WELCOME

This booklet has been prepared by the Office of International Affairs (OIA). All of us in the OIA join the faculty, staff, and students in welcoming you to Central Michigan University (CMU). We hope your stay here will be of lasting value to you intellectually, academically, and socially.

This handbook will be an excellent reference throughout your stay. You will find valuable information about the University and about living in Mt. Pleasant.

OIA staff members are trained to professionally advise students and scholars on a wide range of topics, which include immigration issues, social and cultural differences, financial matters, and personal concerns. We provide programs designed to help students, scholars, and their families adjust quickly to life in the United States and minimize the difficulties they may experience both initially and throughout their stay.

The OIA is open all year (except University holidays), Monday through Friday, from 8:00 am to 5:00 pm. You can call or stop by to ask general questions. If our staff is not able to assist you with your concern immediately, you will be asked to make an appointment.

Again, WELCOME TO CENTRAL MICHIGAN UNIVERSITY, and best wishes for a successful academic and personal experience.
IMPORTANT TELEPHONE NUMBERS:

Note: When using a campus phone, you must dial 9 before a local off-campus phone number; and only the last four digits of an on-campus phone number. All campus phone numbers begin with 774.

Emergency
Ambulance/Fire/Police ......................................................................................................................................................911
CMU Public Safety.........................................................................................................................................................(989) 774-3081
Mt. Pleasant Police.........................................................................................................................................................(989) 773-1000
Isabella County Sheriff......................................................................................................................................................(989) 772-5915
Michigan State Police.....................................................................................................................................................(989) 773-5951

Blue Light Emergency Phones: CMU has emergency phone/ intercom stations marked by blue lights at locations across campus. These phones connect directly with the police department.

Illness
CMU Health Services.......................................................................................................................................................(989) 774-6599
Hospital (CMCH) ............................................................................................................................................................(989) 772-6700
Ready-Care (7-Day Walk In Service)..............................................................................................................................(989) 773-1166
Urgent Care Express...........................................................................................................................................................(989) 773-9669

Counseling Services
CMU Counseling Center.....................................................................................................................................................(989) 774-3381
Catholic Family Services (non-denominational) ................................................................................................................(989) 773-9328
Central Michigan Mental Health Clinic...................................................................................................................................(989) 772-5938
State of Michigan Family Independence Agency..........................................................................................................(989) 772-8643
Listening Ear Crisis Center ...................................................................................................................................................(989) 772-2918
Mt. Pleasant Counseling Services ........................................................................................................................................(989) 773-9655
Sexual Assault Counseling, 24 Hour Crisis Line..................................................................................................................(989) 774-6677
Women’s Aid Services, 24 Hour Aid for Victims of Domestic Violence ...............................................................(989) 772-9168

On Campus Emergency Services
CMU Police emergency..........................................................................................................................................................911
CMU Police non-emergency...............................................................................................................................................(989) 774-3081
City Police.........................................................................................................................................................................9-911
Sheriff’s Department............................................................................................................................................................9-911
Michigan State Police..........................................................................................................................................................9-911

CMU (an AA/EO institution) encourages diversity and resolves to provide equal opportunity regardless of race, sex, disability, sexual orientation, or other irrelevant criteria.
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ACADEMIC ISSUES

The educational system in the United States is most likely different than the educational system in your home country. In order to avoid confusion and misunderstanding regarding the differences in terminology and expectations, we have listed the definitions of some important academic terms that are commonly used in the U.S.

Academic Conduct: Standards

Americans value originality and individual achievement highly. This is reflected in the focus on original thinking in class discussions and in the rules of academic honesty. The most important rule of academic honesty is that a student must be evaluated only on the basis of his or her own original work. If students violate this rule by passing off the work of other people as their own, they are committing a serious offense called plagiarism. Plagiarism may result in a student’s dismissal from the University. You need to understand exactly what comprises plagiarism at an American university. If you are ever in doubt about whether you may be committing plagiarism by using someone else’s words or ideas, see your instructor/professor and clarify the matter immediately.

Academic Year

The academic year at CMU is divided into semesters (generally August-December and January-May). Each semester is 16 weeks in length. This includes one week for final examinations. There are two semesters in each academic year. Summer sessions are held beginning in May and ending in August. There are several terms in the summer session lasting 3, 6, or 12 weeks.

Assignment

An assignment is out-of-class work required by a professor; for example, reading books or writing a paper or lab report, which is usually due by a certain date.

Grades

A letter is used to measure the quality of a student’s academic work. Undergraduate students may receive one of the following grades:

A (excellent)
B (above average)
C (average)
D (lowest acceptable)
F (fail)
**Syllabus**
A course outline containing required readings, attendance policies, exam schedules and grading scale.

**Mid-term**
It consists of one or more exams, which are given during the middle of the semester.

**Final Exam**
Is given at the end of a semester and usually accounts for a significant portion of your grade.

**Major**
For undergraduate students, a major constitutes an area or concentration of study.

**Registrar**
Official recorder of a student’s academic information, such as courses taken and grades received. This office is located in Warriner Hall 212.

**Transcript**
This is an official record of courses taken, along with grades received by a student. Official transcripts are important documents and can be requested from the Registrar’s Office.

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**Fire Up!**
You’ll hear this popular saying all over campus. This friendly phrase is used in greetings, cheers, and to show the Chippewa enthusiasm.
Housing

Finding a place to live is obviously one of the most important and immediate concerns you will have in beginning your stay at CMU. The following section is provided to give you some guidelines to follow and an overview of the options available to you.

FINDING VACANCIES
1. On-campus housing is available through the Office of Residence Life (Reslife). CMU offers both Residence Hall and Apartment placings for CMU students. For information regarding living on-campus, please visit the Office of Residence Life's website at www.reslife.cmich.edu.

2. Listings of local apartment complexes are available on the OIA website. You may contact these complexes to determine if they have current vacancies.

3. The Mount Pleasant newspaper, The Morning Sun, lists “For Rent” columns daily in their classified sections. The campus newspaper, CMLife, also advertises local apartment complexes and has a section for students looking for a roommate (a.k.a sublease).

4. The Buyer’s Guide, distributed each Monday, has “For Rent” advertisements throughout the publication.

5. Notices of vacancies appear in many different places around campus. Check bulletin boards in laundromats, apartment houses, supermarkets, etc.

HOUSING OPTIONS

Apartments
Most apartments require either a one-semester or a nine-month lease. Security deposits of either a set fee or one month's rent are standard, although some will vary. Some apartments are furnished; however, dishes, linens, pots, pans and silverware are usually not included. Some complexes offer such amenities as swimming pools, game rooms, cable TV, color TVs, dishwashers, and washers and dryers.

Rooming Houses
This is probably the second most popular form of student housing. There are many houses that are rented to groups of students. These houses usually accommodate four (4) to ten (10) students.

If you live in a house or share an apartment with other students, be sure to determine who is responsible for paying the utilities and how the bills will be shared. Often houses divided into apartments have only one meter and even one thermostat, leaving tenants to work out who controls the thermostat and how utilities will be paid.
WHAT TO LOOK FOR
The list below suggests various items to consider when comparing apartments.

Space
Does the apartment feel big enough for you, plus regular visitors? Is the apartment furnished? What are each room’s dimensions? Will all your furniture fit?

Condition
Is the apartment clean and freshly painted? When was it repainted? Is painting allowed for changing the color scheme of a room? Are there holes and cracks in the walls and ceilings, bulging plaster, rotting wood? How do the floors look? Are they scratched or is the carpet torn or damaged? Are there roaches, ants or other pests scurrying around? Does the landlord exterminate? When does the exterminator come?
It may be wise to document previous damages done to the apartment in writing or through photos to insure a return on your security deposit. In addition, you may want to ask current tenants’ the pros and cons about living in the complex.

Windows
Do the windows open easily? Are the panes in good condition? Does the landlord provide window cleaning? Blinds or shades? Do you like the view? Does anything block the sunlight?

