, ext. 625
Cell: (360) 999-2700

Vice President, Student Services

Robert Cox
(360) 736-9391, ext. 360

Admissions Program Coordinator

Kelly Worthey
736-9391, ext. 648

Student Job Center Coordinator

Joan Rogerson
736-9391, ext. 208

Counseling (academic and personal)

Student Center Building
(downstairs next to bookstore)
360-736-9391 ext. 265

ADMISSION AND ASSESSMENT **INFORMATION**

ACADEMIC STANDARDS POLICY

International students with an F-1 or M-1 student visa must be full-time students and make satisfactory progress toward a degree.

All international students must do the following:

- Enroll in 18 credits per term if they are IEP students.
- Enroll in 12 credits per term if they are college-level students.
- Enroll in courses that are appropriate to their academic program.
- Maintain a cumulative grade point average (GPA) of 2.0 (C) or better.

Difficulty with courses: International students who are experiencing difficulty with their courses should meet with their faculty advisor. Assistance is available from instructors, tutors, counselors, and through the International Programs office.

Illness: International students who become sick, injured, or experience an emergency situation that causes problems with course work or attendance should contact the International Programs advisor. Only a note from the doctor may be used as proof of a medical emergency.

Failure to maintain academic status for ONE quarter:

1. The student will receive a **WARNING** letter by mail.
2. The student must meet with the International Programs director and faculty advisor to develop a plan to improve the student's GPA and/or number of credits.
3. If the student raises the cumulative GPA and/or number of credits, the student will be reclassified as "In Status."

Failure to maintain academic status for TWO quarters:

1. The student will receive a **PROBATION** letter by mail.
2. The student must meet with the International Programs director and faculty advisor to develop a plan to improve the student's GPA and/or number of credits.
3. If the student raises the cumulative GPA and/or number of credits, the student will be reclassified as "In Status."

Failure to maintain academic status for THREE quarters:

1. The student will be suspended from Centralia College.
2. The student will receive a **SUSPENSION** letter by mail. The letter will state the terms of suspension and the time that the student has to appeal the decision.
3. The student may file an appeal with the Vice President of Student Services.
4. If the appeal by Centralia College is not granted, Department of Homeland Security will be notified through SEVIS of the student's failure to maintain status.

5. If the appeal from Centralia College is not granted, the student must be reinstated by Department of Homeland Security (see “Reinstatement”).

APPEAL PROCESS

Students who are suspended from Centralia College will be granted the right to appeal according to the Student Rights and Responsibilities Code.

Serious illness, injury or an emergency situation that prevented you from attending, completing or passing courses may be grounds for an appeal. The appeal process at Centralia College is not the same as reinstatement by the Department of Homeland Security.

Below are the steps in the appeal process:

1. Write a letter to explain what happened during your last 3 quarters at Centralia College. In the letter, you should include:
 - all important facts, such as date of illness or description of emergency.
 - all documentation, such as a note from your doctor.
 - a plan that shows how you will improve, for example, how you are going to meet with a tutor, study harder, get assistance from your advisor, etc.
 - a promise of full-time study in the future (18 credits per term for IEP; 12 credits per term for college level courses)
 - a promise to make satisfactory progress (GPA 2.0 or better)
 - the reason why you should be allowed to continue to study at Centralia College, for example, you want to complete you AA degree in Business or you want to transfer to WSU to major in Computer Science.
2. After you finish your letter, be sure to sign it.
 - bring it to the office of the Vice President of Student Services no later than the date on your SUSPENSION letter.
 - make an appointment with the Vice President of Student Services to discuss your appeal.
3. **If your appeal is approved**, you may continue to study at Centralia College under certain conditions. In this case, you may or may not need to be reinstated by the Department of Homeland Security depending on the reason for your suspension.
4. **If your appeal is denied**, you will be suspended from Centralia College and will be out of status with the Department of Homeland Security. You will then need to transfer to another school and apply for reinstatement or return home to your country.

TESTING AND ASSESSMENT

International students with an F-1 or M-1 visa are required by U.S. Department of Homeland Security to be full-time students and make satisfactory progress toward a degree.

ALL INTERNATIONAL STUDENTS ARE REQUIRED TO DO THE FOLLOWING:

- Follow Centralia College rules for testing, placement, and registering.
- Take placement tests after arrival.
- Have all registration, add/drop, and changes of program forms signed by their faculty advisor and International Programs staff.
- Take classes in sequential order, for example, English 101 must be taken before English 102, etc.
- Meet prerequisites before going to the next level, for example Pre-Calculus (Math 120) is a prerequisite for Calculus 1 (Math 123) so Math 120 must be taken first.
- Remember the placement tests are not a “win” or “lose” situation. You will not pass or fail. You will discover your current level and which skills you need to further develop.

Newly enrolled non-native English speaking international students without official language scores or with scores lower than an IELTS score of 5.5, a Paper-Based TOEFL score of 515, or an Internet-Based TOEFL score of 61 will be given an institutional language assessment, which will determine placement for IEP courses or determine if the student can attempt the Accuplacer.

How do I know if I should be in IEP?

IEP (Intensive English Program) students are international students who need to build their language skills in areas of Speaking, Listening, Reading, and/or Writing. Some students need all four areas of IEP, while others may only need one or two. A language placement test is given to all new international students before each quarter begins and will determine if a student should be placed in IEP. The test includes areas of listening, writing, and speaking. The instructor for your IEP course will also assess your language skills to ensure that you are in the correct level.

Who can take the college English placement exam (Accuplacer/Compass) at the time of admission?

Students who have an IELTS score of 5.5 or higher, a Paper-Based TOEFL score of 515 or higher, or an Internet-Based TOEFL score of 61 or higher are allowed to attempt the Accuplacer test one time when they enroll at C.C. These scores are valid for only six months after the testing date. The international student faculty adviser will place students in courses based these results. If a student is dissatisfied with his/her result on the Writing portion of the Accuplacer, the student may opt to take a one-time writing challenge which will be given by the Testing Center at C.C. and evaluated by the English department, who will then determine best English course placement (IEP, ENGL 098, ENGL 099, ENGL 101). Once the decision for the English course is made by the English Department, the student must enroll in that course. There is no challenge option for the Reading portion of the Accuplacer.

DEGREE PROGRAMS

Centralia College offers a number a variety of degree and certificate programs, some of which transfer to 4 year university and colleges. For more detailed information, refer to the degree plans found on Centralia College's website, or speak with your faculty advisor.

REGISTERING FOR CLASSES

Students who register for classes at Centralia College are required to follow certain rules. Following the rules keeps students in status with immigration policy

NEW STUDENTS

To register for classes, new students must do the following:

- Complete all placement tests.
- Meet with your faculty advisor to determine class schedule using quarterly schedule of classes, college catalog and program guides.
- Complete and sign the registration form.
- Get signatures on the registration form from faculty advisor and International Programs staff.
- Turn in registration form at Admissions and Records counter in the Student Services Center.
- Pay for tuition and fees at the cashier's counter in Student Services Center.
- To make schedule changes after initial registration, use an add/drop form and get signatures from the International Programs director and faculty advisor.

RETURNING STUDENTS

To register for classes, returning students must do the following:

- Choose classes needed to complete their program using the quarterly schedule of classes, college catalog, and program guides.
- Complete and sign the registration form.
- Meet with their faculty advisor to discuss your schedule.
- Get faculty advisor's signature on registration form.
- Get International Programs director's signature on registration form.
- Turn in registration form at Admission and Records counter in the Student Services Center and get a receipt.
- Take the receipt and pay for tuition and fees at Cashier's counter in Student Services Center.
- To make schedule changes after initial registration, use an add/drop form and get signatures from the International Programs director and faculty advisor.

REMEMBER: All schedule changes on add/drop or registration forms require 2 signatures. One signature must be from the International Programs director and one signature must be from your faculty advisor.

INTENSIVE ENGLISH LANGUAGE PROGRAM (IEP)

The Intensive English Language Program (IEP) is for students who need to improve their English for college or university classes but also for career and personal goals. This program has FOUR levels and offers skills classes in integrated speaking, listening, reading and writing. Pronunciation, grammar, conversation and study skills are taught in the IEP classes.

IEP LEVELS: Levels may be combined if student numbers are low.

To find your level, you will be given placement tests in speaking, listening, reading and writing. The scores will show your level. Your instructors will work hard to be sure that you are placed in the best level for you.

Level 1: Level one is a beginner. Level 1 students may know a few words but do not know how to write or speak in sentences. Level 1 students learn basic vocabulary, word order, sentence structure and questions and answers.

Level 2: Level two is a high beginner/low intermediate student. Level 2 students should be able to speak in sentences and write longer sentences. Students should begin to read and write paragraphs on familiar topics and continue to increase their vocabulary and fluency.

Level 3: Level 3 students are intermediate students. Students at this level read and write longer passages. More complex topics are introduced in speaking and listening.

Level 4: Level 4 students are high intermediate/low advanced students. Students at level 4 practice essay writing and read short books and authentic materials on academic topics. Speaking and listening focus on academic topics and academic vocabulary.

How do IEP students move up in level?

IEP students move up in level by maintaining an 80% (2.5) or higher in class, showing language improvement throughout the quarter, receiving a passing score on the final exam (see below). IEP students with more than six absences in a single quarter will automatically be placed into the same level of IEP the following quarter.

When do IEP students get to take the Accuplacer?

IEP Reading students in Levels 3 and 4 who meet the criteria above are permitted to take the Reading portion of the Accuplacer once at the end of the quarter.

IEP Writing student in Levels 3 and 4 who meet the criteria above are permitted to take the Writing portion of the Accuplacer once at the end of the quarter

- IEP Reading: Final test score of 70% or higher
- IEP Writing: Final test score of 70% or higher

MAINTAINING STUDENT VISA STATUS

International students with an F-1 or M-1 visa must be “in status” with all U.S. immigration policies. Students who do not maintain status will be reported to the Department of Homeland Security through SEVIS.

