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Welcome from Dr. Mertz-Weigel

Welcome to Armstrong State University. We’re glad you’re here!

The Office of International Education is organized to assist non-immigrant international students, faculty members, internationally-born citizens and permanent residents with orientation, academic advisement, and adjustment to Armstrong and to the Savannah community. Additionally, our office helps promote, coordinate, and administer study abroad and exchange programs that are developed by faculty and offered by the University System of Georgia.

We have prepared this handbook for new students from outside the United States. We hope that the following information will help facilitate your adjustment to Armstrong and to Savannah. In addition to the International Student Handbook, we think you will find the online Armstrong Catalog and the Armstrong Student Handbook extremely helpful as well.

Although this handbook will have answers to many of your questions, there may be other reasons why you seek the help of the Office of International Education. Our purpose is to aid you with any problems or questions you might encounter during your stay. We hope you will always contact us if we may be of any assistance to you. If we cannot help with a particular inquiry or problem, we will aid you in finding the correct department or person.

The Office of International Education is located in Gamble Hall Room 110, and is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Please feel free to call 912.344.3128 or to e-mail us at any time.

Best Wishes,

Dorothée Mertz-Weigel, PhD
Director of International Education
Associate Professor of French Language and Literature
912.344.2804
dorothee.mertz-weigel@armstrong.edu
Welcome from Kristin

You made it! We’re so excited to finally have you on campus.

There is going to be a lot of information given to you over the course of your stay here in Savannah. Don’t feel like you have to remember it all. That’s why we’re here. If you have any questions, stop in and see us. I may not always have the answers, but I know who to ask. We’re also here if you start feeling a little homesick. We know where all the international grocery stores and restaurants are located.

As you look forward this year, we have a lot planned for you. Besides the ISO meetings, we have the Welcome Pool Party, International Day of Peace, Celebrate Armstrong, International Week, the Huntingdon Women’s Guild Holiday dinner and more. If there is a holiday from your home country that you would like to celebrate and share with campus, let’s start planning. Just let me know. I’d love to help you share your culture with the campus community. If there’s something you’d like to experience in the Savannah area, also let me know and we can plan an outing.

I hope you’re beginning to see that this office’s primary purpose is to make your stay and experience the best possible. With that being said, I hope that you feel comfortable enough to stop in and see us. We’re here for all your Armstrong and Savannah needs.

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Cheers,

Kristin R. Kasting
Assistant Director International Education
912.344.3042
kristin.kasting@armstrong.edu
Welcome from Sara

Hey there!

As the International Student Services Program Coordinator, I am responsible for services such as maintaining your SEVIS record and updating your F-1 papers. If you have any questions, feel free to ask me. My goal is to be a resource to you to make your transition to and stay at Armstrong as smooth as possible.

I also coordinate programs related to international and intercultural education. As you look forward this year, we have a lot planned for you: the International Student Welcome, International Cafés, national International Education Week, outings in Savannah, the Huntingdon Women’s Guild Holiday dinner, and more. If there is a holiday from your home country that you would like to celebrate and share with campus, just let me know. I look forward to helping you share your culture with the campus community.

You can find good friends in the International Student Organization (ISO). It holds many events and activities throughout the year and always accepts new members. If you would like leadership opportunities, you can join the executive board to help plan these activities. See the next page for more.

Our office will be training faculty and staff in the unique needs of international students in a program called the Global Partners Zone. It is our hope to make them aware of cultural differences and challenges that international students face so that you feel more comfortable approaching and working with them.

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Cheers,

Sara C. Nobles
International Student Services Program Coordinator
Office of International Education

912.344.3042
sara.nobles@armstrong.edu
ISO would like to be aware of activities and celebrations from each country represented on campus so that ISO can incorporate them in its events each semester. This will expose the Armstrong community to what happens in other countries of the world and help in promoting diversity on our campus.

Here’s an example:

Student’s Name: Jane Doe  
Phone Number: 555-555-5555  
E-mail: jane.doe@internet.com  
Country: United States of America

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Celebration</th>
<th>Activities during Celebration</th>
<th>Dishes Served at Celebration with Ingredients</th>
</tr>
</thead>
</table>
| July 4th   | Independence Day    | Fireworks, parades, barbecues, carnivals, fairs, picnics, concerts, baseball, family reunions etc. | Hot dogs: hot dog buns, hot dogs, mustard etc.  
Hamburgers: hamburger buns, hamburger meat, lettuce etc. |

<table>
<thead>
<tr>
<th>Country’s Cultural Dishes</th>
<th>Name of Dish</th>
<th>Ingredients</th>
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<tbody>
<tr>
<td>Potato salad</td>
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<td>Potatoes, mustard, mayonnaise, onions, eggs, celery, sweet relish etc.</td>
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<td>Date</td>
<td>Name of Celebration</td>
<td>Activities during Celebration</td>
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Other Activities:
Office of International Education (OIE)

Gamble Hall 110
11935 Abercorn Street
Savannah, GA 31410
Telephone: 912.344.3128  Fax: 912.344.3456
Website: http://www.intl.Armstrong.edu
E-mail: International.Education@Armstrong.edu
Hours: Monday - Friday, 9:00 a.m. to 5:00 p.m.

OIE Staff

Director  Assistant Director  International Student Services Program Coordinator  International Admissions Coordinator
Dr. Dorothée Mertz-Weigel  Mrs. Kristin R. Kasting  Ms. Sara C. Nobles  Mrs. Melanie Chaffin-Poeling

Armstrong International Education Mission Statement

Armstrong State University aspires to prepare students with the global knowledge, attitudes and skills that will enable them to function as citizens of the world. The University actively supports a comprehensive approach to international education. This approach includes:

- study abroad and exchange programs for both students and faculty
- curriculum infused with international content
- certificate and degree programs that are comprised of international content
- recruitment and retention of international students
- support for faculty and staff
- the hosting of international visitors and lecturers
- a series of international events on campus that promote international awareness and an appreciation of global cultures

Visa Documents

The Office of Admissions is responsible for helping international students and scholars maintain their nonimmigrant visa status. We prepare or assist in preparing certain nonimmigrant visa documents required by the U.S. government for persons with F-1 (student) visas. These include documents for travel, dependent travel, changes of degree program, transfer of schools, extension of stay, employment options, and for entry to the University.

Services for Students

A professional staff in the Office of International Education and in the Office of Admissions assists international students before their arrival on campus, upon their arrival on campus, while pursuing their studies, and in preparing for their return home.
The Office of International Education provides support for the following:

Academic Programs
Academic Referral Services
Academic Support
Advisement
Advisement to the International Student Organization (ISO)
Assistance with personal and other matters
Campus Activities
Change of Status
Community Activities
Cross-Cultural Experiences
Driver Services
Employment
Enrollment
Housing
Immigration Advisement
Information on the 2-year Home Country Physical Presence Requirement (J-1)
Liaison with Sponsoring Embassies and Government Agencies
Maintaining Non-Immigrant Student Status
Medical Insurance Information and assistance with necessary procedures
Obtaining an I-20 form and Entering the U.S.
Processing Student Applications for Immigration Benefits
Program Extensions
Reinstatement to Student Status
Spouse/Dependent Documentation
Taxes
Termination of Status
Transfer of Schools
Visits Abroad and Reentry

Programs for Students
The following programs are offered every year. In addition, new programs are offered each semester as needed. American students are highly encouraged to participate in the cross-cultural activities. International Student Orientation facilitates the educational and cultural adjustment of new and transfer international students. Among the many topics covered are life and customs in the U.S., local community resources, health care information, immigration and U.S. Department of State regulations that international students are required to follow while studying in the U.S.

International Week
This week-long celebration provides international students with an opportunity to share their culture with the Armstrong State University community. Sponsored by ISO. Offered in November.

Workshops

Income Tax Seminar
Provides international students with tax information and assistance with tax forms. Offered in February.