Storage
Is there enough closet space for clothes, linens, and sports gear? What about cupboards for table and cookware? Can you add shelves? Can you keep large items in the apartment complex’s basement?

Noise
Can you hear people in the next apartment, up and downstairs, or on the street below? Are you required to put down carpeting or a rug to reduce noise?

Heat/Air Conditioning
Are there heat vents in every room? Who controls the heat, you or the landlord? If there are no air conditioning units, can you install your own?

Wiring
Are there enough electrical outlets for your appliances? Is there an overhead light in your room? Does the light switch work? Is there a fuse box (circuit breaker) in the apartment? Where is it?
Cost
How much is the rent? What day of the month is payment due? Where do you send the payment?
Does the price of the rent include utilities, garbage pickup, use of parking, etc.?
Under what conditions is the security deposit (often a month's rent) refundable?

Service
Is there full-time maintenance staff? What hours are they on duty? Can they let you in if you lose your key?
How do you dispose of garbage and trash?
Is there a laundry room? How many machines? Do they all work? How much do they cost?
Is there a parking lot available?
How is mail delivery handled? What about large parcel deliveries? What happens if you're not home when something is delivered?

Building
Are the lobbies, halls, laundry room, and other public areas clean, well kept, and well lit?
What about the grounds?
How many locks do you see? Are they all secure?
Is there an active tenants' association? Are there any rumors that the building is up for sale, or might go co-op?

Location
Where's the nearest supermarket, dry cleaner, druggist, etc.?
Is there a bus stop you can walk to? How far do you have to commute to your classes?
What about local crime rates? Do you feel safe?

Lease
How long can you rent - academic year or 12 months? What happens if you break the lease -- do you lose your security deposit? Can you sublease?
Should you take out an insurance policy on your apartment for theft and damage, or is your landlord responsible for this coverage?
If you make any improvements, do they become the property of the landlord when you leave?

*It is strongly recommended that your rental unit be registered with the City of Mt. Pleasant.

LEASE AGREEMENTS
When you rent a room or an apartment, you will be required to sign a lease. A lease is a written contract between you (the tenant) and the landlord (the owner of the rental property). When you sign a lease, you agree to pay a certain amount of money each month over a specific period of time (usually 6, 9 or 12 months) and to follow certain rules in exchange for the right to occupy the rental property for a set period of time. Most lease agreements require that you pay a security deposit, which is usually equal to one month's rent. This security deposit will be returned to you if you fulfill all the terms of the lease.
Read the lease carefully and be sure you understand it before signing. By signing a lease, you agree to all terms listed in the lease. A lease is a binding contract.

The Standard Michigan Lease
Many landlords use a standard lease, which generally contains the following topics:

Repairs
The Standard Michigan Lease clearly states that the landlord is under no duty to make repairs except to underground pipes and the roof. The Michigan Supreme Court has ruled that a landlord is under no obligation to make repairs not specified in the lease. The tenant is responsible for the repair of above ground pipes. Aside from stopped up drains, the most serious problem arises when a unit is left unheated or the pipes are not drained during a long, cold weekend or over Christmas break. Burst pipes could result and would be the tenant's responsibility. Also, the landlord is not responsible for any damages to your property caused by fire, rain, windstorm, defects in the building, or from his failure to repair the roof or underground pipes. Therefore, you would be wise to obtain renter's insurance to cover your personal belongings in the event of damage.

Subleasing
Subleasing is the practice of a tenant leasing to another tenant rather than fulfilling (or breaking) the lease. Landlord permission must be obtained before the tenant may sublease to another. The Michigan Supreme Court in 1977 held that the landlord cannot withhold consent to sublease without reason. If the landlord allows you to sublease, you still remain liable on the lease until the end of the term. You may be held responsible for unpaid rent or damages caused by the person to whom you have subleased.

Privacy
The landlord has the right to inspect the premises and the furniture furnished by him upon responsible notice. A landlord will be trespassing if he enters the premises with a passkey without notice. Exceptions include a genuine emergency or when showing the apartment to a prospective renter or buyer. The landlord is permitted by terms of the lease to show the apartment at any time to a prospective renter within three months of the lease expiration date or at any time to a prospective buyer. Some leases give the landlord the right to inspect the premises at any time.

Extra Clauses
1) Rent increases during term of lease--some leases provide for rent increases during the term if insurance, property taxes, or certain city services are increased.
2) The landlord reserves the right to terminate lease for objectionable conduct. This clause is inserted to protect the quiet atmosphere of the complex. You may be evicted for objectionable conduct.

Co-Signer Liability
The law provides that each roommate is individually (as well as jointly) responsible for all monies owed to a landlord. A landlord, therefore, can hold any one of the co-signers responsible. To avoid
potential problems, you and your roommate(s) should have a clear understanding in advance of how financial obligations will be met. Also, the landlord has the right to confiscate your roommates’ furniture or his/her personal property for rent due. You are also responsible for getting roommates to pay for their portion of a utility bill if it is under your name.

**Deposits**
Most housing units require a security deposit to protect the property against damage and to keep tenants from leaving without paying rent. However, the specific purpose of the deposit and the conditions under which the landlord may keep or return the deposit are generally not stated. The result from this miscommunication is often non-refunded deposits. To minimize the possibility of this happening, you should have in writing the specific purpose of the deposit and what conditions must be met in order to get it back. The landlord must return your deposit, according to the lease, on time and itemize any deductions made from your deposit.

Law does permit the landlord to deduct any rent that is due or any cost of repairing damage inflicted during the tenant’s term. You are not responsible for normal “wear and tear.” You must leave the premises in the same condition as you found them. If your visitors break or damage your landlord’s property, you are responsible for having those items repaired or replaced.

To assure compliance with the Security Deposit Act and to protect yourself, be sure to fill out and return your inventory checklist as soon as you move in. If something is broken when you move in but not noted on your inventory checklist, you will probably pay to have it fixed when you move out. You may want to document gross deficiencies with photographs.

**UTILITIES**
Utilities are often not covered with your rent. Be sure to check your lease. You will need to contact the companies below to start your service and check on approximate cost.

- Consumer Energy (Electric Company) ........................................................... 1-800-477-5050
- DTE Energy (Gas Company) ........................................................... 1-800-477-4747
- Telephone (Verizon) ............................................................................................. 1-800-483-4000

**HOUSING PROBLEMS**
If you have a problem with your landlord or owner concerning rent, deposit, refund, repairs, etc., try the following:

1) Talk with your landlord first. He or she may not be aware of the problem. Be sure that the landlord has an opportunity to respond to your complaint before going elsewhere for help.

2) An important consumer protection service of the state is the Small Claims Court. This court gives persons over the age of 19 the right to file a claim when a disagreement involves money or property valued at $500 or less. If you feel you have a valid case, you should file a claim in the county where the defendant, the person you wish to make your claim against, lives or has an office. The clerk will file your
claim and assign your case a number. You may be contacted by the defendant to attempt to settle out of court. If your case does reach court, be sure to have your case well organized with all receipts and documents at hand.

GENERAL INFORMATION
Denial by a landlord to rent is against the law under certain conditions. A landlord may not discriminate on the basis of race, sex, color, religion, or national origin according to the Federal Fair Housing Law (Title VIII of the 1968 Civil Rights Act) and the Supreme Court decision in Jones vs. Mayer. Not only does this include initial refusal to rent, but also discriminatory practices as to terms, conditions, privileges, or the provision of services or facilities by the landlord.

Renter's Insurance
You should consider purchasing renter's insurance while in the United States. Lists of insurance agencies can be found in local telephone books. You may wish to contact an insurance agent for price quotes.

Off-Campus Meal Plans
Central Michigan University offers an off-campus meal plan for students who wish to eat in the Residence Hall Food Commons. For more information, contact the Chip ID Office located in the Bovee University Center.

LOCAL APARTMENT COMPLEXES:
Arrangements for living off campus are made by contacting each apartment complex or landlord individually. The number of students per unit varies in each complex.