To keep your F-1 or M-1 visa status you must do the following:

- Have a valid passport while in the U.S.
- Have a valid visa to enter the U.S. (See the section below on expiration of visa.)
- Have a valid I-20 while in the U.S.
- Attend the school to which you have been authorized to attend.
- Be a full-time student. At Centralia College, full-time means 18 credits per term for IEP students, and 12 credits per term for college-level students.
- Make satisfactory progress toward a degree program. At Centralia College, satisfactory progress is a cumulative GPA of 2.0 or better.
- Follow proper transfer procedures if you want to attend a school other than Centralia College.
- Limit on-campus employment to 20 hours per week except for approved OPT or CPT. Centralia College employment policies generally limit on-campus employment to **15 hours per week**.
- not work off-campus except for approved OPT or CPT.
- Report your new address within 10 days of moving to Dept. of Homeland Security (see page on SEVIS policies under “Change of Address”).
- Stay enrolled in classes except for authorized breaks, for example summer quarter after completing THREE consecutive quarters.

EXPIRATION OF VISA: The visa in your passport is used only to enter the U.S. While you are staying in the U.S. this visa may expire. As long as you stay in the U.S., you do not need to renew this visa. However, if your visa has expired and you leave the U.S., you must apply for a new visa before you return to the U.S. *Check with International Programs staff if you have questions about your visa.*

Reasons Why Centralia College May Report any F-1 Student to ICE:

1. Student enters the United States with a Centralia College I-20 but fails to report to Centralia College within 30 days of entering the US.
2. Student fails to register for a full course of study for each quarter (except authorized breaks).
3. Student fails to make satisfactory progress.
4. Student terminates attendance at Centralia College before completion of the quarter, (except due to illness reported to the International Programs Office).
5. Student fails to return to Centralia College for the next quarter (except authorized break) without graduating or without completing transfer procedures.

CONSEQUENCES

If your progress does not meet the requirements of Centralia College, you may not be able to continue at the college.

REINSTATEMENT

If you fail to maintain status as a student with an F-1 or M-1 visa you will have to apply to be reinstated by the Department of Homeland Security.

All reinstatement documents and the fee must be submitted to the U.S. Department of Homeland Security office at the address below.

Procedures for reinstatement:

- Meet with the International Programs director to clarify your situation.
- Write a letter requesting reinstatement to student status. This letter must explain your situation in detail and show why you should continue as a full-time student. Generally only a student who had **circumstances that were beyond their control**, such as an accident or medical emergency, will be granted reinstatement.
- Prepare a check for \$290 made out to “U.S. Department of Homeland Security”.
- Complete form I-539. This form is available in the International Programs office or on line at <http://uscis.gov>
- Obtain a new I-20 from the school you wish to attend.
- Copy of all old I-20s.
- Copy of new official bank statement.
- Copy of passport and visa.
- Copy of I-94 card or I-94 printout obtained at www.CBP.gov/I94
- Copy of transcripts. *These are not required but may help your case.*
- Obtain a letter from the Director of International Programs to help clarify your request.

To obtain reinstatement to student status you must prove to the Department of Homeland Security officials that the violation of status resulted from circumstances beyond your control. You must also show that you are currently pursuing or intending to pursue a full course of study. You will not be eligible for reinstatement if you had unauthorized employment or if you are in deportation proceedings. For further information about reinstatement, contact the International Programs office.

Filing addresses:

U.S. Postal Service:

USCIS
P.O. Box 660166
Dallas, TX 75266

USPS Express Mail/Courier:

USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

SEVIS (Student and Exchange Visitor Information System)

1. SEVIS is a database system used by schools, immigration, ports of entry, and consulates abroad to collect data about international students.
2. All international students in the U.S. should have been entered into SEVIS by August 1, 2003.
3. Information reported by schools in SEVIS includes name, address in the student's home country, address in the U.S., birth date, enrollment status, date of entry to the U.S., major, school transfers, Optional Practical Training, etc.
4. Students who are out of status must be reported within SEVIS as required by U.S. immigration law.

What SEVIS means to you

1. The U.S. government is more closely watching international students since the events of September 11, 2001.
2. It is EXTREMELY IMPORTANT to talk with the International Programs director before doing anything that could affect your immigration status.
3. You must be enrolled in 12 credits each term if you are a college-level student and 18 credits each term if you are an IEP student to stay in status with immigration policy.
4. Non-SEVIS I-20s are not accepted after August 1, 2003.
5. Students who are out of status will be reported within SEVIS as required by U.S. immigration law.

Change of Address

All international students are required to do the following:

1. Complete an AR-11 "Alien Change of Address Card" to be sent to the U.S. immigration department within 10 days of moving. You can file online (www.uscis.gov/addresschange) OR change of address cards are available from the International Programs office.
2. Complete a Centralia College change of address form to be submitted at the registration counter. This change of address form is available in the International Programs office and at the registration counter.
3. Complete a post office change of address form to be submitted at the Centralia post office. This change of address form may be available at the International Programs office or any U.S. post office.

NOTE: A change of address applies to the residence where you are living and cannot be a P.O. Box or a friend's address.

Travel Outside and Re-entry into the U.S.

1. Check with the International Programs office before you leave the U.S. Tell the International Office staff when you are leaving and returning.
2. Check the International Programs director's signature and date on the travel authorization section of your I-20. Although when properly endorsed, **is valid for one year, if the date on your I-20 is more than six months old**, please get a new signature and date from the international office.
3. **DO NOT FORGET TO TAKE YOUR I-20 AND PASSPORT!** We also recommend that you take an enrollment verification letter from the International Programs office and a copy of your current class schedule when you travel outside the U.S.
4. Please print and submit an updated I-94 card to the International Programs office any time you exit and re-enter the US.

TRANSFER OF SCHOOLS

Changing from one school to another school is called “transferring.” Below is information about who can transfer and how to transfer.

Who can transfer?

Students who are maintaining status (full-time attendance, over 2.0 GPA, and have no unauthorized off-campus employment) may transfer to another school. See the section below on “How to Transfer.”

If you are out of status, you may not be able to transfer until you apply for reinstatement with USCIS. See “Reinstatement.”

How to transfer?

To transfer to another school, you must do the following:

- Tell the International Programs director that you want to transfer to another school.
- Apply and get accepted by the new school you want to attend. The new school may have a “transfer form.” If so, give the transfer form to the director of International Programs to complete.
- Enroll at the new school in the first term after transferring from the old school. (This is required to maintain status with the Department of Homeland Security.) If you are taking a *vacation* term, enroll on the first term after your *vacation*.
- Pick up your I-20 at the new school and sign it within **15 days** of starting classes at the new school.

Travel Outside the U.S. and Reentry

If you are planning to visit places outside of the United States, be sure to bring your I-20 to the International Program office so the back of the form can be signed before you leave. If you do not, you could have difficulty trying to reenter this country.

Entry into Canada

Most students will require a visa to visit Canada. Most applications can be done online however, depending on your home country, you may also be required to go to a specific office in Seattle to provide biometrics (finger prints etc) as part of your visa application.

Even students who do not require a visa to visit Canada are now required to complete an eTA application. This is similar to the U.S. ESTA. Please refer to the Canadian immigration website for more details and to check travel requirements for your country. <http://www.cic.gc.ca/english/visit/tourist.asp>

Reentry into the U.S.

To reenter the U.S. after an absence of five months or less, you must have a valid passport or travel document, a valid visa, and a Form I-20 with travel authorization signature. If you need to obtain a new visa in order to enter the United States after a temporary absence you may apply for it at a U.S. consular office abroad.

Renewal of a Passport

Foreign passports may be renewed in the United States by the designated representative of a foreign government's embassy in Washington D.C., or officials of the consulates located in various U.S. cities. To renew your passport, you should consult your embassy or consulate to determine what procedures are required. Among other things, you may need a letter from an official at Centralia College certifying your status. You must keep your passport valid at least six months ahead of its expiration date.

US Visa Renewal

If you need to renew your visa, do so in your home country. It is **NOT** possible to renew a U.S. visa in the United States.

VOCABULARY

1. **Appeal:** to make a request to change a decision. Students may make a formal **appeal** to the Vice President of Student Services if they have been suspended from Centralia College.
2. **Assessment:** to determine the value of something. An **assessment** of students' English skills will be made when they arrive at Centralia College.
3. **ICE:** Immigration and Customs Enforcement. **ICE** (part of the Department of Homeland Security) is the organization that regulates and monitors international students after they arrive in the U.S.
4. **College catalog:** booklet that lists college programs and courses. The **Centralia College catalog** lists all the programs, degrees and courses at Centralia College for a 2-year period.
5. **Curricular Practical Training (CPT)** CPT is a program that allows students to work off-campus in a position which is required by their degree program at Centralia College. *The degree program, such as business administration, must have the practical training as a regular part of the curriculum.* CPT must be approved by the International Programs advisor and CPT documents must be sent to BCIS as required. For more information, go to the International Programs office.
6. **Department of Homeland Security (DHS):** The **Department of Homeland Security** is responsible for keeping the U.S. safe from terrorism. DHS manages immigration issues within the U.S.
7. **Emergency:** an unexpected danger. Use a phone to call 911 if there is an **emergency**.
8. **Enrollment/enroll:** to officially become a member of a something such as a school or course. Students must **enroll** in courses before the first day of each term.
9. **Full-time:** International students in the IEP are considered to be **full-time** students if they are enrolled in 18 credits or more. College-level international students are considered to be full-time students if they are enrolled in 12 credits or more.
10. **GPA:** Grade Point Average. Colleges and universities in the U.S. grade students by using a 4.0 **grade point average**. 4.0 = A, 3.0 = B, 2.0 = C and 1.0 = D
11. **IEP:** Intensive English Program. The **IEP** was designed to prepare students for college-level study.
12. **In status:** within the law. Being **in status** with immigration law is very important for international students.
13. **Maintaining status:** obeying the law. For international students, **maintaining status** with immigration law means to be a full-time student who is making satisfactory progress toward a degree.
14. **OPT:** Optional Practical Training. **OPT** is a program that allows students to work off-campus usually after they complete their degree program. Students must apply to ICE and receive an Employment Authorization Document before they can begin OPT.
15. **Out of status:** not in compliance with the law. International students fall **out of status** with immigration law if they are not enrolled full-time or if they are not making satisfactory progress toward their degree.
16. **Probation:** a period of time in which someone is watched or tested to see if they can continue. Students who do not make satisfactory progress for TWO terms will be put on **probation**.