CPT/OPT Workshops
Provides information about requirements for working with Curricular Practical Training and Optional Practical Training.
Savannah
Savannah, Georgia

Savannah is the largest city in, and the county seat of Chatham County, in the U.S. state of Georgia. A city 202.3 kilometers large with a population of 132,410 in the city and 347,611 in the metro area.

Each year Savannah attracts millions of visitors, who enjoy the city's architecture and historic buildings: the birthplace of Juliette Gordon Low (founder of the Girl Scouts of the United States of America), the Telfair Academy of Arts and Sciences (one of the South's first public museums), the First African Baptist Church (one of the oldest African American Baptist congregations in the United States), Temple Mickve Israel (the third-oldest synagogue in America), and the Central of Georgia Railway roundhouse complex (the oldest standing antebellum rail facility in America).

Today Savannah's downtown area, which includes the Savannah Historic District, the Savannah Victorian Historic District and 22 park like squares, is one of the largest National Historic Landmark Districts in the United States (designated by the U.S. government in 1966). Savannah was the host city for the sailing competitions during the 1996 Summer Olympics held in Atlanta, Georgia.

Government
Savannah's government became a council/manager form of government in 1954. The city council consists of the mayor and eight aldermen, six of which are elected from one of six aldermanic districts, with each district electing one member. The other two members and the mayor are elected at-large. The council levies taxes, enacts ordinances, adopts the annual budget, and appoints the City Manager. The City Manager enacts the policies and programs established by council, recommends an annual budget and work programs, appoints bureau and department heads, and exercises general supervision and control over all employees of the city.

Economy
Agriculture was essential to Savannah's economy during its first two centuries. Silk and indigo production, both in demand in England, were early export commodities; by 1767 almost a ton of silk per year was exported to England.

Georgia's mild climate offered perfect conditions for growing cotton, which became the dominant commodity after the American Revolution. Its production under the plantation system and shipment through the Port of Savannah helped the city's European immigrants to achieve wealth and prosperity.

In the nineteenth century, the Port of Savannah became one of the most active in the United States, and Savannahians had the opportunity to consume some of the world's finest goods, imported by foreign merchants. Savannah's port has always been a mainstay of the city's economy. In the early years of the United States, goods produced in the New World had to pass through Atlantic ports such as Savannah's before they could be shipped to England.

Today, the Port of Savannah, manufacturing, the military and the tourism industry are Savannah's four major economic drivers. In 2006, the Savannah Area Convention & Visitors Bureau reported over 6.85 million visitors to the city during the year. Lodging, dining, entertainment, and visitor-related transportation account for over $2 billion in visitors' spending per year and employ over 17,000.
Culture Shock

Living in a foreign country is very challenging. In the first year, almost everyone experiences "culture shock" to some degree. Culture shock is that feeling of dislocation that affects people who move to a new place or country. Many who experience it do not even realize that they are suffering from it - all they know is that everything is very difficult in their new home.

Culture shock is caused by unfamiliarity with the new country, by not being able to speak the language fluently or understand the many new idioms, and by not knowing how to behave in an unfamiliar culture. Not only is the language different, but gestures, facial expressions, and traditions are also different. Newcomers can sometimes feel like children because they cannot understand all of these new things at once.

People who are experiencing culture shock worry and complain about all aspects of life - the food, the weather, the people, etc. They worry about minor ailments and pains. They often become frustrated and angry over minor problems, and some even refuse to learn the new language. Overall, they feel helpless and homesick, and want to go home to see relatives and to talk with people who "make sense."

People often do not fully understand culture shock until they return home to their country, when they are surprised to see their own country with new eyes. Although cultural adjustment takes place every time a person moves to another country, with each move the shock usually lessens.

Stages of Cultural Adjustment

There are four stages of culture adjustment, though each lasts a different length of time for every individual who experiences it. In general, the stages are:

Stage 1
Excitement: During the first stage, international visitors often feel excited. The new country is interesting, the people are friendly and helpful, and the future looks promising.

Stage 2
Problems: School, language, shopping - everything is difficult. Things that were simple back home require more effort in the new country. It seems hard to make friends, and at this point, international visitors may begin to believe that the local people are unfriendly. Homesickness begins, and along with it complaints about the new country. This is the stage we hear referred to as "culture shock."

Stage 3
Recovery: The international visitor begins to use the language more fluently, so communication with locals becomes easier. Customs and traditions become clearer, and slowly the situation passes from impossible to hopeful. Minor misunderstandings, which were stressful in stage 2, become manageable.

Stage 4
Stability: Eventually international visitors begin to feel more at home in the new country. What they do not like about their new country no longer makes them so dissatisfied and unhappy. Life has settled down, and they are now able to find humor in the situations in which they find themselves.
Observe first, then find a "cultural interpreter" (someone who knows the culture) and ask. Be sure to ask "why" people do what they do. A good place to find cultural informants is at the Office of International Education and International Student Organization (ISO) meetings. They will be glad to answer any question you have.

While you are observing a behavior, you might think about what people would do in the same situation in your country. This way, you will learn about your own culture as well and have a basis of comparison. Try:

- Going to events where you can meet people over time
- Joining ISO (International Student Organization)
- Talking to everyone you meet
- Talking to Armstrong employees
- Visiting with other students
- Going to the beach
- Making conversation with everyone you meet
- Reading local newspapers (The Savannah Morning News, Connect Savannah, etc.)
- Checking out books about American culture
- Relaxing, taking it slow, and keeping your sense of humor

**Evaluate your expectations.** If you find yourself feeling confused or disappointed, ask yourself, "What did I expect? Why? Was my expectation really reasonable?"

**Keep an open mind.** People at Armstrong are acting according to their own set of values, not yours. Do not evaluate their behavior using the standards you would use in your own country. With over 100 nations represented here at Armstrong, there may potentially be a similar number of ideas and ways of doing things.

**Learn from your experience.** Moving to the United States can be the most fascinating and educational experience of your life. You can explore an entirely new way of living and compare it to your own. There is no better way to become aware of your own values and attitudes and to broaden your point of view than by closely observing your new surroundings.

**Visit your International Education advisors.** We can help you achieve a useful perspective on adjustment and can also help you gain awareness of the many possibilities for experience and growth that adjustment entails. Also, you may want to visit the OIE office, for there are always other international students there who have even more experience than you and might be able to help. You are very lucky!

**PERSONAL & ACADEMIC ADJUSTMENT TO AMERICAN SOCIETY**

It is difficult to provide an accurate guide to American social relations and customs because various situations may require different responses. Americans are encouraged to be involved in the community, to express opinions and to "question the system." This can make it difficult to understand what social customs are observed and can make it perplexing to find a comfortable way to act and live in the American environment.

Americans place much emphasis on individuality and personal identity. This is expressed by informality in appearance, interpersonal relationships and methods of communication. Such informality can give the impression that Americans are promiscuous. This is not true, although in some situations the behavior or dress of individuals may exhibit poor taste. As long as one does not infringe on the rights of others, he or she is permitted a great deal of flexibility in personal expression.

Life in the United States may at first seem rather rushed. Americans are usually time conscious, and being on time is very important in many situations. When you make an appointment to see someone, you are expected to arrive at the appointed time. This is especially true with a doctor, professor or your advisor. If you are late, the person you were to see may be unable to meet with you.

The level of physical contact used by Americans differs from most countries. Generally, people shake hands when meeting, regardless of gender or age. People also allow about an arm’s length for personal space when talking or standing in line. Additionally, people do wait in line. If you decide to "cut" in before someone else it is considered rude and disrespectful to others. Personal space differs in dating relationships and family relationships. In such instances, people are usually comfortable with less personal space. Most often people shake hands when meeting and greeting another person. Sometimes close friends will give each other a hug or kiss on the cheek. To verbally greet one another, people say, "Hello, how are you?" and you generally give a response of "Fine, thanks. How are you?"