<table>
<thead>
<tr>
<th>Apartment Complex</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arboretum Apartments</td>
<td>1825 Liberty Drive</td>
<td>(989) 775-3200</td>
</tr>
<tr>
<td>Canterbury East Apartments</td>
<td>1517 Canterbury Trail</td>
<td>(989) 772-1954</td>
</tr>
<tr>
<td>Central Crossing Apartments</td>
<td>806 W. Broomfield Street</td>
<td>(989) 772-5942</td>
</tr>
<tr>
<td>Chase Run Apartments</td>
<td>3726 S. Isabella Road</td>
<td>(989) 772-7029</td>
</tr>
<tr>
<td>Chippewa Village Condos</td>
<td>1825 South Crawford Road</td>
<td>(989) 773-1794</td>
</tr>
<tr>
<td>Concord Apartments</td>
<td>1110 West Campus Drive</td>
<td>(989) 772-2436</td>
</tr>
<tr>
<td>Country Place Apartments</td>
<td>1820 South Crawford Street</td>
<td>(989) 773-2199</td>
</tr>
<tr>
<td>Edgewood Apartments</td>
<td>712 Edgewood Drive</td>
<td>(989) 773-0031</td>
</tr>
<tr>
<td>The Forum Apartments</td>
<td>950 Appian Way</td>
<td>(989) 772-5252</td>
</tr>
<tr>
<td>Horizon West Apartments</td>
<td>210 South Bradley Street</td>
<td>(989) 772-2918</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>North Point Commons</th>
<th>1001 South Brown Street</th>
<th>(989) 772-1061</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oak Tree Village</td>
<td>312-C South Oak Street</td>
<td>(989) 773-3625</td>
</tr>
<tr>
<td>Oxford Row</td>
<td>1517 Canterbury Trail</td>
<td>(989) 772-0874</td>
</tr>
<tr>
<td>Park Place Apartments</td>
<td>1401 East Bellows Street</td>
<td>(989) 772-4032</td>
</tr>
<tr>
<td>Sterling University Meadows</td>
<td>4310 Sterling Way</td>
<td>(989) 775-6418</td>
</tr>
<tr>
<td>Stone Crest Apartments</td>
<td>2880 South Isabella</td>
<td>(989) 772-0039</td>
</tr>
<tr>
<td>Tall Grass Apartments</td>
<td>1240 East Broomfield</td>
<td>(989) 779-7900</td>
</tr>
<tr>
<td>Timber Creek Apartments</td>
<td>3300 East Deerfield Road</td>
<td>(989) 773-3300</td>
</tr>
<tr>
<td>United Apartments</td>
<td>1502 South Mission Street</td>
<td>(989) 772-2222</td>
</tr>
<tr>
<td>Yorkshire Commons</td>
<td>1251 East Broomfield Road</td>
<td>(989) 773-7272</td>
</tr>
</tbody>
</table>

**POSTAL INFORMATION**

The United States Postal Service is quite reliable and consistent for sending letters and packages. Below is some general information regarding the post office in town and the delivery schedule. Postage stamps are also available at many grocery and convenience stores.

**Mt. Pleasant Post Office**

The main post office is open from 8:30 a.m. to 6:00 p.m. Monday through Friday. The doors are open on Saturday from 9:30 a.m. until 3:00 pm, enabling you to mail stamped letters or purchase stamps through a postal machine; however, there are no working personnel to assist you or weigh items for you. All post offices are closed on Sundays and holidays. To telephone the downtown post office for information, call (989) 772-0540 or (989) 773-3653.

**Mail Delivery Schedule**

Mail is delivered once a day, Monday through Saturday. There is no delivery on Sunday or on holidays, with the exception of Express Mail and Special Delivery letters, which are delivered every day of the year.
BANKING

Americans don’t usually carry a lot of cash. They prefer to pay by debit or credit card, even for small purchases, or by check. To function efficiently in the U.S. economy, you will need to open a checking account at a local bank. This section introduces you to a few of the basic banking options available.

When selecting a bank, you should compare services and choose one whose offices are conveniently located.

When you open an account with a bank, most require two pieces of identification. You do not need a Social Security number to open a bank account. Use your CMU Student ID number and your passport.

Planning Ahead
If you deposit a check drawn on a foreign bank in your U.S. checking account, the check may have to go through a collection process. This means that the money is not available to you until the U.S. bank has collected it from the foreign bank. Several weeks may pass before the money is credited to your account. You may want to consider having monies wired to your account. This process takes less time and is very safe.

In countries with restrictions on foreign exchange, you may need to provide your sponsor or family with a letter of certification of enrollment in order to receive monies from your home country. The application forms for letters of certification are available from OIA.

THE MAJOR BANKS IN MOUNT PLEASANT ARE:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Bank</td>
<td>1908 South Mission Street</td>
<td>(989) 772-5902</td>
</tr>
<tr>
<td></td>
<td>914 E. Pickard Street</td>
<td>(989) 772-2491</td>
</tr>
<tr>
<td>Commercial Bank</td>
<td>1234 East Broomfield Road</td>
<td>(989) 775-0355</td>
</tr>
<tr>
<td>Fifth Third Bank</td>
<td>1114 North Mission Street</td>
<td>(989) 775-0413</td>
</tr>
<tr>
<td>Firstbank</td>
<td>102 S. Main Street</td>
<td>(989) 773-2600</td>
</tr>
<tr>
<td></td>
<td>2013 South Mission Street</td>
<td>(989)773-3959</td>
</tr>
<tr>
<td></td>
<td>4699 East Pickard Street</td>
<td>(989) 773-2335</td>
</tr>
<tr>
<td></td>
<td>1925 East Remus Street</td>
<td>(989) 775-8528</td>
</tr>
<tr>
<td>Independent Bank</td>
<td>319 East Broadway Street</td>
<td>(989) 772-9405</td>
</tr>
<tr>
<td></td>
<td>CMU Bovee Student Center</td>
<td>(989) 774-1078</td>
</tr>
</tbody>
</table>

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TYPES OF ACCOUNTS

Checking Accounts
Banks offer different types of checking accounts designed to fit individual needs. The cost of having a checking account varies from bank to bank. While some checking accounts are free, some banks charge per transaction, some have a basic monthly fee, and others may only offer free services if you maintain a certain minimum balance in your account at all times. Your canceled checks and a list of all the account activity of the preceding month will be sent to you in a monthly statement. Be careful to keep an accurate record of every check you write in order to avoid having checks returned and incurring additional charges. “Bouncing” a check (writing a check for more money than you actually have in the account) can cause a major expense and a great deal of trouble. You may also be charged for such things as overdraft charges and balance transfers.

Savings Accounts
A savings account enables you to save money and accumulate interest on your money. Interest is paid either monthly or quarterly. Although you can withdraw money from your savings account, this service is limited. Ask your bank for the number of monthly withdrawals permitted without penalty. The difference between a savings and a checking account is that you receive higher interest in a savings account, and fewer transactions take place since the purpose is to “save your money.” Some savings accounts require a minimum monthly balance in order to avoid paying service fees.

Interest Checking Account
Interest checking accounts provide the services of both a checking and a savings account. This means that you can write checks and also collect interest on the money in your account.

Cashing Checks
To cash a check after endorsing it (signing your name on the back), you will most often be asked for two pieces of personal identification. The primary piece of ID must be a driver’s license, State of Michigan ID card, or a Central Michigan ID card. The second piece of ID is usually a major credit card.
**ATM/Debit Cards**
Many banks issue cards that make deposit and withdrawal services available 24 hours a day by use of an automated teller machine (ATM). These machines, which are frequently located outside the bank, are very convenient. You can avoid waiting in line at the bank and have access to cash after the bank closes or in an emergency. Banks that are members of a national ATM network allow you to access your funds with your bankcard at selected ATMs throughout the country. However, there is often a service charge of approximately $2.50 - $3.00 when you do not use the machine located at your bank. If your card is also a Debit Card, you can use it to purchase items in a store much like a credit card, but the money is debited directly from your bank account. Many banks will allow you to make purchases with your Debit Card even though your bank account has run out of money, and then will charge you a fee (usually $35 - $39) for every purchase made until you deposit more money in your account. For this reason, it is important to be aware of how much money you have.