17. **Program guides:** a list of courses needed to complete a program at Centralia College. The **program guides** for all degrees are available in the counseling office or from your advisor.
18. **Registration/register:** to become a member of a something, such as a school or course. International students must **register** and pay before the start of each term at Centralia College.
19. **Reinstatement:** to put someone back in a position they were in before. International students must apply for **reinstatement** if they are suspended from Centralia College.
20. **Satisfactory progress:** to successfully move toward a goal. To keep their student visa, international students must make **satisfactory progress**, which is at least a 2.0 GPA, at Centralia College.
21. **Class Schedule:** a booklet that lists all the classes offered during one term at Centralia College. Class Schedules are available in the Admissions office.
22. **SEVIS:** Student and Exchange Visitor Information System. **SEVIS** is the database system that monitors information about international students and exchange visitors in the U.S. All I-20s are now issued from the **SEVIS** database.
23. **Suspension/suspended:** removing someone from a school or job for a short period of time. International students who are not enrolled full-time or do not make satisfactory progress in their classes for **THREE** terms will be **suspended** from Centralia College. To return to school after **suspension**, students must apply to ICE for reinstatement.
24. **Warning:** the act of telling someone that something bad or dangerous is going to happen. International students who are not enrolled full-time or do not make satisfactory progress in their classes for **ONE** term will get a **warning** letter from Centralia College.

How to Get Involved

The Student Programs and Activities Office at Centralia College provides many activities and programs to expand learning and meet new friends.

ASCC

Every enrolled student at Centralia College is a member of the Associated Students of Centralia College (ASCC). The ASCC is responsible for electing individuals to serve on the Student Government. Every student is entitled to an ASCC Identification Card. With this card, students are available for reduced or free admission to many college events. The first card is free, but replacements are \$5 each. Cards may be obtained in the Student Center. The ASCC Student Government, SAT (Student Activities Teams), and Student Programs and Activities Office are located in the Student Center. The Student Center also provides students an opportunity to meet and relax in the TV lounge area.

Student Government

The ASCC Student Government is officially recognized as part of the College's governance structure. The Senate serves as the recognized representative of Centralia College students. The constitution and bylaws are available in the senate offices and Student Programs Office in the Student Center. Many opportunities are available for students to become involved in the college's governance process. Students may become involved by serving on college committees and faculty tenure committees. Students are appointed to the Senate to serve on the Student Services and Activities Fee Budget Committee, Instructional Council, and other task forces or committees. Student Government meetings are held weekly, agendas and times are posted throughout campus. The ASCC is always looking for interested students to volunteer time and energy for the benefit of Centralia College. Elections for the ASCC Student Government are held in the spring of each year.

Student Activities Team - SAT

The SAT is a student team, selected and hired in conjunction with the ASCC Student Government and college staff, to plan cultural, social, educational, and recreational events for students of Centralia College. Another aspect of this student team is to go out into local high schools and recruit incoming students. The SAT's task is to develop a well-balanced calendar of activities and events, including speakers, musicians, comedians, dances, films, outings, and tournaments. In addition to these activities, team members support campus clubs and organizations, theatre productions, and musical performances. Students who serve on this team receive a broad range of experience in event planning, promotion, publicity, and public relations. The SAT's weekly meetings are open to the student body, and any interested student may attend. SAT members are required to maintain a minimum of ten hours per week in the office or at events. Interviews for SAT positions (Coordinator, Social Issues Coordinator, and Public Relations Coordinator) are held during spring semester. These are hourly paid positions.

Centralia College

Clubs/Organizations and Programs

Student clubs/organizations and programs offer opportunities to meet new friends, satisfy special interests, and make contributions to campus life. Students can organize and join associations to promote their special interests.

A List of a Few Clubs/Organizations and Programs:

International Network	Nursing Club
Diesel Tech Club	Phi Theta Kappa
Women's Volleyball	The Players (Drama)
Pro Musica	Spikeball Club
Men's Basketball	Gender & Sexuality Alliance
Men's Baseball	Science Club
Women's Softball	Tabletop Club
Women's Basketball	CC East Organization of Students
Women's Soccer	TRiO Club
Electronics Club	Latino Unidos

Please see the Centralia College website or Student Handbook for club contact information and updates.

Centralia College Committees provide student participation and education:

Judicial Board	
ASCC Interview Committee	Budget Review and Planning Committee
ASCC Service & Activities Fee Budget Committee	Campus Facilities Committee
Faculty Tenure Committees	Diversity Committee
	Technology Sub Committee

Application packets for forming a new club or organization are available in the Student Programs and Activities Office and ASCC Senate Office.

Sports Programs

Centralia College is a member of the Northwest Athletic Association of Community Colleges and teams are known as the Trailblazers. The College's comprehensive intercollegiate athletic program provides competition for both men and women students and is gaining an enviable record in all league competition. The athletic program offers everyone an opportunity to participate in varsity team sports:

For further information about the sports program and international student eligibility to participate, see the director of sports programs in the gym, 360-736-9391 extension 307.

If you just want to go to games as a fan, you can find the schedule of games online or pick up a schedule in the gym.

Places of Interest on Centralia College Campus

BOOKSTORE

The bookstore provides new and used textbooks, along with study aids, general books, school and computer supplies, stationary, gifts, and clothing.

CAFETERIA

Food Services offers a full line of breakfast, fast foods, salad/sandwich bar, beverages and snack items.

LIBRARY

The Centralia College Library and Media Center houses a permanent collection of over 35,000 books, periodicals, newspapers, microfilms, videotapes, and other forms of non-print material. As a member of the Washington Library Network, the Library Media Center is linked by computer to other libraries throughout the region. This system greatly increases the resources which are available through interlibrary loan.

Professional librarians, supported by experienced staff, are available for assistance. A reading room, study rooms, typewriters, word processors, microfilm reader, printers, and photocopying are some of the services provided by the Center

PEER TUTORING

Peer tutoring is an instructional support technique in which students help other students to master a subject area. Tutoring can help strengthen and improve students' academic abilities and achievement for both the student and the tutor. Upon request, tutoring is available for most classes currently taught at Centralia College.

The peer tutoring services are offered in the Phoenix Center and are free to any registered Centralia College student. To apply for tutoring or to be a tutor, students need to get approval from the content area instructor and complete a short interview with the peer tutor coordinator, who is located in the Phoenix Center.

COUNSELING

Career Counseling

Career Counseling provides assistance with career exploration and decision-making in relation to the person's aptitude, interests, values, and skills. Career tests are available to help an individual identify recommended career paths.

Personal Counseling

Personal Counseling provides assistance with various problems that interfere with a student's education, such as stress, family and relationship problems, interpersonal conflicts, parenting difficulties, sexuality issues, anxiety, depression, or grief issues.

These services are available in Centralia College's Counseling/Career Center. Appointments are recommended to avoid waiting. However, counselors may be seen on a drop-in basis if they are available.

ADVISING

Faculty advisors are the primary source for assisting the student who is transferring to a four-year baccalaureate institution. Counselors assist the student with additional information or concerns. Transfer information sheets and catalogs for two- and four-year colleges in Washington are available in the Career Center. Out-of-state college catalogs are available in the library.

EMPLOYMENT

The rules about employment for international students are controlled by the Department of Homeland Security. Be sure you read this section if you want a job.

ON-CAMPUS STUDENT EMPLOYMENT

International students are allowed to work on-campus according to the Department of Homeland Security.

1. To be able to work on-campus you must do the following:
 - Be in status with immigration policies.
 - Limit your on-campus work to 15 hours per week while school is in session according to Centralia College policies.
 - Be attending classes fulltime at Centralia College.

2. To apply for work on-campus you must do the following:
 - Inform the International Programs director you are interested in working.
 - Meet with the student employment coordinator at the Student Job Center.
 - Complete all forms required by the student employment office for employment and tax purposes. *Meet with the director of International Programs for assistance with the employment forms.*
 - Follow all rules and policies of the student employment office.
 - Have the level of English required for the position for which you are applying.

OFF-CAMPUS EMPLOYMENT

For international students with an F-1 or M-1 visa, the only off-campus employment allowed by the Department of Homeland Security is Optional Practical Training (OPT) or Curricular Practical Training (CPT). Students interested in OPT or CPT must apply to immigration for approval. See the section on Optional Practical Training (OPT) and Curricular Practical Training (CPT).

OPTIONAL PRACTICAL TRAINING

Optional Practical Training (OPT) is work authorization for employment in the student's field of study that is not part of the student's academic program. It may be granted at four times in a student's career: 1) during summer or other vacation periods; 2) after the completion of all course requirements, but before completion of the thesis or dissertation; 3) part-time during the academic term (20 hours per week or less); or 4) after the completion of the degree. The USCIS will authorize a total of twelve (12) months of optional practical training for each degree completed.

Eligibility: A student must have been maintaining their student visa status for at least nine months before he/she is eligible for OPT. IEP students are not eligible for OPT.

When to apply: Students should apply for OPT about ninety (90) days before graduation. They may not apply after their graduation deadline.