Hygiene is also very important to Americans. Many kinds of soaps, lotions, toothpastes, mouth washes, breath fresheners, deodorants, antiperspirants, perfumes, and colognes are available in nearly every type of store. Americans shower and brush their teeth at least once per day, and often repeat the process a second or third time prior to going out for the
The great advantage of living in a consumer society is that the consumer has many rights, and, in any reputable store, the customer's complaints are always listened to. If you feel that you have been treated badly or been sold unsatisfactory merchandise, do not hesitate to complain. As a safeguard against any problems, before buying anything, be sure that the store has a return policy. The most basic piece of advice still applies, though: always examine the merchandise you are about to buy quite carefully. Take extra care in discount stores and flea markets, since the chance of getting a good bargain must be balanced with the fact that returning unsatisfactory goods is virtually impossible. Although rare, it is not unlikely that someone may deliberately try to sell you goods of poor quality.

Pace of Life and Time Consciousness
One of the first things you will notice from the time you arrive is that Americans always seem to be rushing. For them, time is of the essence, and as a result, it is extremely important for them not to be late for appointments and meetings. In order to function effectively in an American community and build a good reputation, you must be punctual for all appointments. Make every effort to arrive at prearranged meeting places at the time agreed upon by everyone in the group.

Materialism
Success in American society is often measured in monetary terms. A rich person is viewed as being successful, so some Americans display expensive items in an attempt to appear successful. The fast pace of life in the United States and the emphasis placed on 'winning' and being successful can make this a very exhausting environment for those who are from nations where life is more relaxed. Simply realize that American cultural values are not your cultural values. You do not necessarily have to adopt these values while you are here.

Privacy
Questions such as, "Where do you work?" and, "What are you studying?" are common and quite acceptable in America. These are questions that allow Americans to get to know each other. Direct questions about money, age and sex are normally considered unacceptable, as are trying to ascertain a person's views on politics or religion. Paradoxically, many Americans will volunteer much information about themselves with no prompting from you, but too many questions will be viewed as being "nosey."

Friendship
Americans normally have a wide circle of acquaintances. They will refer to these people as friends even if the relationship is a quite new or casual one. Like people everywhere, they will say, "Hello, how are you?" and ask if you are enjoying school, your stay in the country, or simply the weather. Americans may appear to form friendships very quickly and easily. However, because the United States is such a mobile society, they tend to avoid deep involvement. Friendship is viewed as something much more casual than in many other cultures. Of course, you will make friends with Americans, but the relationship may be much more casual than expected.

Social Equality
All individuals you meet should be and will expect to be treated with consideration and courtesy. North Americans expect that all people accept other individuals regardless of sex, race, occupation, handicap or religion. Women play an active role in the United States and are considered equal to men in status and therefore deserve the same respect.

Use of Names and Titles
In informal introductions, first names are used and people shake hands. Out of respect for another person or a person of different social status, the title of "Mr." for a man and "Ms." for a woman is used. More specifically in the South, “sir” and “ma’am” are used to refer to older people or when a name is unknown. Most North American men and women will shake hands with people to whom they are introduced in both formal and informal situations. Often, the title of one's position is used when addressing a person, such as a president, dean or professor.

Dating
Relationships between men and women in the US are very informal compared to other cultures, and there is a great deal of interaction between the sexes. This informality should not be misunderstood. Simply accepting an invitation to go out does not indicate an interest in further meetings, nor that sexual involvement is implied. Honesty and sensitivity are the best guides to help you through any romantic situations which may present themselves.
Individualism
In the US, a person is generally seen as a separate individual rather than as a representative of a particular family, community or group. Individuals are encouraged to be independent and self-reliant. This entails not only acting without first consulting others, but also being ready to voice an opinion on a wide variety of subjects. Even with older people and superiors, American students will be just as outspoken as when they are with their peers. Another result of this trait is that people carry out their daily activities with very little reference to others, as long as they believe that their actions will not result in anyone being harmed.

In an academic setting, and no doubt in other settings as well, parties provide an opportunity to meet other people—classmates, teachers, advisors, deans, fellow residents of a housing unit, neighbors, influential community members, or prospective employers. In fact, a party may be also called a "mixer" if it is for the express purpose of enabling people to meet others. From these various people, party-goers can obtain useful information about a town, a campus, or a living or academic unit, and they can hear other people's perspectives on the student or scholar situation. They might meet other individuals with whom longer lasting, more rewarding relationships can evolve. This can be helpful in the student's pursuit of professional goals.

Sometimes students worry about "losing their culture" if they become too well adapted to the host culture. Don't worry. It is virtually impossible to lose the culture in which you were raised. In fact, learning about the new culture often increases your appreciation for and understanding of your culture. Don't resist the opportunity to become bicultural, able to function competently in two cultural environments. Just as culture shock derives from the accumulation of cultural clashes, so an accumulation of small successes can lead to more effective interactions within the new culture. As you increase your ability to manage and understand the new social system, practices that recently seemed so strange will become less puzzling. Eventually you will adapt sufficiently to do your best in your studies and social life and to relax and fully enjoy the experience. And, you will recover your sense of humor!

evening or after physical activities. The odor of perspiration, or "sweat", and foul mouth odors are offensive to Americans and people generally take steps to eradicate any body odors. For more information on this topic, read through the Health and Wellness brochure.

Making Friends
Americans are curious about many things and may ask you many questions. Some of the questions may appear ridiculous, uninformed and elementary, but try to be patient in answering them. You may be the first foreign national of a particular country whom they have met, and they probably have little understanding of life in your country. Most Americans are sincerely interested in learning more about you and your culture.

It is sometimes difficult for international students to understand how Americans form and maintain friendships. In this mobile society, friendships may be transitory and are often established to meet personal needs in a particular situation. The casualness of friendship patterns in the United States allows people to move freely into new social groups. These groups usually form around work, school, shared interests or places of residence. Most Americans readily welcome new people into their social groups. Americans have many interests and engage in a variety of activities, so the warmth expressed in one meeting, while genuine and sincere, may be confined to that occasion. Close friendships are the result of repeated interactions between individuals as they identify similarities in points of view and share a variety of experiences.

Family Customs
It is extremely difficult to be specific about the American family because of the many regional, religious and national backgrounds that are found in the U.S. There are several different combinations of people that may make up a family unit. The family you meet may be composed of a mother, father and children, but other families may be composed of a single parent with children, multiple professional persons who live together, a husband and wife with no children, or an adult who lives alone and has close friends that share special times and activities. Still, other families reside as blended families with children from a previous relationship of one spouse or both.

In many families, both the husband and wife are employed away from home. Few American families have servants. At most, they may have someone to stay with their children (a "babysitter") while they are away or someone to do weekly cleaning or yard work as it is needed. Household responsibilities are often shared among family members, including
children. One's sex does not necessarily determine family responsibilities. Jobs that were once performed mainly by women (such as cooking and cleaning) and those once performed mainly by men (such as taking care of the car and yard) are often done by either sex. Traditional patterns are still followed in some families. American families often share more than household duties. For example, husbands and wives may share in making decisions and in taking responsibility for other family members. The opinions of children are often asked for and accepted, and children are often included in entertaining.

The individuality and autonomy so valued by Americans has extended into the family setting to the extent that law enforces individual rights within the family. It is now illegal, for example, for an individual to use physical force on another even though that person may be his/her spouse or child. What was formerly considered "discipline" or exercise of authority within the family is now a matter for official intervention. Neighbors may report such instances to the police. In addition, professionals such as teachers and doctors are required to report suspected instances of physical abuse to the authorities.

It is possible that some American family customs will annoy you because they are very different from your own. To help you enjoy your visit more, try to discover what in the two cultures is behind the differences in customs.