**Credit Cards**
Credit cards are convenient, especially if you unexpectedly have a major expense. You can usually pay medical fees, airplane tickets and car repairs with any major credit card. But you must remember that credit cards are seductive -- and before you know it you may be in debt. Be sure to understand all your obligations. Most banks charge an annual fee of $20 to $40 to obtain a credit card. If you are unable to pay your full balance, you will be charged high interest rates (usually 18-22%) on the remaining balance and any additional charges you make.

**SHOPPING INFORMATION**

Becoming familiar with the best places to shop for your particular needs is important. Below is some general information regarding shopping in the United States.

Most importantly, compare prices: the same items are often sold at different prices in different stores. Ask your friends where to buy at bargain prices. Watch for sales advertised in the newspapers and for items “on special.” “Classifieds” in the newspapers list sales of used household goods and furnishings.

Prices in stores are normally fixed, and the customer does not bargain with the sales clerk. You may, however, bargain when you buy from a private individual, or in the case of purchasing a home or a car.

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**A note of caution!**

When you are withdrawing cash from an ATM, take notice of your surroundings to prevent an assault. Protect your bankcard and your secret access code as you do your cash and credit cards.
To find shops that carry the merchandise you are looking for, consult the Yellow Pages of the telephone directory or the Internet. For general needs such as clothing, shoes, bedding, and household appliances, you may want to go to one of the large shopping centers not too far from campus.

Some nearby stores that carry a variety of items are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kroger</td>
<td>4080 East Blue Grass Road</td>
<td>(989) 773-3360</td>
</tr>
<tr>
<td>Ric’s Food Center</td>
<td>705 South Mission Street</td>
<td>(989) 772-2310</td>
</tr>
<tr>
<td>Target</td>
<td>4097 East Blue Grass Road</td>
<td>(989) 773-0218</td>
</tr>
<tr>
<td>Meijer</td>
<td>1015 West Pickard Street</td>
<td>(989) 775-8905</td>
</tr>
<tr>
<td>Green Tree Co-Op Grocery</td>
<td>214 North Franklin Street</td>
<td>(989) 772-3221</td>
</tr>
<tr>
<td>Save-a-Lot</td>
<td>1721 South Mission Street</td>
<td>(989) 775-7433</td>
</tr>
<tr>
<td>K-Mart</td>
<td>2125 South Mission Street</td>
<td>(989) 773-6991</td>
</tr>
<tr>
<td>Sam’s Club</td>
<td>4850 Encore Blvd</td>
<td>(989) 772-0974</td>
</tr>
<tr>
<td>Wal-Mart Supercenter</td>
<td>4730 Encore Blvd</td>
<td>(989) 772-6300</td>
</tr>
<tr>
<td>Kohl’s</td>
<td>4855 Encore Blvd</td>
<td>(989) 773-4640</td>
</tr>
</tbody>
</table>

**SALES TAX**

In Michigan, there is a 6% sales tax on all non-food goods, except for prescription medicines and periodical publications such as newspapers and magazines. Usually the tax is not included in the quoted price but is added to the bill when you pay.

**WARNING!**

You may find that shopping is very different from what you are used to at home. Generally, merchandise is sold “self-service.” When shopping in U.S. stores, use a shopping cart or basket provided at the front of the store. Do not place items in a purse or pocket. This will be interpreted as stealing or shoplifting.

**THE CLASSIFIED SECTION IN THE BACK OF NEWSPAPERS**

This area lists other sources for buying used furniture, used electrical appliances, used cars and used clothing. The section also lists “garage, yard, and rummage” sales. A garage sale is a sale of household items and clothing in someone’s garage or on the street in front of their house. A rummage sale is a collection of goods from many people who belong to a specific organization; the profits from the sale go toward operating the organization or toward civic projects which the organization supports.
PROGRAMS FOR INTERNATIONAL STUDENTS AND SCHOLARS
(Brochures which describe the following programs in more detail are available at OIA)

Friendship Family Program
The Friendship Family program is designed to bring the International Student and a family from the community together. The goal and function of the host family is to provide a friendly, supportive link with a family, the community, and American culture. However, the host family’s role is not to provide room and board or any kind of financial assistance.

Among the many activities the families and students might share together are: weekend or holiday home stay, sharing a meal, going on a picnic or for a ride in the countryside, going to a show or concert, or simply spending an evening in conversation at home.

Volunteer Program
This program, open to international and American students is a great way to get connected to the Mt. Pleasant community and make many new friends! The Volunteer Center helps students get involved by placing them in volunteer programs that match their interests, such as the environment, animals, children, building homes and more. Students can volunteer individually or work in a group.
In addition, students can apply for Alternative Spring Break - a weeklong program that takes student groups to a different part of the United States to volunteer. For more information, visit the CMU Volunteer & Service Learning Center in 104 Bovee University Center, or call 774-7685.

International Spouses
This club meets once a month to discuss topics that are of interest to those who attend. They often do activities together and learn about different American and international customs. The meetings are held on the first Monday of every month at 10am. All meetings will be at 2366 Jenchris Lane in Mount Pleasant, and children are also welcome to attend.
For more information, please contact the club at cmuispouses@yahoo.com

International Club
International Club is a student based social club that promotes diversity and cultural insight. The purpose of International Club is to create an atmosphere that encourages intercultural friendship, and cultural awareness between American and International Students. The goals are: 1) to establish a strong organization that will be attractive to the public on and off campus, 2) to encourage intercultural relations between American and International Students, 3) raise funds for our social activities, and 4) to provide educational and cultural experiences.

The International Club meets every week for general meetings or social events. Every semester the club goes on an excursion to another city to provide students with an opportunity to visit another location. Along with this, the club hosts International Night in the fall and International Expo in the spring. These events are two of the biggest events on campus!

For more information please contact the club at: intlclub@cmich.edu or visit their website at www.rso.cmich.edu/intlclub
HEALTH CARE AND MEDICAL INSURANCE

In the United States, each individual is responsible for paying the costs of his or her own medical care. Except for certain low-income U.S. citizens and permanent residents, no government assistance is available for those people who need care but cannot afford it. The cost of medical care is the fastest rising expense in the U.S. today. Since most Americans cannot afford the high cost of medical care, they rely on insurance in medical emergencies. For an international student, one serious illness, injury, or catastrophic medical emergency can mean financial ruin and the end of his or her educational dreams. **Medical insurance is an absolute necessity in the United States.**

Health insurance is required at CMU for all international students. To comply with this requirement, you may purchase the health insurance offered by the University, or present proof of comparable coverage by another company. Either way, you must show proof of coverage to the OIA.

**GOOD GRADES THROUGH GOOD HEALTH: CROSS CULTURAL ADJUSTMENT**

Coming to the U.S. means stepping into a new culture. You can expect that there will be a period of adjustment in making the transition from your culture to this one. Some have called this “Culture Shock”, others call it the “Uprooting Syndrome”. This is a normal experience, yet it often is associated with both physical and emotional changes.

**What are the Physical Changes?**

<table>
<thead>
<tr>
<th>1. Stomach pain</th>
<th>2. Headaches</th>
<th>3. Fatigue or tiredness</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Lack of concentration</td>
<td>5. Change in appetite (more or less hungry)</td>
<td>6. Change in sleep patterns</td>
</tr>
</tbody>
</table>

**What are Emotional Changes?**

<table>
<thead>
<tr>
<th>1. Loneliness, missing family and old friends</th>
<th>2. Feelings of isolation</th>
<th>3. Homesickness</th>
</tr>
</thead>
</table>

These changes may be uncomfortable, but time and ability will take care of them. They may be considered “warning signs”. These “warning signs” tell us to look over our situation, and to take appropriate action.
Here are some ways you can speed up your adjustment to a new culture:

• Identify a place on campus where you feel relaxed. Spend time there. Visit this place at least three times a week for 1/2 hour at a time.