How to apply for OPT:

1. Get the required forms from the International Programs office.
2. Prepare the documents below:
 - _____ Form I-765. The form is available in the International Programs office.
 - _____ U.S. \$380 filing fee (Make check or money order payable to: US Department of Homeland Security) Do not mail cash.
 - _____ Copy of new SEVIS I-20 (front and back) and all old I-20s
 - _____ Print out of electronic I-94 from www.CBP.gov/I94
 - _____ Copy of passport picture page and expiration date
 - _____ Copy of visa page from passport
 - _____ Two color photos with white background
 - * Photos must be taken no earlier than 30 days before sending.
 - * Photos must be printed on thin paper, glossy, and may not be mounted or retouched.
 - * Photos must show a three-quarter profile of the right side of your face with your right ear visible. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong.
 - * Photos must not be larger than 1 1/2 x 1 1/2 inches, with the distance from the top of the head to just below the chin about 1 1/4 inches.
 - * Lightly print your name and admission number on the back of each photo with a pencil.
 - * Place the photos in a small envelope and staple envelope to I-765.

YOUR ADDRESS:

The address you use on the application for OPT is **VERY IMPORTANT**. The Post Office will not forward EAD cards or other official USCIS correspondence. We recommend that you use the International Programs office address as your return address. We will contact you when your EAD card arrives and deliver it to you.

You may use this address:

YOUR NAME
C/O INTERNATIONAL PROGRAMS
CENTRALIA COLLEGE
600 CENTRALIA COLLEGE BLVD
CENTRALIA, WA 98531

Processing Information

Acceptance: An OPT application filed without the required fee, evidence, signature or photographs will be returned to you as incomplete. You may correct the problem and resubmit the application; however, the application is not considered properly filed until USCIS accepts it. If your application is complete and filed at the USCIS Service Center, you receive form I-797 receipt notice by mail. This notice will inform you of the number of days you need to wait to for a decision about your OPT application.

Approval: If approved, your Employment Authorization Document (EAD) will be mailed to you.

Denial: If your application is not approved, you will receive a written notice explaining why it was denied.

No decision: You may check the USCIS website for the status of your OPT case.
www.uscis.gov Go to: Tools > Check your Case Status Online

CURRICULAR PRACTICAL TRAINING (CPT)

CPT is a program that allows students to work off campus. The work must be a required part of the student's degree program. For more information, go to the International Programs Office.

SOCIAL SECURITY

International students may get a social security card if they are going to work on-campus. This social security card does not permit international students to work off-campus. The social security card is free.

To apply for a social security card you will need to take these documents to the Social Security office:

- an application for a social security card.
- a letter from the Director of International Programs
- your passport, I-94, and I-20
- a letter of employment from Centralia College

Social Security office contact information:

Social Security Office
1821 Cooks Hill Road
Centralia, WA 98531

Telephone #:1-800-772-1213
Hours: 9 am – 4 pm, Monday - Friday
Closed on Federal and State Holidays

You can also visit www.ssa.gov for additional information

The Social Security office will contact USCIS (immigration) to check your status. It will take about 2-4 weeks for your status to be checked and your card to be mailed to you.

BE SURE YOU HAVE A GOOD MAILING ADDRESS! You may use the International Programs office as your mailing address for your social security card. Be sure to use the complete address below:

Your name
c/o International Programs
Centralia College
600 Centralia College Blvd.
Centralia, WA 98531

Students must take their social security card to the campus employment office. Students may not start working on-campus until they have received their social security number.

PLEASE BE CAREFUL WITH YOUR SOCIAL SECURITY NUMBER.

**For job information, see Joan Rogerson in the Job Center!
Ext. 208**

TAXES

Filing a US Tax return as an international student can seem confusing. Most international students are considered non-residents for tax purposes, but it is important that you file your report each year.

If you **did NOT work** or receive any income, you must file Form 8843.

If you **DID work** or receive income, you must file Form 8843 and usually Form 1040NR-EZ.

**The International Office staff will have a workshop to give you the income proper tax forms and explain the vocabulary.
Don't miss it!**

Additional information about understanding tax returns for international students can be found online at sites like:

<http://www.internationalstudent.com/tax/>

All forms and instructions for filing are available on the Internal Revenue Service (IRS) website: <https://www.irs.gov/>

CULTURAL INFORMATION

STUDY TIPS

General Study Tips

1. Learn to manage your time. You should learn to anticipate the demands on your time. If you know what you must do and how long it will take you to do it, you will be better able to make and implement plans that will allow you to complete all of your tasks. This method will help you to avoid crisis.
2. Pay attention and concentrate in the classroom.
3. Read every assignment twice.
4. Read assignments before you go to the class. Reading assignments before class improves understanding of the classroom lecture and work.
5. Set regular, daily study times. Regular study hours help to develop a routine which is important to good study habits.
6. Do not study any one subject for too long.
7. If you become tired or distracted while studying, take a short break and then come back to your assignment.
8. If you have a question, **ASK IT**.
9. Form a study group with several classmates. Group review and discussion of the material helps you to better understand and retain the information.

Tips on Note Taking

1. Write only the important ideas and concepts.
2. Mark the main ideas. Use a highlighter, circle, or underline the main ideas.
3. Always write down important quotes, names, dates, and definitions.
4. If you must be gone for a day, borrow someone else's notes and copy them.
5. Review the notes from the day before for each class.
6. Occasionally review all of your notes, handouts, etc. for the entire course.
7. If you miss a day of class, if you are not sure your notes are correct, or if you aren't sure you are taking notes of the important points of the lesson, ask one or several of your classmates if you may borrow their notes. This is perfectly acceptable behavior and it is not a sign of failure or a sign of stupidity.

Expectations of Behavior in the U.S. Classroom

1. You are expected to remain silent while the professor or another student is speaking.
2. Before speaking in some large American classrooms, you must raise one hand above your head and wait for the professor to recognize you. This may not be necessary in small college classes. Watch your classmates to discover the proper behavior if you are unsure what to do.
3. In most college classes there will be no assigned seating, so you may sit anywhere you choose to (unless the professor instructs you to do otherwise).
4. If you arrive before your professor, it is acceptable to remain seated when he/she arrives.
5. If the professor asks you a question, you do not have to stand to answer it.
6. Many college professors do not require you to address them as "Professor Smith." First names are used more often, but it is wise to ask the professor if you are not sure.
7. It is expected that you make eye-contact with the professor if he/she is speaking to you. This is polite and shows interest and integrity in North American Culture.
8. You are expected to arrive on time for class and to leave after class has been dismissed by the instructor, unless you have made other arrangements.
9. All college instructors and professors have an office and have office hours. The correct time to discuss any problems you are having with the class or any questions you have is during the instructor's office hours. Occasionally, an appointment is necessary to meet with the professor during his/her office hours. If you are unsure whether or not you need an appointment, ask the instructor. Instructor's office hours are posted on their office door.
10. Finally, and most importantly, **ATTEND CLASS!** Once you get behind in your course work, it is very difficult to catch up. If you must miss class you need to contact your instructor and complete the work that was given while you were gone.

Culture Shock

Anyone living in a new country can experience culture shock, which is the overwhelming feeling of the strangeness of a new place. You don't even have to travel around the world to get culture shock; you can get it traveling to different regions or between a rural area and a city in your own country. The first thing to know about this is that you are not the only person or the first person to feel this way.

Understanding culture shock a little better will help you get over it. Culture shock can be described in four stages.

The first stage, with feelings of **euphoria**, is the easiest. In the first stage you may love everything about the United States. Everything will be new and wonderful and exciting. It is a time of discovery and adventure that can be very fun.

In the second stage, the excitement has been replaced by **melancholy**. Things in the U.S. won't seem so new and exciting and you will begin to notice things you really don't agree with or like about American culture. It is during this time that you will probably have the worst time of your entire stay. Homesickness and depression are normal emotions to have at this time.

Fortunately stage two will eventually become stage three. Stage three is **acceptance**. All the things that made you sad or angry in stage two now don't seem so bad. You will be able to say "That's just the way Americans are," or "That's just how America is." You will be able to see differences between your culture and the culture here not as good or bad, but simply as different.

Finally you will begin to **adapt** to life here. Everyday life begins to get easier in the fourth stage of culture shock. Once you start adapting to life here, you begin to get over culture shock. This is the stage in which many people make lasting connections with American friends or host-families, can appreciate and talk about cultural differences, and face less cultural barriers to their personal and academic goals. Getting here is a great reward for making it through the first three stages!

The emotions like homesickness and sadness that you will feel at times are a perfectly normal part of the adjustment. You will be lonely and homesick and depressed and angry and bored and anxious and probably a million other things before you go home. All of these emotions are perfectly normal.

One remedy for these emotional changes and upheavals that you are going through is to talk. It really does help to talk to someone about how you are feeling, especially around holidays and special times that are difficult when you are on your own. Find a friend or someone you trust and feel comfortable with and talk about how you are adjusting to your new life here in the United States.

Even if talking does not seem to work for you, do not give up. Everyone adjusts in a different way. It may take a little time before you become familiar enough with U.S. culture to begin to feel at home here, but it will happen. Once it does, and you begin to build a support system of friends, time will go by very rapidly. Before you realize it, you will be back on the plane and returning home.

One important thing you need to do is maintain contact with your family and friends at home. They are having a difficult adjustment too; they must learn to adjust to life without you around.

The most important things to remember are (a) you will adjust, (b) your feelings are *normal*, (c) if you are feeling overwhelmed, talk to someone; **do not** keep your feelings inside, and (d) **relax, have fun, and enjoy your studies and your stay in the United States.**

If you need help or need to talk to someone about how you are feeling, contact the staff in the International Programs office or in the Counseling Department.

American Holidays

The following are holidays which are generally observed in the U.S. Those marked with * are official holidays, where government offices, such as the post office, and most businesses, such as banks, are closed. Typically, most stores and restaurants are open on these days, offering shoppers sales and discounts. You will find most of the American holidays are celebrated on a Monday, providing workers with a three-day weekend.

SEPTEMBER

***LABOR DAY – FIRST MONDAY OF THE MONTH**

Established by Congress in 1894 to celebrate the contribution of the labor movement to the productivity of the country, this holiday is frequently viewed as the end of summer vacation, and is celebrated by picnics and outings.

OCTOBER

***COLUMBUS DAY – SECOND MONDAY OF THE MONTH**

This holiday commemorates the landing of the Italian navigator, Christopher Columbus, on American soil on October 12, 1492. His ‘discovery’ of the North American continent supported the theory that the earth was round.