**Dealing with Homesickness**

Talk to a friend or family member who understands what you are feeling; however, it's a good idea to limit phone calls. It may help to hang up pictures from home or bring items from home that you enjoy. Becoming familiar with your new surroundings may also help you deal with homesickness. While you're exploring, invite others to explore with you. Planning your travel arrangements ahead of time and setting your return date may also be helpful. And finally, check out the sections in this handbook titled: 30 Things to Do On or Off Campus for Under $5.
30 Things to Do On or Off Campus for Under $5

1. Watch a matinee movie at one of the theaters behind Savannah Mall
2. Buy a sketchbook and some pencils
3. Buy $5 worth of mp3s and remix your mp3 player
4. Buy marshmallows, graham crackers and chocolate bars & make S'mores in the microwave
5. Buy someone a rose
6. Buy $5 worth of stamps and send postcards of Savannah to send to your friends and family
7. Go for a drive
8. Ride the CAT bus or drive downtown and walk through the Historic District
9. Get coffee with friends at the Daily Perk
10. Play cards or ping pong at Compass Point
11. Play volleyball or Frisbee
12. Go browsing at the Savannah Mall
13. Go to the dollar store in the Mall and buy 5 things
14. Buy $5 worth of gas for your car and fill your tires with air
15. Get a 6" sub (sandwich)
16. Work out at the Rec Center
17. Check out free activities through Student Activities & the International Office
18. Attend a play on campus
19. Go out to breakfast
20. Go jogging on River Street
21. Shoot hoops at the gym or take a dip in the pool
22. Buy a retro shirt from Goodwill or the Salvation Army
23. Play pool at Compass Point
24. Go to the park at Lake Meyer: walk the track, feed the ducks, play tennis or shoot hoops
25. Attend a high school or college sporting event
26. Play tennis on campus
27. Write in a journal about our beautiful scenic campus
28. Go to Barnes & Noble: read a book, drink coffee, listen to a CD for free and read all your favorite magazines for free
29. Go hiking through the woods behind the dorms or walk through the local neighborhoods
30. Check out movies for FREE from the library
To be able to adjust to a new culture, foreign nationals need to be aware of customs and traditions in the country visited. Here are a few important things that will allow students to understand and adapt to the American culture.

**The American Dream**
This refers to the idea Americans have that hard work and determination are important in achieving success. This idea is the cornerstone of the prosperity of this culture and nation. The top three values of American culture include *freedom, independence, and personal liberties*. Foreigners ought to understand the idea behind the American dream as well as the main American values to be able to prosper in any activities that they take part in, whether it be of an academic, social or professional nature.

**Immigrants**
Immigration has contributed to the expansion and diversity of the population of the United States. Since 1990, the number of immigrants has contributed to a 60% increase in the population. The greatest and fastest number of minority groups consists of Asians. The diversity of America makes it a *melting pot* where different cultures combine to make a single one.

**Law**
A law refers to the rules and regulations of a country that allows it to maintain order. The American legal system emphasizes equality of all people and is based on the following principles:
- The law must treat all individuals equally.
- Everyone has the right to be aware of the charges placed against him or her and has the right to a hearing.
- The person establishing the charges must not have the right to judge the case.
- Criminal laws must be made clear and understandable to everyone.

As a foreign student, you need to understand the laws of the United States and you must abide by them. Ask questions when you are not sure about the proper way to handle things and when you do not know what is legal or not.

**Some Customs and Beliefs**
It is important to understand the main customs or traditions of a new culture to be able to adapt and feel comfortable in the new country.

**Greetings Customs**
- **Introducing others**—when in a conversation with an individual and a person you know comes up to you, it is good to introduce the person you were talking with to your friend even if you forgot his or her name. This is a sign of politeness.
- **Shaking hands**—in the United States, a handshake says a lot about a person’s confidence level and personality. For example, women shaking hands shows that they are modern and self-confident. Unlike other cultures, in the U.S. anyone can initiate a handshake and you do not have to wait for the other party to shake your hands first. When meeting people, it is important to lean forward and squeeze their hands firmly to show interest in the person you are meeting.
- **Touching**—besides handshakes, it is not appropriate to touch people when first meeting them. Personal space is important to Americans and one ought to respect it, especially when meeting an individual for the first time.
- **Eye Contact**—unlike certain cultures where eye contact may be considered a sign of disrespect, in the U.S. eye contact (and a smile) is important to communicate interest and respect. For example, when shaking someone’s hand, it is considered rude to talk or look at someone else at the same time. Full attention must be given to the person you are interacting with.
Social Gathering Etiquette
Etiquette refers to widely accepted and established social rules that communicate good manners.

Invitation—it is important to respond to an invitation, especially when it is written RSVP, the French phrase “repondez s’il vous plait” which means “please respond”. This is to let your host know whether you will be attending the social gathering (birthday party, professional reception, wedding etc.) that he or she is inviting you to. Some invitations say Regrets Only, which means that you should respond only if you will be unable to attend.

Time—unlike some cultures, time is very important in the United States and being late is considered rude. When invited to a social gathering, it is important NOT to arrive more than ten minutes early or more than ten minutes late.

Gift for Host—unlike some cultures, the requirement to bring a gift to a host depends on the type of gathering. For example, when invited to a baby shower, a gathering for a woman who is about to give birth, it is important to bring a gift for the unborn baby. When invited to dinner, for example, it is not required to bring a gift as thank you; a verbal “thank you” would be enough to show respect and appreciation.

Conversation Customs
When you attend a social gathering do not be afraid to be judged by the way you perform culturally. Breaking a social rule in the United States is not viewed as critically as in other countries. Stay courteous but do not be afraid to make a mistake otherwise this will restrict your conversations. Have a good time while staying well-mannered.

Thank You Customs
For Americans, it is important and well appreciated to express gratitude when appropriate. A “thank you” can be expressed verbally, in writing or even as a nod. For example, if someone picks up something for you from the ground and hands it back to you, it is recommended to say thank you. Accepting the item and walking away without saying anything is seen as disrespectful.

Food and Dining
Dining Out—unlike some cultures where the person who invites or a male guest pays the whole bill, in America when someone is invited to “eat out” and there is not a specific host, everyone is expected to pay his or her own bill. It is always important to have some money when going to meet friends out at a restaurant, a café, the movies etc. It is also acceptable to take home any food that you would like to eat later. You would ask for it “to go” or in a “doggie bag.”

Table Etiquette—unlike some cultures where burping or eating fast signifies satisfaction with the host’s cooking skills, in America it is regarded as rude behavior. Therefore, when eating in public it is important to maintain social etiquette and stay polite in order to respect everyone else at the table.

Sports
Baseball—this sport is refers to a “America’s favorite pastime” because most Americans are fans of baseball. This sports involves scoring more runs (points) than the opponent and it involves a bat and a baseball. There are 30 professional baseball team under Major League Baseball (MLB). (For more details on baseball please conduct an online search).

Football—is another sport unique to Americans and it is commonly called American football to differentiate with soccer. The main differences between both sports is that American football does not involve the use of feet and the ball is oblong instead of round like it is in soccer. Professional football teams belong to the National Football League (NFL). (For more details on football please conduct an online search).

At many sporting events, people pack food to take to the event. Tailgating often happens before events when spectators arrive early and enjoy food and drinks. Originally people set up the food and drinks at the “tailgate” or back end of a truck.
Getting A Job
When coming to the U.S., one may wonder about the best way to find a job. Remember to always ask questions to your international advisor to make sure what job opportunities you may legally pursue. The school’s career services are always an invaluable source in finding job opportunities, to write your resume and to prepare for an interview.