• When you feel overwhelmed, you should step back from your situation. Set priorities and break down the overwhelming things into smaller, more manageable tasks.

• Pay special attention to your eating and sleeping patterns. Get enough rest and try to establish a regular sleep pattern by going to bed at the same time each night. Eat on a regular basis; eat with friends. When you can, get together with friends and cook some familiar dishes, or go out to an ethnic restaurant.

• Continue to exercise. Exercise keeps you physically strong and improves mental outlook, too. Enjoy the four seasons of Michigan, and go outdoors; breathe the fresh air and walk, jog or run for exercise. You may meet friends who share the same interest in activities.

• Seek out new friends. We all need others to confide in, to feel close to, and to share experiences with. Develop friendships within your nationality, but take the initiative to make American friends, too.

• Confide in a friend, a staff member at the OIA, or someone at the Counseling Center, Foust 102.

See section on Resources for Problem Solving for various phone numbers related to health services.

LEGAL ISSUES

While living in the U.S., you will need to understand some basic laws that govern this land, as well as rights that you have while here. This section seeks to give you general guidelines.

Signing Contracts
Salespeople sometimes ask you to sign a contract or a bill of sale. Under no circumstances should you sign any paper unless you understand every word. When you sign a contract, you are legally bound to fulfill the terms of that contract. This warning applies to all contracts, including payment and budget plans for purchases in stores.
Credit Cards
Many stores, oil companies, and banks offer credit cards and charge accounts at seemingly favorable terms. Such credit privileges can be very convenient, but you should always plan to pay for your credit purchases before the billing due date. Late payment penalties are considerable, and interest is usually charged at a rate of 18% or more per year. If any of your credit cards are lost or stolen, notify the firm that issued the card immediately so you will not be liable for someone else’s misuse of the card.

Personal Property Insurance
Landlords are not responsible for damage caused by fire or flood to your possessions, nor will they assume responsibility for things stolen from your home, including your automobile. If you have things that you value, take out personal property insurance. Insurance policies vary in their coverage. Be sure you understand thoroughly the kind of coverage given in the policy you purchase.

Sale and Use of Drugs
Drugs to be used for medical purposes may be purchased at a drug store only with a doctor’s prescription. Selling marijuana or hallucinogenic (LSD, mescaline) or narcotic (opium, heroin, cocaine) drugs is illegal. Possession of these drugs is illegal.

Sale of Cigarettes and Alcoholic Beverages
To purchase alcoholic beverages, you must be at least 21 years of age. To purchase cigarettes, you must be 18 years of age. Carrying unsealed containers of any alcoholic beverage in the passenger compartment of your car is illegal.

THE PROCESS OF LAW AND EQUAL PROTECTION UNDER THE LAW
The United States Constitution guarantees due process of the law to all persons, including all aliens in the United States. The concept of due process of law requires that specified orderly procedures be followed in the enactment, administration, and enforcement of laws.

The Constitution also guarantees to each person equal protection under the law. The concept of equal protection under the law means that the law applies to all persons equally, regardless of status, wealth, or position, and that the state may not discriminate between persons for arbitrary and capricious reasons. There are some laws with a rational basis which apply only to certain groups of persons, such as laws governing immigration and citizenship. These laws have been promulgated according to the orderly procedures of due process of law and have been declared by the courts not to be unfairly discriminatory. With these exceptions, international students and other aliens in the United States are subject to the same laws as are American citizens. They are also guaranteed the same protection of the laws and the same civil rights as are American citizens.
CIVIL RIGHTS OF INTERNATIONAL STUDENTS
One of the most important of these civil rights is that of free speech and assembly. The Constitution guarantees the right of free expression to all persons, regardless of citizenship. International students have the constitutional right to express their views freely, to join together with others in the expression of those views, and to participate fully in the propagation and publication of ideas, popular or unpopular, so long as those expressions are made in an orderly and peaceful manner. They have the same rights to free speech and are subject to the same limitations of freedom of action as are American citizens. They should not be frightened into quietness or apathy by rumors of prosecution or deportation resulting from the exercise of their rights of free speech, for those rights are guaranteed by the Constitution to all.

The Constitution also guarantees to all persons, including aliens, certain substantive and procedural protection against improper investigation, arrest, or conviction or any alleged violation of criminal law. A person accused of a violation of a law may not be forced to confess or to give evidence against himself; he may remain silent and refuse to answer any questions regarding the accusation against him in court; and, if he cannot afford to hire a lawyer, he may have one appointed by the court. He is entitled to be released from jail upon the posting of a bond, the amount of which is set by a court, while he awaits trial. He is entitled to a fair trial conducted according to all the rules of evidence and court procedure. He is presumed to be innocent until found guilty by a court, and the burden of proof of his guilt is on the prosecution; that is, he does not have to prove his innocence, but the prosecution must prove his guilt beyond a reasonable doubt.

CIVIL LAW
Most of the above discussion relates to criminal law. You must also be aware of the existence of civil law - that body of law governing relationships between individuals not involving criminal conduct, such as the fulfillment of contracts, the payment of bills, business arrangements, and similar matters. Contracts may be either written or oral, and in either case they are enforceable by law. An example of a contract entered into by many students is a lease for an apartment.

If the conditions of a contract are violated by either party, the other party may bring suit in court to enforce the contract or to recover damages. Civil suit may also be initiated to force the payment of legitimate bills or financial obligations.

Laws exist to protect us all from each other and from arbitrary and unreasonable actions by the government. Our system is by no means perfect, but it does provide important protection and guarantees to all of us. In order for the system to be effective, we must all be aware of our rights and must insist that they be respected by others. At the same time, we must accept our responsibilities under the law and respect the rights of others.
LEGAL RIGHTS OF WOMEN IN MICHIGAN
The Michigan Constitution gives women in Michigan equal rights with men. Women cannot legally be treated differently from men simply because they are women. Below is a brief summary of some of these legal rights in matters which may touch the daily lives of women. Laws are complex, subject to interpretation, technical exceptions, and may change. Women are advised to get competent legal advice on specific problems that arise in their own lives.

Marriage and Divorce
A marriage which is legal in the place where the couple married is recognized as legal in Michigan. Under Michigan law, a husband must support his wife and children, and a wife can take legal action if he fails to do so. However, in the U.S., many married women choose to work to support their families, as well.

Either a husband or wife may file a complaint for divorce, asking the Court to grant him or her a divorce. The other spouse must have official notice of that complaint and has the right to contest the divorce action. The other spouse also has a right to be represented by a lawyer and appear in court to give his or her own views. The court decides about support, where minor children will live, and how property will be divided.

Every country has specific laws regarding divorce, some in which law and religion may be combined. If you are returning to your country, you should seek information from your own consulate or from someone informed of your country’s law regarding divorce. A divorce here may or may not be valid when you return.

Property
A married woman can own her own property and have a bank account in her own name. The law makes specific provisions to protect a wife’s interest if her husband dies.

Where to Go for Legal Help and Advice
Private lawyers are listed in the Yellow Pages of the telephone directory under “Attorneys”. Some charge no fee for the initial one-half hour consultation; others charge a minimal fee only.

Domestic Violence
In the U.S., a wife is not considered a possession of her husband. According to law a man cannot physically, sexually, emotionally or verbally abuse his wife. A woman has the right to press charges against her husband in an abusive situation and have him arrested. Women have the right to contact the police or a domestic violence service for help and protection, and are encouraged to do so.
SAFETY

Issues of safety vary from country to country and, within the U.S., from city to city and state to state. Men, women, and children should understand basic safety techniques to use while in the United States. When traveling and in large cities, you should use extra caution. This section will give you some guidelines to follow and it would be wise for you to seek additional information on this topic at available campus programs and through discussions with Americans.