HALLOWEEN – OCTOBER 31

Halloween was originally designed as the day that the dead return to mingle with the living. The name comes from “All Hallows Eve.” Today, Halloween is not taken seriously, and is celebrated by children dressing in costumes and parading throughout the neighborhoods, knocking on doors and shouting “Trick-or-Treat!” It is customary to hand out candy to these children. The most common symbol of Halloween is the jack-o-lantern (pumpkins that have been carved to resemble faces).

NOVEMBER

***VETERAN’S DAY – NOVEMBER 11**

This is a day of observance for those who have served in the U.S. armed forces. It is marked by speeches, parades, and the laying of wreaths at the graves of veterans and soldiers.

***THANKSGIVING DAY – FOURTH THURSDAY OF THE MONTH**

Thanksgiving was first celebrated in the U.S. in 1621 by the colonists and Indians in giving thanks for a plentiful harvest. However, it was first declared a national holiday in 1863 by Abraham Lincoln. Americans typically celebrate this holiday by preparing large meals with traditional turkey and pumpkin pie.

DECEMBER

***CHRISTMAS – DECEMBER 25**

Christmas is a Christian holiday commemorating the birth of Christ. During the Christmas season cities and homes are decorated, parties are given, cards and gifts are exchanged, and Christmas carols are sung. One of the most common traditions is the Christmas tree, decorated with various types of ornaments and lights. Very few stores are open on this day.

JANUARY

***NEW YEAR'S DAY – JANUARY 1**

Celebrated to welcome in the New Year, many Americans take the opportunity to visit friends and attend parties and other festivities. Much of the celebrating is done on New Year's Eve, with midnight being the highest point of the evening because it signifies the end of the old year and the beginning of the new one. On New Year's Day itself, people usually relax, eat, watch football games on T.V., and enjoy the holiday.

***MARTIN LUTHER KING DAY – THIRD MONDAY OF THE MONTH**

This is a day honoring Martin Luther King Jr., a famous African American who championed civil rights and promoted non-violence in the U.S. during the 1960s.

FEBRUARY

VALENTINE'S DAY – FEBRUARY 14

This was originally a day honoring St. Valentine, but it has become a secular holiday celebrating romantic love. People typically send cards or flowers and give candy in heart-shaped boxes to loved ones.

***PRESIDENT'S DAY – THIRD MONDAY OF THE MONTH**

This holiday honors two U.S. presidents born in February. George Washington was the first president of the United States, and is frequently called the "father of our country." The other president that is celebrated is Abraham Lincoln, who is considered to have been one of the greatest U.S. presidents, primarily because he presided over the country during the Civil War and enforced many policies that significantly influence American life today. Among Lincoln's achievements is the Emancipation Proclamation, a document declaring all slaves in the confederate states free.

MARCH

ST. PATRICK'S DAY

St. Patrick is the patron saint of the state of Ireland, and the early Irish settlers introduced the holiday in order to honor him and show pride in their ancestry. Traditional symbols of St. Patrick's Day are four-leaf clovers and leprechauns. Wearing green on St. Patrick's Day can protect you from getting pinched!

EASTER SUNDAY – SOMETIME BETWEEN MARCH 22 AND APRIL 25

The most significant Christian holiday, Easter falls on the Sunday following the first full moon after the vernal equinox. Christians believe that on Good Friday (the Friday preceding Easter) Christ was crucified, and on Easter Sunday he rose from the dead. There are many traditions and symbols associated with Easter. Ham and lamb are common Easter foods. The Easter Bunny is the most famous secular Easter symbol. Eggs have long been symbolic of Easter-rebirth and of new life.

MAY

MOTHER'S DAY – SECOND SUNDAY OF THE MONTH

This is a day that honors mothers. People send them flowers, cards, small gifts, take them out to restaurants, and do small tasks for them.

***MEMORIAL DAY- LAST MONDAY OF THE MONTH**

This holiday honors those who died in military service; it originated after the U.S. Civil War. Families visit grave sites and decorate them, and there are often parades and prayers for peace.

JUNE

FATHER'S DAY – SECOND SUNDAY OF THE MONTH

This is a day that honors fathers. People send them flowers, cards, small gifts, take them out to restaurants, and do small tasks for them.

JULY

***INDEPENDENCE DAY – JULY 4**

On July 4, 1776, the Continental Congress declared that the 13 colonies were free from British rule and dominance, and the Declaration of Independence was signed. This holiday is marked by parades, picnics, and community fireworks displays.

Making Friends

Most Americans are not like how they are portrayed in films and television programs. Believing these unreal images of Americans can lead to some embarrassing situations. Most Americans are probably very similar to people in your own country.

In this society many friendships are casual and are not permanent. Americans have many interests and activities, so the friendliness expressed at any particular occasion may be a one time thing.

Having friends or acquaintances of the opposite sex does not imply an emotional attachment. Holding hands with someone of the opposite sex or a casual hug is not always an invitation to greater intimacy or an exclusive relationship. When you meet new people a friendly hello or hi and a firm handshake will go a long way.

General Tips:

1. Treat everyone with the same respect that you would like to receive.
2. Be friendly! Try to be outgoing and talk to new people.
3. Be patient; friendships should develop naturally.
4. When meeting people shake hands firmly, be friendly, and say "hi" or "hello."
5. Americans like to make eye contact with the person they are talking to, or if eye contact is uncomfortable for you, try looking at a point just over the shoulder of the person talking to you. Not making eye contact may be considered impolite or like you are lying.
6. As you become friends with Americans they will begin to talk about their personal life. Once you have gotten to know someone well and are friends with them, it is acceptable to talk about personal issues.
7. Remember to keep your physical distance. Americans prefer to have one arm length between themselves and whoever they are talking to.
8. Always use "please" and "thank you."
9. Americans are very concerned with personal hygiene. Americans often shower or bathe and use deodorant once a day.
10. Schools and most businesses require appointments. Always be on time for appointments.
11. If you are invited to someone's home for dinner, a gift is not required.
12. If you receive any gifts, a thank you card is appreciated. Invitations marked RVSP means that you should tell the host whether you are coming or not.
13. Call friends before going to visit their house to make sure that your visit is at a convenient time.

Living with a Host Family

Living with a host family will be a new, exciting, and sometimes frustrating experience for you. Living with a host family is not like living on your own or with your natural family. The following is a list of ideas and topics you may want to talk about with your host family. There are also hints on things you can do to make your stay more enjoyable for yourself and for your host family:

Things for you to remember:

1. You will have a business meeting with your host family. The host family will discuss their ideas about hosting. This is your time to ask questions and understand more about your host family.
2. Your host family in the U.S. will treat you like you are a member of the family and not like a guest. As a member of the family, you will be expected to keep your area (your bedroom and bathroom) clean. You may also be expected to clean up after yourself in other areas of the house. You should not be a live-in baby-sitter or house keeper. If the chores assigned to you seriously interfere with your studies, talk to your host parents or contact the International Programs office.
3. As a member of the family you may be expected to take part in family activities. Taking part in these activities will make getting to know your host family easier. It will also help you avoid some misunderstandings, for example, many families might feel hurt if you did not participate in a family member's birthday party.
4. American families are not all the same. They are different races, have different religions, may celebrate different holidays, and have different customs and rules for their house. This is what makes the United States so interesting.

You may have disappointing and frustrating times with your host family. If you need help in communicating with your host family, contact that International Programs office

Things to talk about with your family, and some helpful hints:

1. Be sure to find out about bathing customs. Many families set a time limit for the use of hot water because of the cost and/or the wait for a new supply of hot water
2. Find out what is the appropriate time to wash clothes, use the kitchen, watch T.V., take a bath, etc. Every family has its own rules, so finding out about this will help you avoid misunderstandings.
3. Most families want to know where you are going and when you will be coming back. If no one is home when you leave, and if you have not already told someone in the family, leave a note that says where you have gone and when you will be back.
4. If you need some time alone in your room, explain this to your host family. They will understand, but if you don't explain, they may misunderstand or begin to worry about you.
5. Share your culture with your host family. They want to understand and learn about your culture. Talking about your customs with your host family can help avoid embarrassing situations and it is also fun to share about where you come from.

If you need to talk to someone about how you are feeling, or any problems that you are having with your host family, contact the staff in the International Programs office.

Renting an Apartment

Apartments and house sharing are advertised in the following places:

1. Bulletin boards around campus.
2. Classified advertisements in the neighborhood newspaper, *The Chronicle*.
3. *Craigslist.com* and other online classifieds and rental websites
4. Ask friends, acquaintances, staff, and teachers.

Call to make an appointment to see the apartment or house. Be sure to be on time for your appointment. If you do not know the telephone number, go to the address given in the ad.

Be sure to see the apartment or house before you rent it.

Questions You Should Ask

- | | |
|--|------------------------------|
| How much is rent? | How soon can I move in? |
| How much is the damage deposit? | Is smoking allowed? |
| Is first and last month's rent required? | Is the apartment furnished? |
| How much of the deposit is refundable? | Who maintains what? |
| Are children and pets allowed? | What utilities are included? |
| Is cable/internet included? | How can I |
| Is a lease or rental agreement required? | |

A furnished apartment has the basic furniture and appliances that you will need. An unfurnished apartment usually has no furniture included, but it may have appliances like a stove and a refrigerator.

Other Things to Look For:

- ***Location** – Is the apartment near a shopping center, school, or a bus stop?
- ***Cleanliness** – Look closely at how clean the apartment is. Are the curtains torn? Does the carpet have spots? Are the walls dirty? Do the appliances work well?
- ***Parking** – Find out if you will have a parking space.
- ***Laundry** – Does the apartment building have a laundry room, or is there one nearby?
- ***Extras** – Does the apartment include anything extra? (Swimming pool, dishwasher, garbage disposal, storage unit, sauna, etc.)