While attempting to adapt to the American culture always ask questions or look up information on things you do not know. Never make assumptions. Refer to the chapter on culture shock and adjustment when you are experiencing culture shock. And remember that your international student advisor is always a great resource.
In many ways, you will probably find U.S. higher education different from that in your own country. Academic standards and practices are influenced by culture. What is considered appropriate academic behavior in your home country may be different from what is appropriate in the United States. Therefore, it is important that you understand U.S. standards and practices. Not meeting these standards can result in charges of academic dishonesty and possible expulsion from the University. The U.S. definition of academic dishonesty is based on the cultural values of individualism, fairness, the idea that individuals must think and work independently, and a strong value of original thinking, creativity, and invention. It is common in many countries for students to study and work together to prepare for exams. This is customary in the United States as well. However, once in the classroom, students are on their own for exams. Students cannot copy or discuss answers with each other during an exam. It is essential in the U.S. education system that each student be evaluated individually on his or her own work. “Cheating” is defined as copying someone else’s work or taking prohibited information or tools to an exam.

You are expected to familiarize yourself with the requirements of the University, of the school or college in which you are enrolled, and their major departments. For any of the academic requirements, you should consult your academic advisor.

**Plagiarism**

“Plagiarism” is defined as copying the work of someone else and not naming your source. In the United States, this will be considered an attempt by you to pass off the ideas or words of another person as your own. **Plagiarism is one of the most serious violations of the standards of academic conduct in the United States.** It can ruin your academic career.

Of course, when you are writing a paper, you research many sources and present or summarize other people’s ideas. But you must name your sources and identify when you are using their words and ideas by these methods:

- name your sources in the text
- put quotation marks around words and sentences that you copy from someone else’s work
- provide footnotes and endnotes (even when you are paraphrasing someone’s words)
- include a list of references or a bibliography

This also applies to the work of other students. Discussing ideas for a paper with friends is okay, but it is not acceptable to hand in papers that are the same as your friends’ or to let someone else write your paper for you, even though the ideas are yours.

**Academic Honesty & Social Behavior**

International students need to be aware of the potential differences between the American educational system and that of their home countries. As members of the academic community at Armstrong, students are expected to recognize and uphold standards of intellectual and academic integrity. All students agree, upon admission, to adhere to the Code of Student Integrity. The Code is published in the Armstrong Catalog and may be viewed via the internet at the following web address: https://www.armstrong.edu/images/uploads/student-affairs/2015-2016_Code_of_Student_Integrity.pdf. It is important that you read the code carefully so that you understand what constitutes "cheating," plagiarism and dishonesty in your classroom behavior.

**Education in the United States**

The following characteristics can help you understand how U.S. cultural values influence behaviors and expectations in the classroom. The value placed on individualism, achievement, importance of time, work ethic and pragmatism are evaluated in the following section.

**Characteristics of the U.S. Academic Environment**

Classroom behavior differs from culture to culture. Some classes are very formal, while others are more relaxed. If you are to succeed academically, it is important that you know how to fulfill the expectations of your instructors.

- The U.S. cultural values listed in the previous section shape the academic environment in the following ways:
  - Active classroom participation is expected.
  - Time pressure is high - often there are many small assignments due each week and time management is an important skill to develop.
  - Critical thinking must be developed.
  - Independent thinking is highly valued.
  - Presenting ideas concisely in class is expected.
  - Assignments (reading, writing, homework, tests) are numerous.
  - Competition is a common mind-set.
  - Achievement and hard work are highly valued; the finished product is most important.
Students must be responsible for themselves.

- Equality—all students should be treated equally.
- Informality is normal.
- Direct and straightforward communication is expected.
- Friendship is usually based on doing things in common—sports, studying, etc.
- Combining theory and practice—the practical application of ideas—is emphasized.
- Problem-solving orientation—"If it’s broken, we ought to be able to fix it!"
- The scientific method and the use of logical proof are emphasized academically.

### Basic Rules

- Arrive on time and be seated before the scheduled starting time of class. **Never be late for a class**, as much as possible.
- Listen attentively and take careful notes.
- Attend class from the first scheduled day. **Never miss a class!**
- If you are ill and miss a class, always check with the instructor to see what work you have missed and how it is to be made up. The instructor may request to see a doctor's note if there is a long absence.
- Prepare each assignment before the next class.
- Tests in U.S. colleges are given frequently, so study regularly.
- Ask questions and express your opinions. Instructors count on this! Do not be afraid to express a different viewpoint than your professor.
- Should you not understand any assignment or material, talk to your instructor. Make an appointment to see him/her during office hours, or simply talk to them after class.
- Understand and be able to use the material from the classroom instead of merely memorizing it.
- Extra work in the library is usual. Term papers will be assigned in many classes.
- Careful records of source material are essential.
- Textbook material is usually supplemented by required library reading. Expectations in the U.S. classroom are generally based on the instructor's assumption that you are a serious student intent on mastering the content of your courses.

### ACADEMICS

#### Study Tips

**Start Early in the Semester**

Don’t wait until the end of the semester to start studying! Be sure to schedule enough time to study—so that you'll also have enough time to enjoy yourself.

**Form Study Groups**

It can be very helpful to have a group of fellow students with whom you meet regularly. The regular meetings will encourage you to keep up with the readings and homework, and discussing the lectures and assignments will often help you to clear up points of confusion early in the semester. Early in the semester, introduce yourself to one or two students in each of your classes. Exchange phone numbers and find out if your classmate is interested in forming a study group. Phone numbers of classmates are especially useful if you miss a class and need to find out what work has been assigned.

**Have Someone Read Your Written Work**

It is sometimes very difficult to spot errors in your own work, even if the same errors would be obvious to you in someone else's work. Visit the Armstrong Writing Center in Gamble Hall room 109, to receive assistance with proofreading and the like.

**Take Care of Your Body, and Your Mind Will Follow**

If you're not healthy and happy, you will not be able to do your best work—and you certainly won't enjoy the work! So, eat well, and sleep regularly; get some exercise; take a break now and then; learn to relax even when facing a deadline; and, most important, laugh a little!

**Find Out about Office Hours**
Check with your professor or class syllabus for semester office hours. Go to see your professor during office hours, even if you only need to ask a simple question or address a minor concern, and to get to know them.

Don't Be Afraid to Ask for Help
If you experience problems with a class, be sure to make an appointment to meet individually with our instructor. Don't hesitate—and don't be shy. Faculty members are generally quite happy to provide extra help and advice to students who demonstrate their willingness to work extra hard.

Academic Standing & Student Classification

COURSE NUMBERS AND THEIR MEANINGS
• Courses in the 1000 series are primarily for freshmen.
• Courses in the 2000 series are primarily for sophomores.
• Courses in the 3000 series are primarily for juniors.
• Courses in the 4000 series are primarily for seniors.
• Courses in the 5000 series are open to qualified undergraduate/graduate students.
• Course in the 6000 and 7000 series are open to graduate students only.

Classification of Students
By Work Load (full or part-time). A student is a full-time student if he/she carries no less than the minimum credit load (12 credit hours per semester for undergraduate students and 9 credit hours for graduate students). By Objective (degree student, non-degree student, graduating senior). A degree student is one whose immediate educational objective consists wholly of work normally creditable toward Armstrong State University Associate’s or higher degree. A non-degree student is one who is not pursuing a degree program. A graduating senior is an Armstrong undergraduate who is within 30 credits of meeting the requirements for a Bachelor's degree.

By Year (number of credit hours completed). A student is classified as either freshman, sophomore, junior or senior, depending on the number of credits that the student has completed in the course of studies leading to a Bachelor's degree, or credits transferred into Armstrong.

Undergraduate students are classified according to the number of total semester hours of credit earned.