Women’s Safety
While both men and women should follow all the precautions in this section, women need to be especially careful when alone or even in a small group. Do not respond to any unwanted attention/behavior by strangers when you are walking, jogging, etc. Be aware of your surroundings and never remain in a situation where you feel uncomfortable. Trust your instincts.

Walking/Jogging
If you must walk or jog at night, travel with a companion. Go only on well-lighted, frequently traveled streets. It is never advisable to walk/jog alone in an isolated area or park. Do not listen to music while jogging, because you might not hear someone approaching.

Car Safety
Always wear a seat belt while driving or traveling in a car and keep your doors locked. Michigan law requires both the driver and front seat passenger to wear a seat belt at all times. Be aware of your surroundings when walking to your car at night in parking lots. For information on seat belt requirements for children, see the section on Family Issues.

Locking Your Home/Apartment
Always lock your home when you go out. If you will be gone for the evening, leave a light on. If you are out of town for several days, leave a key with a friend or neighbor and ask them to collect your mail, newspapers, and to check the house from time to time. Lock yourself in at night and be careful about opening your door to strangers.

Door-to-Door Solicitors
Charitable organizations, fundraisers, and salespersons may travel door to door to collect funds or sell items. You are under no obligation to give money to them nor should you invite them in.

Note:
You should be very cautious about opening your door to any stranger, particularly when you are home alone. Use a chain lock for security to see what an unfamiliar person wants, or speak to them through the door without opening it.
Telephone Solicitations
Do not give unknown callers any personal information such as your name or your home or business address. Be suspicious of callers who claim to be taking a statistical survey of the number and type of appliances, cameras, radios, etc. that you own, or who declare that you have won a prize. Even if the caller identifies himself and sounds legitimate, do not give out personal information over the phone. Simply hang up if the caller is unpleasant or persistent. Report any annoying phone calls to the telephone company and the Police Department.

Tornados
A tornado is a violent destructive whirling wind accompanied by a funnel shaped cloud that progresses in a narrow (one to five miles) path across the ground. A TORNADO WARNING means that a funnel cloud has been spotted and you should take shelter immediately. The safest place indoors is in a basement, away from windows that may shatter or under a heavy piece of furniture. If you are outdoors (or in a car), lie down in a ditch. Tornados usually occur in the spring. Be familiar with the weather conditions and know where to take shelter.

DRIVING IN THE U.S. AND PUBLIC TRANSPORTATION
Driving an automobile in the United States is both a convenient and expensive means of travel.

Mt. Pleasant has a fairly convenient, simple to use public transportation system available which is relatively inexpensive. You may contact ICTC (Isabella County Transportation Commission) at (989) 772-9441 to request to be picked up by an ITCT bus.

Below you will find a breakdown of the estimated costs of operating an automobile.

New Car
Depending on the make and model of the car, prices start from approximately $15,000.

Used Car
Depending on the make and model, year, and condition of the car, prices start from approximately $2,000.

Insurance (Required by the state of Michigan)
Depending on the insurance company, your status, condition of the car and kind of insurance premium you choose, vehicular insurance can cost from $600 - $1,200 per year.

License Plates (per year)
Cost approximately $50. Check with the Secretary of State’s office [1225 N. Mission St – (989) 772-0132] or visit their website at www.Michigan.gov/sos
Student Parking Sticker
Parking permits cost $175 per year for students living off-campus and $150 for students living on-campus. For more information, contact the CMU Bureau of Parking at (989) 774-3081.

Driver’s License
The Secretary of State’s Office [1225 N. Mission St - (989) 772-0132] is where you need to go to obtain a driver’s license and/or vehicle registration. Call before you go to find out what you need to bring and the fees involved.

EXTRACURRICULAR ACTIVITIES

LOCAL RESTAURANTS:

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Malt Shop</td>
<td>1088 S. University</td>
<td>(989) 772-2832</td>
</tr>
<tr>
<td>Bennigan’s</td>
<td>2424 S. Mission St</td>
<td>(989) 772-5002</td>
</tr>
<tr>
<td>Pixie</td>
<td>302 N Mission St</td>
<td>(989) 772-7494</td>
</tr>
<tr>
<td>Kaya Coffee &amp; Tea Co</td>
<td>1029 S Franklin St</td>
<td>(989) 772-9016</td>
</tr>
<tr>
<td>University Cup (U Cup)</td>
<td>102 S Franklin St</td>
<td>(989) 772-7701</td>
</tr>
</tbody>
</table>

ETHNIC RESTAURANTS:

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>China Garden Restaurant</td>
<td>2328 S. Mission Street</td>
<td>(989) 773-9858</td>
</tr>
<tr>
<td>Dragon Express</td>
<td>314 W. Broomfield Street</td>
<td>(989) 779-2727</td>
</tr>
<tr>
<td>First Wok Chinese Restaurant</td>
<td>4140 E. Blue Grass Rd</td>
<td>(989) 779-1150</td>
</tr>
<tr>
<td>Hunan House</td>
<td>2157 S. Mission</td>
<td>(989) 772-7386</td>
</tr>
<tr>
<td>The Italian Oven</td>
<td>2336 S. Mission Street</td>
<td>(989) 773-6836</td>
</tr>
<tr>
<td>La Senorita</td>
<td>1516 S. Mission Street</td>
<td>(989) 772-1331</td>
</tr>
<tr>
<td>Los Palominos</td>
<td>4585 E. Pickard</td>
<td>(989) 953-4161</td>
</tr>
<tr>
<td>Tavola Gigi’s</td>
<td>1506 West High Street</td>
<td>989-775-8373</td>
</tr>
<tr>
<td>Taco Boy</td>
<td>712 W. Preston Street</td>
<td>(989) 772-0394</td>
</tr>
<tr>
<td>Fazoli’s</td>
<td>2111 S. Mission St</td>
<td>(989) 772-7787</td>
</tr>
<tr>
<td>Qdoba Mexican Grill</td>
<td>1529 S Mission St</td>
<td>(989) 772-2324</td>
</tr>
<tr>
<td>Great Wall Buffet</td>
<td>1025 S Mission St</td>
<td>(989) 775-8039</td>
</tr>
<tr>
<td>China 1 Buffet</td>
<td>1711 S Mission St</td>
<td>(989) 773-8588</td>
</tr>
<tr>
<td>Shin’s Korean Restaurant</td>
<td>1620 S Mission St</td>
<td></td>
</tr>
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</table>

MOVIE THEATER

<table>
<thead>
<tr>
<th>Theater</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celebration Cinema</td>
<td>4935 East Pickard</td>
<td>(989) 772-7469</td>
</tr>
</tbody>
</table>

TICKET SALES- ENTERTAINMENT AND SPORTS

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Box Office</td>
<td>Bovee University Center</td>
<td>(989) 774-3000</td>
</tr>
</tbody>
</table>
RELIGIOUS LIFE
There are various religious organizations and places of worship in the Mount Pleasant area. For complete listings, consult the Yellow Pages phone directory or call the Chamber of Commerce at (989) 772-2396.

LIST OF CHURCHES ACTIVE WITH THE INTERNATIONAL COMMUNITY:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grace Church</td>
<td>218 Main Street</td>
<td>(989) 775-7101</td>
</tr>
<tr>
<td>His House Christian Fellowship</td>
<td>211 West Broomfield Street</td>
<td>(989) 773-2523</td>
</tr>
<tr>
<td>St. Mary's CMU Parish</td>
<td>1405 South Washington Street</td>
<td>(989) 773-3931</td>
</tr>
<tr>
<td>Central Michigan Jewish Community</td>
<td>502 North Brown Street</td>
<td>(989) 773-5086</td>
</tr>
<tr>
<td>Mt. Pleasant Community Church</td>
<td>1400 West Broomfield Street</td>
<td>(989) 773-3641</td>
</tr>
<tr>
<td>Wesley Foundation</td>
<td>1400 South Washington</td>
<td>(989) 773-2320</td>
</tr>
</tbody>
</table>

RESOURCES FOR PROBLEM SOLVING

In addition to OIA, Central Michigan University offers a variety of resources in order to provide you with the assistance you need to successfully reach your educational goals. Take a few minutes to review what is offered and plan to follow up by participating in those activities which will give you the information and support you need.