Abbreviations used in Apartment Advertisements

Apt = apartment	Appl = appliances	avail = available
Bath or BA= bathroom	bdrm = bedroom	bld = building
Bsmt = basement	cble = cable	crptd = carpeted
DW = dishwasher	duplex = building with 2 units	elev = elevator
Fncd = fenced	frplc = fireplace	flrs = floors
Fur = furniture included	hdwd flrs = hardwood floors	gar = garage
Inc = included	loc = location	lrg = large
Neg = negotiable	NS = no smoking	prkg = parking
Pvt = private	refurb = refurbished	smkr = smoker
Stor = storage	utils = utilities	w/ = with
W/D = washer and dryer	wdws = windows	wrtfr = waterfront

Utilities

Listed below are utilities which may be included in your rent. If they are not included, you will need to call the companies to get service.

Internet/Cable/Home Phone Service Providers:

Comcast - Cable/Internet Services

440 Yauger Way SW Olympia, WA 98502 Ph:1-877-824-2288

Sometimes your TV cable is included in your rent. If it is not, you will have to pay an installation charge, plus a monthly fee for service. The monthly fee depends on what level of service you want. This is an optional service.

Century Link - Phone/Internet Hook Up

1714 Midway Ct. Centralia WA 98531 Ph:360-736-9941

Another internet/phone service option is Century Link. They have a Centralia office. You will have to pay an installation charge, plus a monthly fee for service. The monthly fee depends on the level of service that you want. This is an optional service.

Water, Sewer, Garbage, and/or Gas Companies

City of Centralia, Utilities Customer Service 500 N Pearl Street Centralia Ph: 360-330-7657

In addition, you may have to pay for garbage pick up, water, or gas. Be sure to check with the landlord or apartment manager to ask if these services are included in the rent. Also, be sure to know where to place your garbage. Some apartments have individual garbage disposal areas while others have one community garbage bin. Also, some apartments provide separate collection areas for recyclable products, such as cans and glass.

Always pay your bills on time or before the date that they are due. If you do not, your service might be stopped.

Signing a Lease or Rental Agreement

For your own protection you should sign a written agreement with your landlord. There are two kinds of agreements: **rental agreements** and **leases**.

Rental Agreement

When you sign a rental agreement, you are agreeing to pay your rent on time and follow the rules of the use of the building. With a rental agreement the landlord can ask you to move out of the apartment at any time by giving 20 days notice. The landlord can also raise the rent, but must give you written notice in advance.

Lease

When you sign a lease you agree to pay rent for a specified period of time, usually 6 to 12 months, but sometimes up to 2 years. During that time the landlord cannot raise the rent or ask you to move out (unless you do not follow the rules in the agreement). But, you must pay rent for the entire time of the lease, even if you have to move out earlier. For example, if you leave the apartment after 4 months and have signed a 6 month lease, you must pay 2 months rent after you have left. **DO NOT SIGN A LEASE UNLESS YOU ARE SURE THAT YOU WILL STAY THERE FOR THE ENTIRE TIME SPECIFIED IN THAT LEASE.**

It is wise to look at two or three apartments before choosing one to rent.

Written Agreement Should Include Information About:

Rent

1. Amount
2. Utilities included in the rent
3. When rent is due
4. If the rent will increase if you allow other people to live with you

Other Fees

1. Amount of damage deposit (if required)
2. Amount of cleaning deposit (if required)
3. Amount of cleaning and/or damage deposits that is refundable
4. Any other fees or costs

Terms

1. Statement about who is responsible for cleaning and maintaining the apartment
2. Statement about what is required to terminate the agreement
3. Statement about who has the right to enter the apartment and when

If you need help understanding an agreement BEFORE you sign it, please talk to an International Programs staff person.

Landlord-Tenant Laws

Rights of all Tenants

All tenants have the following rights:

1. Right to a livable dwelling.
2. Protection from unlawful discrimination.
3. Right to hold the landlord liable for damage caused by the landlord's negligence.
4. Protection against lockouts and seizure of personal property by the landlord.

Tenant's Responsibilities

All tenants (the person living in the apartment) have the responsibility to:

1. Pay rent, and any utilities agreed upon.
2. Comply with any requirements of city, county or state regulations.
3. Keep the rental unit clean and sanitary.
4. Dispose of garbage properly.
5. Pay for fumigation of infestations caused by tenant.
6. Properly operate plumbing, electrical and heating systems.
7. Not intentionally or carelessly damage the dwelling.
8. Not permit "waste" (substantial damage to the property) or "nuisance" (substantial interference with other tenant's use of their property by being noisy, dirty, or disturbing the neighbors excessively).
9. When moving out, restore the dwelling to the same condition as when the tenant moved in, except for normal wear and tear.

Landlord's Responsibilities

All landlords have the responsibility to:

1. Maintain the dwelling so it does not violate state and local codes in ways which endanger tenant's health and safety.
2. Maintain structural components, such as roofs, floors, and chimneys, in reasonably good repair.
3. Maintain the dwelling in reasonably airtight condition.
4. Provide reasonably adequate locks and keys.
5. Provide the necessary facilities to supply heat, electricity, hot and cold water.
6. Provide garbage cans and arrange for removal of garbage, except in single family dwellings.
7. Keep common areas, such as lobbies and halls, reasonably clean and free from hazards.
8. Control pests before the tenant moves in. The landlord must continue to control pest infestations except in single family dwellings, or when the infestation was caused by the tenant.
9. Make repairs to keep the unit in the same condition as when the tenant moved in (except for normal wear and tear).
10. Keep electrical, plumbing and heating systems in good repair and maintain any appliances which are provided with the rental.
11. Inform the tenant of the name and address of the landlord or the landlord's agent.
12. Set water heaters at 120 degrees when a new tenant moves in.
13. Provide smoke detectors, and ensure they work properly when a new tenant moves in. (Tenants are responsible for maintaining detectors).
14. A landlord is *not* responsible for the cost of correcting problems which were caused by the tenant.

Illegal Actions of the Landlord

The following is a list of actions the law forbids the landlord to take against the tenant:

1. Lockouts: Landlords are not allowed to change locks, add new locks, or to make it impossible for the tenant to use the normal keys.
2. Utility Shut Off: Landlords are not allowed to shut off the utilities to force a tenant to move out; utilities may only be shut off to effect repairs, and they can only be shut off for a reasonable amount of time.
3. Taking the tenant's property: Landlords are only allowed to take a tenant's property in the case of abandonment.
4. Renting Condemned Property: Landlords may not rent units which are condemned or unlawful to occupy due to existing uncorrected code violations.
5. Retaliatory Actions: Landlords are not allowed to strike back at a tenant after he or she exercises his or her rights under the law.

Where to Go for Help

The Tenants Union

<http://www.tenantsunion.org/en/rights>

For complaints and inquiries about housing codes, call your local city or county zoning or building department

Centralia Building Official
118 W. Maple
Centralia, WA 98531
(360) 330-7663

Attorney General's Office
1125 Washington St SE
PO Box 40100
Olympia, WA 98504-0100
(360) 753-6200
<http://www.atg.gov>

Complaints about discrimination:

Washington State Human Rights Commission
711 S Capitol Way Suit 402
PO Box 42490
Olympia, WA 98504-4290
(360) 753-6770

Additional Apartment Information/Glossary

Address: Know the correct address and ZIP code of your apartment. You will be filling out many forms that will require this information.

Apartment Manager: This person is in charge of your apartment building. The manager receives rental payments and takes care of the maintenance of the apartment. If you get locked out of your apartment or need an extra key, go to the manager. Managers are paid to take care of the money and apartment problems.

Apartment Security: Be sure to keep your apartment locked when you are not at home. It is a good idea to leave a light on if you expect to be gone for a long time in the evening. Leaving the radio or television on can also keep burglars away. Also, if you plan to be gone for several days, have a friend check your apartment periodically.

Cleaning & Security Deposits: A cleaning deposit is paid to insure that your apartment is clean when you move out. This deposit is refundable after you leave, but only if you leave the apartment as clean as when you moved in. Security deposits are not always refundable.

Deposits: After you move out your landlord has 14 days in which to return your deposit(s), or give you a written explanation of why all or part of the money is being kept. You should leave your new address with your landlord when moving out, so any deposits can be mailed.

Landlord/Landlady: The owner of the building/apartment/house.

Lease: A specified period of time that the renter is required to pay rent (usually 6 to 12 months).

Rental Agreement: The renter agrees to pay rent on time and follow the rules of the building.

Renter's Insurance: Insurance is available through local insurance companies which, in the event of any danger or theft of your personal items, would pay for the replacement of those items. This type of insurance may also protect you from any possible lawsuits in the event of major damage to the rental unit (such as fire).

Rent Payment: Always pay by the agreed upon date and time. A penalty fee is sometimes charged if the payment is late. The first month's rent is due before you can move into the apartment. Sometimes the last month's rent is required as security before you can move in also.

Studio: This is a one-room apartment that will include a separate bathroom and sometimes a separate kitchen, but no separate bedroom.

Tenant: The person who rents the apartment or house.

Utilities: Charges for electricity, garbage, water and gas.

MONEY MATTERS

When you arrive in Centralia you will want to open a checking and/or savings account at a bank. Bank accounts allow you to access your money without having to carry large amounts of cash with you, and help you keep a fairly accurate record of what you spend. There are many banks in Centralia to serve you. We generally recommend students use Bank of America because of its convenient location, and experience working international students. However you can choose any bank. Choose one whose plan is best suited to your needs, but be sure you understand what is required of you. Ask questions!

Banking

Banks in the United States offer many kinds of services. These include checking and savings accounts, credit cards, loans, travelers' checks, and more. There are many banks located around the area. Here are some that are close to campus.

Bank of America
100 South Pearl
Centralia, WA 98531
360-736-1381
1-800-442-6680

Key Bank
201 W Main
Centralia, WA 98531
360-736-2881

These banks all offer similar services, with some minor differences. You may wish to choose the bank that offers you the best account for your needs, or you may wish to choose the bank that is the most convenient for you.