<table>
<thead>
<tr>
<th>Hours Earned</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29</td>
<td>Freshman</td>
</tr>
<tr>
<td>30-59</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60-89</td>
<td>Junior</td>
</tr>
<tr>
<td>90 or More</td>
<td>Senior</td>
</tr>
</tbody>
</table>

Armstrong recognizes four categories of academic standing:
Good Standing
Academic Warning
Academic Probation
Academic Suspension

Here’s what it takes to remain in Good Standing:

<table>
<thead>
<tr>
<th>Semester Hours Attempted (at Armstrong and Elsewhere)</th>
<th>Overall GPA Required for Good Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20</td>
<td>1.5</td>
</tr>
<tr>
<td>21-40</td>
<td>1.7</td>
</tr>
<tr>
<td>41-60</td>
<td>1.9</td>
</tr>
<tr>
<td>over 60</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Here is the progression for students who do not meet the GPA required for Good Standing:

- Students who fall below the overall GPA for the first time are placed on ACADEMIC WARNING.
- Failure to raise the overall GPA to the required level during the warning semester will result in ACADEMIC PROBATION. (In other words, the second or any subsequent failure to meet the required GPA results in academic probation.)
- Students on probation who fail to achieve the required overall GPA, but who do earn an average of at least 2.0 during the probationary semester, will continue to be on ACADEMIC PROBATION for the next semester of attendance.
- Students on probation who fail to achieve the required overall GPA and who fail to earn an average of at least 2.0 during the probationary semester will be placed on ACADEMIC SUSPENSION.
- Students on FIRST SUSPENSION must sit out the next full 15-week semester. Students on SECOND SUSPENSION must sit out the next two full 15-week semesters. Students wishing to enroll during the suspension period must submit an appeal to the Armstrong Academic Appeals Committee. If a student who was on suspension through the spring semester wants to attend the subsequent summer session, that student also must submit an appeal to the Academic Appeals Committee.
- A THIRD ACADEMIC SUSPENSION IS FINAL, with the exception that after one year’s absence, students may be considered for readmission. Students placed on final suspension who are permitted to re-enroll and fail to achieve the required GPA will be permanently excluded from the university.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Description</th>
<th>Quality Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew, no penalty</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew, failing</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>V</td>
<td>Audit, no credit</td>
<td>0.0</td>
</tr>
<tr>
<td>K</td>
<td>Credit by Examination</td>
<td>0.0</td>
</tr>
<tr>
<td>NR</td>
<td>Grade Not Reported</td>
<td>0.0</td>
</tr>
</tbody>
</table>

A student's Grade Point Average (or GPA) provides a measure of his/her cumulative performance on coursework attempted at the University. Generally speaking, an undergraduate student should maintain at least a 2.00 GPA and a graduate student a 3.00 GPA (on a scale of 4.00) for satisfactory performance. The University recognizes four categories of academic standing: good standing, good standing with warning, academic probation and academic suspension. It is advisable that international students maintain good academic standing throughout the duration of their stay, in order not to risk their 1-20 renewal through INS.

To receive a Bachelor's degree from Armstrong State University, a student must earn at least 120 semester hours of credit (more in some programs), with a 'C' average (2.0) or better, as well as a 'C' average for all work done at Armstrong State University. Students must also meet all of the degree requirements of their respective programs. Each undergraduate must complete the final 45 credits that are applied to his/her degree in residence at Armstrong. In order to graduate, all students must fill out an application for graduation in the Registrar’s Office (Victor Hall).

Scheduling and Advisement
There are over 7,000 full and part-time students who attend Armstrong and must select courses. It is advised that you
register as early as possible since classes fill up quickly. The process begins by familiarizing yourself with the Armstrong catalog. The catalog describes the different degree requirements for graduation within the different degree programs and provides other important information about the University. The Office of International Education will provide you with a catalog prior to your advisement appointment.

At Armstrong, each college at the undergraduate level and each department at the graduate level handles its own Academic Advisement. Academic advisors help you decide which courses to take and in which order to take them. If problems arise during the semester with a particular course, students are encouraged to discuss the problems with the professor for the class and/or the academic advisor.

International students at Armstrong come from a variety of backgrounds and are sometimes part of special programs (GRSP, exchange programs, etc.). If you are part of a special program, the Office of International Education will help you contact a specially assigned academic advisor who will help you plan your academic program and will authorize your registration.

**Dropping of Courses**
Courses may be dropped only during the officially scheduled drop/add period. You must also have authorization from the International Education advisor and your academic advisor. Please check with your advisor, the Schedule of Classes, or the academic calendar (Visit: www.Armstrong.edu) then: “Current Students” then: “Academic Calendar”).

**Withdrawal from Courses**
Students should meet with the instructor of the course from which he/she wishes to withdraw, as well as her/his academic advisor before withdrawing from a class. In most cases, students will receive a grade of "W" (unless the instructor has sufficient reason to assign a "WF"). International students must consider Immigration (visa) regulations requiring a full course of study before dropping a course. **Always speak with the international advisor BEFORE withdrawing from a class.**

**Class Syllabus**
The first day of class is very important because most instructors provide students with a syllabus. The syllabus is the plan or guide for that particular professor's course. Always read the syllabus carefully. It outlines the responsibilities of the student and the grading criteria of the specific instructor. Be sure to note dates of examinations and when papers are due. It is your responsibility to turn in assignments on time as listed in the syllabus. The instructor may or may not remind you of the due dates for assignments listed in the syllabus. If you do not receive a syllabus or the information is not included in the syllabus, ask the instructor. Not all professors teaching the same subject have the same syllabus, test, grading criteria, or use the same textbooks.

**Professors: What to Expect**
Talk to your instructors. It is expected that students ask questions in class, after class, and during office hours. Getting to know your professor will enhance your education. All professors have office hours when they are available for consultation. If they do not provide information about office hours in the syllabus, then ask them specifically for an appointment, particularly if you have some unanswered questions.

U.S. student-teacher relationships tend to be informal. In the classroom, students may speak without permission, interrupting teachers and fellow students. On the other hand, a professor may sit on his/her desk or use slang rather than Standard English. However, there are limits to informality. It is best to patiently observe classroom behavior and withhold judgment.

The skills that most professors in the Unites States look for are related to analysis and synthesis (forming new conclusions from multiple sources of information). Students are encouraged to form their own opinions, to ask questions and even to challenge presented course material. International students may find that being able to memorize material is less important than being able to synthesize material from many sources.

Instructors will combine and use many methods of instruction in the classroom. The most common method is the lecture, where the instructor highlights the most important information or fills in information not covered in or related to readings. The next most popular method of instruction is discussion. This method relies more heavily on the students. Participation, which consists of asking questions and offering information, is vital. Occasionally, the instructor may even answer a question with, "I don't know." Generally, the instructor will give you the answer at the next class meeting. The
last widely used method is a laboratory, where theories are applied to practical problems.

It is important to preview and read assignments prior to class discussions. If you come to class with questions prepared, you will impress your instructor learn more, and better understand the material. The requirements of each of your classes may be different. Some courses require more reading and writing than others.

**Lecture Courses**

Regular attendance is always a good idea, but because of the amount of information that your professor will cover in a class period it is essential that you are there to take notes. Be prepared to take many notes on the subject. Lecture courses are designed so that the professor can speak for most of the class period, only taking student questions at key times or at the end of the class. Your notes will allow you to ask good questions, and this will help with your grade much of the time.

**Seminar Courses**

Regular attendance is even more important in seminar courses than lecture courses because the professor will get to know each student very quickly.

Take notes on everything. Even comments made by other students can be very useful in understanding the material, and, by paying attention to them, you can learn the material faster (even if you disagree with what they say).

Be prepared to speak up. Even if the professor has not directly asked you to respond to a statement or question, your ideas may be just what the class needs to get the discussion started or get it moving in a new direction. You can get the professor's attention by raising your hand above your head and waiting for your professor to call upon you. Sometimes you may be in classes where students will start talking as someone else is finishing what they are saying. Don't be afraid to get into conversations in this way if you see it happening in your class.

**Assessment Methods**

Most professors will assess your knowledge through testing. Some types of tests you might encounter may include quizzes, mid-term and final exams. These may consist of multiple choice, true or false, fill in the blanks, short answer, identification, matching, and essay questions.

Tests are not the only way that instructors assess students. Homework assignments, term papers, and class participation are also considered. Each instructor assigns a different value to these methods. You will find that information included in the class syllabus.