**Academic Advisors**
215 Bovee University Center
(989) 774-7506
Provide course selection prior to signing a major and minor, help with degree requirements, career exploration, and direction for undergraduates.

**Academic Assistance Programs**
215 Bovee University Center
(989) 774-7506
Provide direction on college survival and information relating to probation, dismissal, and re-matriculation. Aids in acquiring a specific course tutor.

**Counseling Center**
102 Foust
(989) 774-3381
Provides students with personal counseling and general advisement. www.counsel.cmich.edu
**Immigration Regulations**

The Department of Homeland Security holds that you are responsible for maintaining your immigration status. It is important to take this responsibility seriously throughout your stay here at Central Michigan University. There are several important things you must do to maintain status:

1. Keep your passport valid at all times.

2. Maintain full-time enrollment and normal progress toward your degree. Twelve credit hours per semester are considered a full course load for undergraduate students. Graduate students must take at least 9 credit hours to be considered “full-time” and graduate students with assistantships must enroll for a minimum of 6 credits. Students may choose to not enroll during the summer semester.

3. Do not work without proper authorization.

4. Obtain extensions of stay as needed. Be sure to note the expiration date on your Form I-20 or DS-2019 and apply at OIA for an extension, if needed, 30-45 days prior to expiration. Visit OIA for further information about extension procedures.

5. Notify DHS of any change of address. All F and J students must notify the OIA within 10 days of a...
change of address by emailing nakaj1t@cmich.edu. The OIA will notify DHS through the SEVIS system of your new address.

**FORMS I-94, I-20, AND DS-2019**

Form I-94 shows your arrival date in the United States and should be stapled to your passport until you leave the country. It also indicates your status (F-1, J-1, B-2, etc.) and your expected departure date from the U.S. D/S (Duration of Status) means that students may remain in the U.S. until completion of their current program of study as indicated on Form I-20 or DS-2019, plus 60 days for F-1 visa holders and 30 days for J-1 visa holders.

Form I-20 is a permanent record regarding F-1 status and is used to record work authorization, practical training, and transfer approval. Keep this important document in your passport and do not surrender it when leaving the United States. Form DS-2019 is a permanent record regarding J-1 and is to be kept with your passport for travel and re-entry to the U.S., for permission to work, and for waiver application.

**EXTENSION OF STAY**

DHS regulations state that F-1 or J-1 students may stay in the U.S. for the duration of an educational program or a series of education programs (for example, from an undergraduate degree through a master’s degree), plus a period of practical training. However, appropriate extension, change of educational program/level, and transfer procedures must be followed.

Students who do not complete their educational program within the time indicated on their I-20 AB or DS-2019 must request an extension of stay prior to the date listed. If an extension of stay is not requested in advance, the students may be required to file for reinstatement with the Department of Homeland Security. It is extremely important that students keep aware of the dates on the I-20 or DS-2019 and that they visit the OIA in advance concerning the extension procedures. Office is located in Warriner Hall 212.

**TRAVEL OUTSIDE THE U.S.**

F-1 students need the following documents to re-enter the United States after a temporary absence:
1. Form I-20 ID endorsed by OIA
2. Valid passport
3. Valid U.S. visa (F-1)
4. Verification of adequate financial support
J-1 Exchange Visitors need the following documents to re-enter the United States after a temporary absence:
1. Valid DS-2019 (endorsed by OIA or other appropriate Program sponsor)
2. Valid passport
3. Valid U.S. visa (J-1)
4. Verification of adequate financial support

**SPECIAL NOTE ON TRAVEL TO CANADA**
You may travel to Canada (up to 30 days) and re-enter the United States with an expired U.S. visa, if you have all the other papers necessary for re-entry.

1. Please visit the Canadian Consulate in Detroit’s website to see if you need a visa to enter Canada. The website can be accessed at: http://www.cic.gc.ca/english/visit/visas.asp . If you require a visa, you may request a status letter from the OIA to accompany your visa application.

2. Carry proper documents to re-enter the United States

**PRACTICAL TRAINING (F-1) OR ACADEMIC TRAINING (J-1)**
Practical Training (PT) is an opportunity to gain actual work experience in your field of study to complement your academic program. Each semester the OIA holds workshops for students interested in applying for practical training. As you progress towards your degree, please plan to attend a workshop for information on the application procedures.

**PERMISSION TO WORK**
Employment regulations are complex. Employment opportunities for non-immigrants are limited. Visit OIA for information regarding current regulations. F-2 visa holders are not permitted to work under any circumstances. J-1 students must obtain permission to work on-campus or off-campus from their program sponsor. J-2 visa holders must receive INS permission to work.

**TAX MATTERS**

**INCOME TAX**
U.S. tax laws are complex and vary according to treaty agreements between the U.S. and a number of other countries. As a rule, international students employed in the U.S. are required to pay federal, state, and local taxes.

**SOCIAL SECURITY TAX**
Students maintaining F-1 or J-1 status and who are authorized to work are exempt from Social Security taxes during their first five years in the U.S. on F-1 or J-1 status while working full-time or part-time (including practical training). However, J-2 and H-1 visa holders must pay Social Security taxes.
FAMILY ISSUES

Although a lot of the topics covered in this section may seem universal, they vary greatly across cultures. Simple everyday activities in your country may turn out to be unnecessarily more difficult and time consuming in this country. Living in a foreign country can be both rewarding and frustrating. OIA hopes that this section will help you and your family be better prepared for family life in the United States.

HEALTH
Health Insurance
Medical insurance is an absolute necessity in the U.S. Be sure to include all your family members on your student health insurance plan. See the section on health insurance in this handbook regarding the importance of health insurance.

CHILDREN’S SAFETY
Car Seats:
Michigan has very specific laws regarding how and where children may sit in a moving vehicle. These laws require infants to be secured in a rear-facing child safety seat in the back seat of a vehicle until the child has reached age one and 20 pounds; children age one through four to be secured in a child safety seat in the back seat of the vehicle; and children up to 8 years old (or 4’9” tall) to be seated in a child safety or booster seat. All children age 8 through 16 must wear a seatbelt no matter where they are seated. Check with the Secretary of State for specific laws on child seating before driving with your child. You will be fined by the police if you do not follow these laws. When using a safety seat, be sure to carefully follow the manufacturer’s instructions every time your child travels.

Child Abuse and Neglect
Michigan law forbids child abuse (beating or excessive punishment inflicted by the parents or other family members). Teachers and childcare providers are required by law to report any suspected child abuse to the county children services agency, who may conduct an investigation.

Children must never be left alone in the home at any time. Police will investigate if children are found alone, or if they are reported to be alone. If the police investigate and find that child neglect exists, they may file child endangerment charges against the parents and take the children to the county children services agency, temporarily. Police may also take children away if the parents are arrested for a crime, such as shoplifting.

Cleaning Agents
Keep all cleaning products such as soaps and sprays out of the reach of children. Many of these products contain poisons. Never mix one cleaning agent with another.

Plastic Bags
Keep all plastic bags away from children. They are a hazard for choking or suffocating.
Strangers/Kidnapping
Teach your children about safety in public places. They should stay away from people they do not know. Make sure they understand they should never go with anyone they do not know for any reason. Although the incidences are not high, there is a danger of children being kidnapped and physically hurt by strangers and even family members.

CHILD CARE
Babysitters
People who stay with children when the parent is absent are known as babysitters. When both parents leave the house for even a short time, children must have a babysitter. For reliable babysitters, ask other mothers in your neighborhood or advertise on campus through the Student Employment Office (Bovee University Center 500; 774-3881) for students seeking babysitting jobs. Check babysitters’ references before leaving them alone with your children.