The two main types of accounts are Checking Accounts and Savings Accounts.

Checking Account: This is the most useful account for students. A checking account is a convenient way for you to pay for something without having to carry cash with you. These accounts usually come with a "debit card" which you can use anywhere that accepts credit cards or to withdraw money from an ATM. Where a credit card allows you to spend money you don't have and pay it back later, with a debit card you can only spend money that you already have in your account. Most banks no-longer issue paper checks when opening a checking account unless you request it.

When use your debit card, you should also make a record of it so that you know how much money you have. You do not want to spend more money than you have in your account. If you do, you will be charged extra fees by the bank.

Savings Account: Some banks require you to open a savings account in order to open a checking account. This is an account where you put money if you have no immediate use for it. You can, however, make withdrawals at the bank, or at an automatic teller machine (ATM).

Transfer of Funds

Transfer of funds from abroad often takes time. It can take up to two or three weeks for money to arrive, so it is a good idea to plan ahead and budget accordingly. **Electronic Wire Transfers** are used to send money electronically. Contact your bank or financial institution for more details. Another option is **Western Union**. They can sends money to many locations overseas within 24

hours. However, Western Union does not reach every country and city abroad and the fee for sending the money is comparatively high. For more information, call 1-800-325-6000.

Automatic Teller Machines (ATMs): ATMs are very common in America. You can find them outside banks, at grocery stores, and in shopping malls. They are usually open 24 hours a day, and allow you to get cash when you need it. To use an ATM, you will need to get an “ATM card,” or debit card from your bank. Most banks include these with a checking account. When you receive your card, you will also get a personal identification number (PIN) or code number. You should memorize this password or number. **NEVER GIVE THIS NUMBER TO ANOTHER PERSON!** Without it, no other person can use your card to get money from an ATM, even if they steal it.

Remember that many banks charge a fee each time you use an ATM. Ask your bank about ATM fees.

Bank Statement: Each month the bank will send you a list of all your debit card transactions, ATM withdrawals, and deposits for the last month. When you receive this statement, you should review it to make sure everything looks correct. If something does not look right, check your records, then call your bank.

Banking Glossary

Account: money kept in a bank by an individual or family, and the record of it.

Balance: amount of money currently in your account.

Check: small, preprinted slip of paper used in place of cash to pay for things. It is written on the balance in your checking account. Checks usually look something like this:

The diagram shows a check form with the following fields and labels:

- Name**, **Address**, **City, State, ZIP**: Located at the top left.
- 117**: Located at the top right.
- Date:**: Located in the upper right area.
- Pay to the order of**: Located in the middle left.
- \$**: Located in a box next to the payee field.
- Dollars**: Located at the bottom right of the amount field.
- Bank Name**, **Bank Address**: Located at the bottom left.
- Memo:**: Located at the bottom left.
- 123456789**: A routing number with a vertical bar on the left.
- 12 34567890**: An account number with a vertical bar on the left.
- 117**: A check number with a small square on the left.

Red lines connect the following labels to their corresponding fields:

- Bank Name** points to the Bank Name field.
- ABA Routing Code** points to the 123456789 routing number.
- Account Number** points to the 12 34567890 account number.

Cancelled Check: A check that has been returned to the bank and paid out of your account. It is returned to you in your statement for your records. Most banks do not offer this service.

Bounced Check: a check which is returned to you because of insufficient funds in the bank. Knowingly writing checks for which there are insufficient funds is illegal, and you will be fined if you are caught.

Cash a Check: take a check to your bank to receive the money it is written for.

Deductions: small amounts of money deducted automatically by the bank from your account for services they render or penalties you receive. Also known as a "Service Charge."

Deposit: To put money into your account.

Endorse: to sign your name on the back of a check which is being paid to you.

Interest: money earned on a savings account and sometimes on a checking account. Earnings are based on a percentage of the account balance.

Minimum Balance: the smallest amount of money allowed by a bank to keep the account open, without incurring a service charge.

Overdraw: to use your debit card or write checks for more than you have money to cover.

Withdraw: to take money out of a bank account.

Credit Cards

Major credit cards, such as Visa, Master Card, or American Express, allow you to charge purchases, buy on credit and make one monthly payment. These cards are obtained through application at certain banks. Retail stores also have their own credit cards. While credit cards are very convenient, it is important to use them carefully and to keep a record of all expenses charged.

Banking Machines (ATM)

Banking machines provide limited banking service (deposits, withdrawal, balance of bank accounts) and are located outside of your bank, shopping areas, and next to the Centralia College Bookstore. ATMs are usually available 24 hours a day. To use an ATM, you need to apply for a personal bank card (or debit card) from your bank.

MEDICAL INFORMATION

Finding a Doctor or Hospital

If you are sick you should see a doctor. Here is how to find a doctor, print your insurance cards, and other important reminders.

If you have Lewermark Health Insurance through Centralia College you can find doctors and print your insurance cards through their CC customized website:

<http://www.lewermark.com/centraliacollege/>

Urgent Care/Hospitals recommended by Lewermark

Valley View Health Center

1800 Cooks Hill Rd Ste. F
Centralia, WA 98531
Ph: 360-736-3042

L G Steck Memorial Clinic

1299 Bishop Rd
Chehalis, WA 98532
Ph: 360-748-0211

Nurse Advice Line

If you want to speak with a nurse to know if you should go to the doctor or not you can call MyNurse at 1-866-549-5076. They are available any time of day. This is a service provided by Lewermark. Students with other insurance companies through their country's scholarship programs should find out what their nurse advice line number is.

Pharmacies and Drug Stores

In the United States, most medicines are not given to you by the doctor, but are purchased at pharmacies or "drug stores." When the doctor wants you to take some medicine, he or she will write a "prescription." You will take this prescription to the pharmacy, and the pharmacist "fills" the prescription by selling you the medicine. Many times you can treat your sickness with "nonprescription" or "over-the-counter" medicines, which you can also buy in a pharmacy or at your local grocery store. Some of the pharmacies near Centralia College are listed below:

Halls Drug Center Ph: 360-736-0703

Centralia Safeway Ph: 360-330-5229

Chehalis Safeway Ph: 360-740-6750

Rite Aid Drug Store Ph: 360-807-2014

Chehalis Rite Aid Ph: 360 748-8801

Chehalis Wal-Mart Ph: 360-748-0858

. Remember to save your receipts from any prescriptions you buy. You may be able to have your insurance company repay you for your prescriptions.

Medical Specialists Glossary

Family Physician/Practitioner – treats all members of the family for general illnesses, also called a General Practitioner

Allergist – treats people with severe sensitivity/allergies to substances in foods or the environment, such as pollen, dust, peanuts, etc.

Chiropractor – treats nerve, muscle, and other ailments by adjusting the joints and muscles

Dermatologist – treats skin disease

Neurologist – treats conditions of the nervous system, but does not perform surgery

Nurse – provides a variety of health services and assists physicians

Obstetrician/Gynecologist (OBGYN) – Deals with reproduction and the reproductive system of women.

Optometrist – examines eyes in order to prescribe glasses or contacts

Orthopedist – treats the skeletal system, sets and casts broken bones

Pediatrician – treats children from birth through the teen years

Physician – a general term for any kind of medical doctor

Plastic Surgeon – repairs or reconstructs injured parts of the body

Psychiatrist – treats mental, emotional and behavioral problems; this person has a medical degree

Psychologist – same as a psychiatrist, but only has an academic degree

U.S. Postal and Mailing Services

Mail service in the U.S. is provided by the United State Postal Service (USPS). There are also private courier services such as FedEx, DHL, UPS, etc. The USPS is typically the most inexpensive option for sending mail (especially letters).

Where should I mail my letters and packages?

You can mail most of you letters and packages and buy stamps from any U.S. Post Office. Letters with stamps can be placed in any U.S. mailbox. These boxes are located in many places, and they are always **blue**. You can also buy stamps at most grocery stores. For sending letters internationally it is best to go to the post office to ensure you have the correct stamps.

What if I want to send something quickly?

You can send your letters by Express Mail through USPS, or through FedEx, DHL, UPS, Airborne, and other services.

What is a ZIP code?

A ZIP code is the five or nine digit number written at the end of your address. It directs mail to the correct post office for processing and helps it to be delivered more quickly. You should always use a ZIP code when sending mail inside the United States.

Post Office in Centralia

Centralia Post Office
214 Centralia College Blvd
Centralia, WA 98531

TRANSPORTATION

Local Transportation

Bus – The public bus system in Centralia and Chehalis is called the Twin Transit. You can ride buses to all parts of the Twin Cities. The cost to travel one way in Centralia or Chehalis is \$1.00. A daily pass costs \$2.00, and you can also get a student pass (ask at the Cashier's Office). You will need the correct change. **Bus drivers will not give change.** You can pay for your ride as soon as you get on the bus. If you ride more than one bus (a bus *transfer*), you should buy a day pass or you can pay \$1.00 the next time that you ride.

Where does the bus go? For more information about bus times and routes, refer to your bus schedule, check Google Maps, or contact:

Twin Transit
212 E Locust St.
Centralia, WA 98531
<http://twintransit.org/>

STATE AND NATIONWIDE BUS TRAVEL

Greyhound Bus Lines Located in the Texaco Gas Station

1232 Mellon Street,
Centralia, WA 98531
Phone: 360-736-9811
Website: <https://www.greyhound.com/>

TRAIN TRAVEL

Amtrak Centralia Train Station Building

201 Railroad Avenue
Centralia, WA 98531
Website: <https://www.amtrak.com>

Airport Shuttle Services

If you need to go to the airport, **Capital Aeroporter** a cheaper way to go than by taxi. They will pick you up wherever you are, just like a taxi, and take you to the airport. Or they will bring you to your home from the airport. The cost depends on how far you will travel from the airport. You can visit www.capair.com for more information and for rate quotes. **NO shuttle is offered to Portland. You must either take the bus or a train.**

Travel Agents: Contact the International Programs Office for information about travel agents.