Term and research papers require full and careful preparation. Papers should be typewritten. Computer word processing programs are invaluable for saving time and effort when typing papers.

Armstrong has three computing labs with lab assistants on duty during normal operation hours that can assist you:

- Solms Hall, Room 104 – Consists of PC workstations and functions as a general purpose computing lab. Laser printers can be accessed by using your Pirate’s Cove Username and Password.
- University Hall Room112 – Used as both a general student lab and as a classroom. Can be accessed 24 hours a day by contacting campus police and showing a valid student ID
- Science Hall Room 129 – general use

Detailed hours of computer labs can be located at: http://www.armstrong.edu/Departments/cis_desktop/cis_desktop_computer_labs

**Credit System**

The University operates on the semester system; thus, the unit of credit is the semester hour. Most non-laboratory classes meet one, two or three times a week and carry a credit of three semester hours. To receive a degree from the University, a student must accumulate a certain number of semester hours of credit, including specific courses and requirements of the department. Credit is only awarded for satisfactory completion of assigned coursework.
Immigration regulations require international students to be enrolled full-time. Full-time undergraduates enroll in 12 or more credit hours each semester, and full-time graduates enroll in at least 9 credit hours. Since adjusting to a new school and environment is demanding, it is not recommended that students take more courses than required during their first semester. You must consult both your academic advisor and the Office of International Education before making any decision to drop or add any course work.

How Can You Lessen The Chances of These Pitfalls Happening to You?

# 1 Poor Test Results: Study regularly. Tests in U.S. colleges are given frequently, so you must study on a daily basis. As a general guideline, you should study two to three hours outside class for every hour you are in class. Find the study method that works best for you. You may prefer to study alone, or you may get more benefit from a study group. Keep in mind that in the large and often fast-paced classes at the University, a student will have no indication of how effective his/her study techniques are until the first examination. Doing poorly in the first examination is always a shock, but need not be disastrous if you act quickly, and honestly appraise your study techniques.

Follow the outlined steps:

#1 Go see your instructor. A professor is never happy about giving a low grade on an examination. He/she would be happy to talk to you about what you did wrong, what the correct answers are, and how you might improve the situation. Proofread your work carefully before submitting it to your professor. Take steps to improve your writing skills now, if necessary.

#2 Evaluate your options, including a revision of your study habits. Have you been attending class? Have you been spending two to three hours of studying for every hour of class?
A. Change your study habits. You can improve if you are willing to change your study habits. Sit in the front row of the classroom, be on time for every class. Take notes and tape record your lecture. Seek outside help sessions, and find a tutor. Act immediately, and make a plan based on your discussion with the professor of what you need to do to better understand the course material.
B. Course Withdrawal. If you and your instructor decide that you should consider withdrawing from the course, be aware that this is a decision to be made carefully. The U.S. Immigration and Naturalization Service (USINS) requires that you be enrolled full-time (12 credits if undergraduate, and 9 credits, if graduate). You are officially permitted to take fewer credits only for one of the following reasons: 1) illness, 2) difficulty with the English language, 3) unfamiliarity with American teaching methods or reading requirements, 4) placement at an improper course level, or 5) during your final semester of study. If you drop below the required credit load for any other reason, you put yourself out-of-status, which affects your employment and practical training eligibility, and you will need to be reinstated to proper immigration status. Please discuss any course load reduction with your advisor at Office of International Education so that you understand what is involved BEFORE you withdraw from a class.

#3 Put the examination behind you. After you have decided on one of the two options, act positively. Don't let one examination defeat you. Face the problem professionally and rationally. A failure in the classroom in no way reflects on you as a person. If you continue to have problems academically, speak to your academic advisor about your class load and study habits.

# 4 Attendance: Regular and punctual class attendance is vital. Each instructor will announce during the first meeting of a class the penalties for non-attendance and for missed quizzes and examinations, since these vary. Any student may be dropped from a course or can receive a lower grade for unauthorized absences in excess of those permitted without penalty by the instructor. Attend class from the first scheduled day. Often professors will cover material in class that is not taken from your textbooks, but rather from a different source. Never miss a class unless you are ill. Chronic absence is seen as a lack of a serious attitude toward the course. If you are ill and miss a class, always check with the instructor to see what work you have missed and how it is to be made up. The instructor may request to see a doctor's note if there is a long absence.

# 5 Late to Class: Arriving late to class is discourteous and demonstrates a lack of regard for the professor and the material he/she is trying to teach you. Be on time! If you have a problem managing your time, investigate ways you can improve your time management skills.
# 6 Written Component: Term papers will be assigned in many classes. Be sure to start your preparation for any term papers as soon as possible. Proofread your work carefully before submitting it to your professor. Take steps to improve your writing skills now, if necessary.

# 7 Be Prepared for Class: Learn to take concise and meaningful notes, both while preparing assignments or attending lectures. Keep a step ahead. Read the assignment before the lecture, and review notes from the previous lecture. In a discussion class, ask questions and express your opinions. Instructors count on this! Do not be afraid to express a viewpoint different from that of your instructor. Understand and be able to use the material from the classroom instead of merely memorizing it.

# 8 Pay Attention to Details: Prepare each assignment before the next class. If you do not, you will waste your time trying to understand the class discussion or lecture. Should you not understand any assignment or material, talk to your instructor. Make an appointment to see him/her during office hours, or simply talk to the instructor after class. Extra work in the library is usual. Textbook material is usually supplemented by required library reading. The University Library offers tours to acquaint you with library facilities. The best written source of information about the library is its publication, "Library Pathway."

# 9 Coping with Culture Shock: Although not listed in the top seven reasons, "culture shock" is a non-academic problem you may encounter that can adversely affect your academic performance. You may not be able to avoid experiencing culture shock; however, understanding why you're feeling a certain way may help you to work through it, consequently lessening its impact. Enclosed in the packet given to you at International Student Orientation is information about culture shock.

The basis of the final grade varies from class to class. Your instructor will explain which factors enter into the final grade that you receive for a course.

Math and other differences in American Systems

Comma and Decimal Point (Period): In some countries thousands, millions, and decimals are separated according to a system which is the reverse of that used in the U.S. These systems are sometimes called the “English” system and the “European” system.

U.S./English System: $2,200.35
European System: $2.200,35
U.S./English System: 3,000,000
European System: 3.000.000

If you encounter other types of notation which are unfamiliar to you, do not hesitate to ask about their meaning.

Basic Operations

Mathematical Notation in the United States: Mathematical notation is generally universal in nature. However, there are a few items in U.S. mathematical notation which may be different from those with which you are familiar. Below is the basic notation used in the U.S.

**Addition:**
- a) 2 + 2 = 4
- b) $\begin{align*}
2 \\
+2
\end{align*} = 4$

**Subtraction:**
- a) 4 - 2 = 2
- b) 4

**Multiplication:**
- a) 2 x 2 = 4

**Division:**
- a) 4 ÷ 2 = 2
- b) $\frac{4}{2} = 2$
- c) 2) 4

This last example is a division sign. Do not confuse it with the root sign, which is the following:

$\sqrt{4} = 2$

Another example:

**Division:**

$\begin{align*}
3 \\
3)9
\end{align*}$
Advisors and Instructors: Asking for Advice
At the University, you will have three main Advisors: an international student Advisor, international education Advisor and an academic Advisor. Listed below are the types of questions and concerns that each can address.