Day Care Centers
Day care centers provide care for children whose parents have to be away all day. A hot lunch and two snacks are usually included. Various programs and activities are provided. Ask for a description of the center’s program (some centers also have a half-day option). For a list of centers, look in the Yellow Pages under childcare.

TYPES OF SCHOOLS
Preschools and Nursery Schools
In these schools (ages 3, 4, and sometimes 5), the main goal is not academic learning, but reading readiness, socialization and a broad range of other learning experiences. Usually no lunch is served as the program runs only in the morning or afternoon. Check the Yellow Pages for preschool programs in the area.

Kindergarten
At most public and some private schools, children who turn 5 years old by September 30 attend kindergarten. Children are required by Michigan law to attend kindergarten. Children learn reading readiness, social skills, and basic elementary education. A child cannot enter first grade without completing kindergarten.

School System
There are three school levels: elementary (ages 5-11), middle school (ages 11-14), and high school (ages 14-18).
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## Parents’ Responsibilities

You will need to register your child for school at designated registration times. Contact the school your child will be attending for scheduling. If your child will be beginning school after the school year is in progress, go to the school and ask how you should register your child. Your child may need a TB test, proof of vaccinations, and doctor’s physical check up to register.

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<th>Topic</th>
<th>Details</th>
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<tr>
<td>Bring up any concern about your child’s social, cultural, and education adjustment. Call the school and ask for an appointment to discuss your concerns. You do not need to wait for the regular parent/teacher conferences to meet with someone from your child’s school.</td>
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<td>Make sure that your child is at school on time. Promptness in arriving at school is required. If your child misses the school bus, you are responsible for transportation.</td>
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<td>Write excuses for your child’s absence. Acceptable reasons for absence are: sickness, sickness or death in the family, and religious holidays.</td>
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<td>Schedule appointments with doctors or dentists after school hours when possible so the child will not miss school.</td>
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<td>Dress your child for the weather. The weather in Mt. Pleasant changes rapidly. Play times are usually outside so your child will need an extra jacket or sweater to put on or take off as needed. Label all clothing and personal items with your child’s name.</td>
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<tr>
<td>Withdraw your child from school when you leave Mt. Pleasant. Send a letter to the child’s teacher or principal giving the exact date of withdrawal. Report cards, certificates of attendance, etc., will be given to you by the school upon request.</td>
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<td>Volunteer as a parent aide in your child’s class. If you would enjoy helping with school activities or want to share information about your culture, let your child’s principal or teacher know at the beginning of the year.</td>
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## Conventional Public Schools

In all public schools, education including textbooks and bus service is free. Boys and girls attend classes together, Monday through Friday, seven hours a day. Hot lunches are available for purchase or your child may bring a lunch from home. You may enroll your child in the English as a Second Language program if he/she has shown a need on the English Enrollment Test. For more information contact Mt. Pleasant Public Schools for registration or other information at (989) 773-5500; Shepherd Schools at (989) 828-6601.

## Parochial Schools

These schools are church affiliated and partially subsidized by the church and partially by the family. Children learn the same basic subjects as in conventional public schools but may also study religion. Usually children are required to wear uniforms and may be subject to more rigid guidelines. Some parochial schools separate the girls from the boys, but this is no longer the norm. Hot lunches are provided at the school and you may be asked to volunteer with various school activities. In order to enroll and/or learn more information about the schools available to you, look under schools in the Yellow Pages.
Private Schools
These schools are entirely funded by families and outside donations. The philosophy of the schools varies greatly so parents should visit the school and read about its philosophy before enrolling children.

Adult Education
For information on classes to learn new skills, hobbies, or basic adult education, contact Oasis Alternative High School at (989) 773-1383. Childcare may be available during classes.

Public Libraries
Libraries are open to the public to borrow books to read/use at home for a designated period of time, free of charge. You must obtain a library card to borrow books. There will be a fine if the books are returned late. Call for information to Mt. Pleasant Library at (989) 773-3242.

Plumbing
Plumbing problems are usually avoidable with proper maintenance of sinks, showers and toilets. Be sure to clean fixtures weekly to avoid lime and dirt buildup, which can slow down drainage and cause clogging. Unless your sink has a garbage disposal, drains cannot be used to dispose of food or other non-liquid substances. Grease and other oily substances also clog sinks and garbage disposals. Toilets can be used only for human waste and small amounts of toilet paper. Do not dispose of tampons or other feminine hygiene products in toilets. At first sign of slow drainage you should clean the drain of any hair or dirt and use a small amount of liquid drain cleaner. If this does not help, call your landlord to report the problem before it gets worse. If you do not have a landlord, call a plumber. They are listed in the Yellow Pages under plumbing.

Garbage Disposal
Garbage disposals differ greatly in styles, so be sure to ask the landlord what items can safely be put down yours. Because strings and metals may damage the disposal, avoid dropping tea bags and fibrous vegetables down the disposal. Always allow the water to run while running the disposal and for a few moments following. Make sure you don’t put your hand into the disposal while it is operating.

Heating and Cooling Systems
If a different odor is observed when gas heating is on, please contact the landlord and the gas company immediately and facilitate proper ventilation. During the winter months, never turn the heat off completely to save money. Frozen pipes may result and you will have repair expenses. It is suggested that you heat your house to a minimum of 55°F at all times during the winter to prevent burst pipes.

Stove and Oven
This appliance can be the most dangerous on the property if not used properly. If you have a gas stove that must be hand lit, be sure to light the match first and then turn on the gas burner. If you turn on the gas first, escaped gas may cause an explosion when you strike the match. If you suspect a gas leak, notify the gas company as soon as possible and allow proper ventilation. Most gas stoves have a broiler,
which means to cook under direct heat. When cooking meat or other foods with high grease content at a high temperature, you should use the broiler. To use the broiler, place food directly under the broiler mechanism and set the oven control knob to “broil.” Do not cook meats with high grease content in your oven; this could cause a fire. Never use water or other liquid to extinguish a grease fire. Baking soda thrown on fires extinguishes them very quickly. Never leave your home while something is cooking on the stove or in the oven.

**Ventilation**

U.S. homes do not have adequate ventilation for cooking on an open fire, inside the home. Although you can cook on your stove and use the exhaust fan in the hood above, no other cooking with an open fire can be done in the house. Serious health problems can arise from smoke inhalation due to inadequate ventilation. Also, many of the floor coverings and furniture are made of highly flammable substances. Do not use a barbecue grill inside your house for these reasons.

**Insects and Pests**

If you find any of the following pests in your home, you should immediately report it to your landlord: cockroaches, water bugs, rats, mice, silverfish, termites or ants. The landlord has a responsibility to provide you with a pest-free apartment. You have the responsibility of keeping your home clean to discourage pests, to cooperate in the landlord’s pest control program, and to report any problems.

**EQUIVALENTS**

**Weight**

1 Kilogram = 2.2 U.S. pounds = 4 3/8 cups = 1000 grams  
454 grams = 1 U.S. pound = 1 cup  
100 grams = 3.5 ounces

**Capacity**

1 liter = 4 cups + 3 !tablespoons = 1.06 quarts (liquid)  
1 cup (liquid) = 2.4 deciliters  
1 coffee spoon = 1 teaspoon = 2 grams  
1 dessert spoon = 2 teaspoons  
1 soupspoon = 1 tablespoon

**Length**

1 meter = 1.0936 yd. = 39.37 inches  
1.6093 kilometers = 1 mile  
100 centimeters = 1 meter  
1 hectare = 2.47 acre  
91.5 centimeters = 1 yard  
1.4 hectares = 1 acre  
30.5 centimeters = 1 foot  
2.54 centimeters = 1 inch  
1 centimeter = approx. 3/8 inch  
1.4 hectares = 1 acre  
2.54 centimeters = 1 inch  
1 centimeter = approx. 3/8 inch  
1 kilometer = approx. 5/8 mile  
1 centimeter = approx. 3/8 inch  
90 centimeters = 36 inches  
1 centimeter = approx. 3/8 inch  
140 centimeters = 55 inches