Owning and Driving a Car

Owning and operating a motor vehicle (car, truck, or motorcycle) carries serious responsibilities which should be considered before buying a vehicle. Things you should know before buying a car:

1. **You must have a valid driver's license.** You may use your international driver's license for up to one year. If you buy a car, your insurance company will probably require you to get a Washington driver's license. If you move to a different state, you will probably have to get a license from that state.
2. **You must register your car and get license plates from the Department of Licensing.** If you buy a new car, the car dealer will take care of this for you. If you buy a used car, you will need to take care of the paperwork yourself. You can get more information about this from the Department of Licensing.
3. **You must have automobile insurance.** This is a state law. If you are stopped by the police or get in an accident, you must provide proof of insurance. If you do not have insurance, you will have to pay a fine. Ask a friend or an International Programs staff person to recommend an insurance company that will insure international students.
4. **The driver and all passengers must wear seat belts.** If you are stopped by the police and you are not wearing a seat belt, you will receive a ticket. Of course, wearing a seat belt is always a wise and safe idea anyway.
5. **If you are in an accident, you must**
 - Leave your name and the name of your insurance company with the other driver(s).
 - Call the police and complete an accident report if the damage to any property is more than \$200, or if anyone was hurt physically in the accident.
 - Never admit that the accident was your responsibility, and never sign any papers admitting responsibility at the time of the accident. You can take care of things later.
6. **If you receive a traffic ticket (called a citation) for any reason:** you can choose to accept and pay the fine (which you can do by mail), or you can challenge the ticket. If you challenge the ticket, you will have to go to court and tell your story of what happened. This *may* result in a reduction of your fine or there may be no charge at all.
7. **If you are parking on campus** remember to pick up a **free** parking sticker in the student services building. Be sure to park only in student parking spots.

Parking

YOU MAY HAVE YOUR CAR TOWED IF YOU PARK WITHOUT A CENTRALIA COLLEGE PARKING PERMIT OR IF YOU PARK IN ANY OF THESE AREAS:

- Any parking place marked *Disabled Only* and/or displaying a Disabled Parking sign. To park here, you must have a valid sticker from the state.
- **Fire Lines:** These areas are marked by red paint along the curb.
- **Yellow Zones:** These areas are marked by yellow paint along the curb and are for loading and unloading only. You may stop there for a few minutes, but you may not park there.
- **Fire Hydrants:** You may not park within 15 feet (5 m) of a fire hydrant.
- **Stop Signs:** You may not park within 30 feet (10 m) of a stop sign.
- **Crosswalks:** You may not park within 20 feet (7 m) of a crosswalk. A crosswalk is marked with signs and white lines on the street.
- **Reserved Parking Spaces**
- Any area marked **No Parking**

You may also have your car ticketed and/or towed by Lewis County Police if you park your car in a place where it will block the path of other cars, for instance:

- in front of a driveway
- in front of a parking lot entrance
- blocking the path of an emergency vehicle (fire engine, police car, etc.)
- in front of a mailbox

These tickets are even more expensive than Centralia College tickets. If the police tow your car, YOU will pay for it. **Having your car towed is VERY EXPENSIVE.** You will have to go downtown and pay a fine to get your car.

This is only a partial list of parking rules. If you have more questions, talk to a staff member.

PAY ATTENTION TO THE RULES AND YOU SHOULD NOT HAVE ANY PROBLEMS. DON'T WASTE YOUR TIME AND MONEY!

Washington State Driver's License and ID Card

DRIVER'S LICENSE

You must be 18 years old to get a driver's license. If you are younger than 18 years old, you must have a signed affidavit from your parents giving you permissions and a Certificate of Traffic Safety School. You need to go to a local testing location with your passport and I-20 and take two tests. The fees for each test vary by testing center, so please contact the local testing center to schedule your tests and confirm prices. First you will take a written test about driving rules and safety. The Department of Licensing (D.O.L) has a booklet (the driver's manual) which you can study before the test. Driver's manuals are also available online and in the International Programs office. After you pass the written test, you will need to go to a local licensing office to apply for your driver's license. Finally you will need to take a driving test at a local testing center. If you pass you can take your certificate to the D.O.L and get your license!

LEARNERS PERMIT

You can get a Learner's Permit from the Department of Licensing by passing the written test at a local testing center. To practice driving you must have someone with a valid WA state driver's license and 5 or more years driving experience with you in the car.

TESTING CENTERS IN CENTRALIA

Aloha Driving School

1101 Mellen St.
Centralia, WA 98531
(877)992-5642

Lewis County Driving School

1009 Kresky Ave
Centralia, WA 98531
(360)330-0344

IDENTIFICATION CARD

The Washington Identification (ID) Card is very useful. If you have a Washington driver's license, you do not need an ID card. If you do not drive, an ID card is good for cashing checks, proving your identity or your age, or at other times when you need identification with a picture of yourself. To get an ID card, you must go to the Department of Licensing at the address listed below. You need to bring your passport, I-20, I-94, and money to pay the ID issuing fee. An ID card is valid for up to five (5) years.

Department of Licensing close to Centralia College:

Centralia

2426 Reynolds Rd.
Centralia, WA 98531
(360) 807-6200

Lacey

645 Woodland Square Loop SE
Lacey, WA 98503
(360) 459-6754

PRICING AND OTHER INFORMATION

Current pricing information, licensing office hours, testing center locations, and additional information regarding WA ID cards and driver's licenses can be found at the D.O.L website: <http://www.dol.wa.gov/driverslicense/18over.html>

Obeying the Laws in the United States

Immigration Problems

If you encounter any problems with your immigration status, contact us in the International Programs Office. College staff are not immigration advisors, but we will help you to seek immigration counsel as needed.

Alcohol and Drugs

In Washington State a person must be 21 years old to buy and to drink alcohol. A student age 21 or over may buy and drink alcohol, but may not give alcohol to minors. Driving under the influence of alcohol is severely punished in Washington State. Changes in Washington State law regarding legalization of marijuana do **NOT** apply to international students. According to federal law, which applies to all international students, marijuana is still illegal. Your international student status does not exempt you from following the US laws. Possession of controlled substances, marijuana, cocaine, hashish, heroine, etc., is also severely punished in Washington State. Violation of federal law may lead to your deportation.

Driving a Car

All drivers must have a **valid driver's license**. To receive a Washington State driver's license, a student will be expected to take both a written and a driving examination. International licenses issued BEFORE arriving in the US, as well as some country's licenses are also considered valid. Further information is available at the Department of Licensing. Students found to be driving without a proper driver's license may be required to pay a very expensive fine.

Every driver in Washington State must carry **liability insurance**. Drivers must carry proof of insurance in the car along with the vehicle registration, and a valid driver's license. Driving without proof of insurance is also cause for a large fine.

If a driver is involved in an auto accident, do not leave the scene and do not sign any papers until the police arrive. **You must complete an accident report within 24 hours of the accident.** Should you leave the scene of the accident before the police arrive, you will face greater punishment and fines.

Rape and Sexual Harassment

Forced sexual acts are known as rape. Rape is a crime regardless of the circumstances. When someone says No it means **No**, no matter what previously happened, a date, or even a kiss.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature carried out by someone in the workplace or educational setting. Such behavior may offend the recipient, cause discomfort or humiliation and interfere with job or school performance. The perpetrator may be subject to fines or a criminal prosecution.

If you have been a victim of sexual harassment or rape, report it to the proper authorities immediately. In the case of rape, call the police, and in the case of sexual harassment make an oral or written complaint to the Director of International Programs, an administrator, an instructor, a counselor or the Vice President of Student Services.

Conversion Information

Cooking Measurements

Measurements for cooking in the United States are usually given in terms of volume, not weight, for both dry and liquid ingredients. The terms listed below such as “teaspoon” or “cup” refer to cooking measurement tools that you can buy at any supermarket. They do not refer to common household items such as a regular teaspoon or cup.

Abbreviations used in Cookbooks:

tsp (t) = teaspoon

Tbsp (T) = tablespoon

C = cup

oz = ounce

pt = pint

qt = quart

gal = gallon

lb = pound

1 tsp = 5 milliliters (ml)

1 Tbsp = 3 tsp = 15 ml

16 Tsp = 1 cup = 8 liquid (lq) ounces (oz)

2 Tbsp = 1 oz = 30 ml

2 cups = 1 pint = 16 lq oz

4 cups = 2 pints = 1 quart = 32 lq oz

4 quarts = 1 gallon

16 oz = 1 lb (weight measurement)

Metric Conversion Chart for Measurements

1 tsp = 5 ml

1 Tbsp = 15 ml

1 cup = 240 ml

1 pint = 480 ml

1 quart = 960 ml

1 gallon = 3.84 L

Oven Temperatures

Degrees Fahrenheit

200

225

300

350

375

400

Conversion Tables

Length and Distance

The United States does not generally use the metric system. The table below shows you the common measurements and their metric equivalents.

Inch (in or ").....	2.54 cm
Foot (ft or ').....	30.48cm
Yard (yd).....	91.44 cm
Mile (mi).....	1.6 km

1 m = 1.09 yd
1 km = 0.6 mi

Some approximate traveling distances from Seattle are:

Tacoma.....	32 miles/51.2 km
Everett.....	27 miles/43.2 km
Spokane.....	280 miles/448 km
Vancouver, B.C.....	141 miles/225.6 km
Portland.....	172 miles/275.2 km

Weight

In the United States, weight is measured in ounces (oz) and pounds (lbs).

1 oz.....30 grams (g)
16 oz = 1 pound (lb).....450 g
2.2 lbs.....1 kg/1000g

Temperature

In the United States, temperature is measured on the Fahrenheit scale (F).

For an exact conversion, use the following formulas:

$$F = 9/5C + 32$$

$$C = (F-32) \times 5/9$$
 You can also check this website: <http://www.wbuf.noaa.gov/tempfc.htm>

Normal Body Temperature = 98.6 degrees Fahrenheit, or 37 degrees Celsius