International Student Advisors
• Passport, visa, or Department of Homeland Security (DHS) matters
• University policies, procedures, and services
• Transfers to other schools
• Work permission
• Travel outside the United States
• Financial problems
• Legal matters
• University policies, procedures, and services
• Work permission
• Government or agency scholarships or sponsorship
• Health insurance
• Financial problems
• International and intercultural programs
• Academic concerns and problems
• How to read and interpret your class schedule
• Career planning and job strategies
• On Campus employment
• Taxes
• Personal concerns: adjustment; day-to-day living; relationships with family, friends, roommates, etc.
• Social and cultural issues
• Availability of graduate assistantships
• Probation/suspension and help for poor grades
• Majors or minors
• Grading system
• Academic calendar
• Extension classes
• Academic terminology

Academic Advisor
• How to read and interpret your class schedule
• Which classes to take, advice on schedules
• Detailed information on the registration process
• Short- or long-term academic requirements or planning
• Availability of graduate assistantships
• Probation/suspension and help for poor grades
• How to transfer credits
• Majors or minors
• Grading system
• Academic calendar
• Extension classes

Professors & Teaching Assistants (TA’s)
• Course content
• Course schedule, syllabus, requirements
• Exams, papers, and grading
• Advice, assistance in comprehending course material, finding library resources, and assessing your progress
How to Get Involved
Student Involvement

Student Organizations and Involvement

There are numerous campus organizations at Armstrong State University. These include international student groups, special interest clubs, sporting clubs, fraternities and sororities. You may think – do students have time for all of this? Don’t they have to study? The answer is: YES!

Academics are extremely important at any university; however, university education also comes from outside the classroom. Interaction with other students who have different backgrounds, living in different environments, and involvement in student organizations are components that comprise this “extracurricular” education. The following are only a few of many areas that you can get involved in at Armstrong State University.

Want to join a student organization or club? Armstrong has lots to offer! Visit https://www.armstrong.edu/student-life/student-organizations for a listing of on-campus organizations.

Make sure to check out the ISO, the International Student Organization, who organizes internationally-related events and local trips. For more information visit the Office of International Education or email International.Education@Armstrong.edu.

STUDENT GOVERNMENT

The Student Government Association (SGA) works hard on students' behalf to better campus life, representing the student body and relaying concerns to a receptive administration. You are encouraged to vocalize any issues to your SGA representatives. You to attend the SGA meetings; contact SGA for exact dates and times: sga.secretary@armstrong.edu.

The Campus Union Board (CUB) is the programming arm of the SGA. It provides the Armstrong community with quality events throughout the year, from Celebrate Armstrong Day to Homecoming. CUB is a vital part of the student experience here at Armstrong and I hope to see you at many of our events. You can share your programming ideas or concerns with CUB.

Both the SGA and CUB share the philosophy that students who are actively engaged at Armstrong State University are more satisfied, successful and likely to graduate. We hope you take advantage of all the opportunities student organizations have to offer, and get involved.

HOMECOMING “CELEBRATE”

Homecoming is a truly American celebration where the “coming home” of alumni (those students who have graduated in previous years) return to campus. Homecoming is traditionally celebrated at either a football or basketball game. Armstrong celebrates homecoming in the Spring during a home men’s basketball game.
GREEK LIFE
Most American colleges have a Greek system. It's not what you think... "the Greeks" are not students from Greece. Instead, Greek societies at American Universities denote social fraternities (for men or "frats") and sororities (for women), and are called "Greek" because of the Grecian naming of the societies (e.g. Delta Sigma Theta). Some Greek societies in the United States are several hundred years old, and have chapters (branches) at many colleges around the country. In order to join a fraternity or sorority, you have to "pledge". This occurs after "rush" (a process at the beginning of every semester where interested students can learn more about the organizations).

Fraternities
KAPPA SIGMA. www.kappasigma.org
LAMBDA THETA PHI. www.lambda1975.org/
OMEGA PSI PHI. www.oppf.org/home.asp
PI KAPPA ALPHA. www.pikes.org
PHI IOTA ALPHA. www.phiotasite.org
PHI MU ALPHA SINFONIA. www.sinfonia.org
SIGMA ALPHA EPSILON. www.sae.net

Sororities
ALPHA KAPPA ALPHA SORORITY, INC. http://www.aka1908.com
ALPHA SIGMA TAU. http://www.alphasigmatau.org
DELTA SIGMA THETA. http://www.deltasigmatheta.org
PHI MU. http://www.phimu.org
SIGMA IOTA ALPHA. http://www.hermandad-sia.org
SIGMA SIGMA SIGMA. http://www.sigmasigmasigma.org
ZETA PHI BETA. http://www.zphib1920.org

SPORTS CLUBS
Archery
Women’s Basketball
Baseball
Men’s Soccer
Karate
Men’s Rugby
Tennis
Ultimate Frisbee

RELIGIOUS GROUPS ON CAMPUS
There are a number of religious centers and organizations at Armstrong. These facilities are open to all students and are frequently the setting for dialogues, discussions and symposia. Information regarding scheduled workshops, services, programs and other events may be obtained directly from each of the religious centers.

HONOR SOCIETIES
These are chapters of larger, national or international societies. Many times members attend conferences and get tips for networking and information about their professional field.

SPECIAL INTEREST CLUBS
There are a variety of clubs you can join based on specific interests: anthropology, Japanese pop culture appreciation, gardening club, etc. If you and a group of friends would like to create a special interest club, see these instructions and contact Student Life for more information: https://www.armstrong.edu/student-life/student-affairs-student-org-policies.
Health Services and Health Care
Student Health Insurance

U.S. immigration laws require the University to be certain that you have sufficient financial resources available to cover both your routine and unexpected expenses, including medical expenses. Since neither the University nor Student Health Services pays for the often very expensive off-campus healthcare (such as hospitalization, emergency room services, surgery, and consultations), the Board of Regents of the State of Georgia requires all international students, regardless of credit load, to enroll in the United Health Care plan. The cost for your insurance is included in the University charges, payable at registration. The current 2016—2017 semester cost is as follows:

<table>
<thead>
<tr>
<th>SHIP Mandatory &amp; Voluntary Plans</th>
<th>Fall Premium</th>
<th>Spring/Summer Premium</th>
<th>Annual Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Only</td>
<td>$870</td>
<td>$1,206</td>
<td>$2,076</td>
</tr>
<tr>
<td>Student &amp; Spouse</td>
<td>$1,740</td>
<td>$2,412</td>
<td>$4,152</td>
</tr>
<tr>
<td>Student &amp; One Child</td>
<td>$1,740</td>
<td>$2,412</td>
<td>$4,152</td>
</tr>
<tr>
<td>Student &amp; All Children</td>
<td>$2,610</td>
<td>$3,618</td>
<td>$6,228</td>
</tr>
<tr>
<td>Student &amp; Spouse &amp; All Children</td>
<td>$3,480</td>
<td>$4,824</td>
<td>$8,304</td>
</tr>
</tbody>
</table>

The charge for your insurance premium will be collected by the University and forwarded to the insurance company. The mandatory charge for this UHC Student Insurance Plan may be waived if and only if your current insurance policy meets and/or exceeds UHC coverage. A Waiver Request Form is available on-line. If you have any questions about these matters or anything related to your health now or at any time in the future, please contact the International Education Office.

Find more information here: https://studentcenter.uhcsr.com/armstrong
Student Health Center

Mission
The Student Health Center provides quality care in times of sickness and injury to promote and educate about personal health issues for Armstrong State University students. The office is supervised by a licensed Nurse Practitioner under the direction of Regina Buckley, DO, and is contracted through and supported by Memorial Health University Medical Center. The department performs several in-house tests.

Hours of Services
Armstrong—Savannah campus students are eligible to use Student Health Center. A small co-pay will be charged. Patients may file with their own insurance company if desiring a reimbursement. SHC has a number of physicians and specialists for referrals. **SHC is open Monday - Friday for appointments from 9:00 a.m. (first appointment) until 4:45 p.m. (last appointment).**

All other times during the day, the staff will see students as they walk in or schedule follow-up appointments. They are allowing 30 minutes for the appointment. If a student comes in to be seen and the Nurse Practitioner is with a patient, the student will be given an appointment time to come back. Normally, appointments and walk-ins will not be seen between 12:30—1:30 p.m. Emergencies and accidents will be seen immediately.

Location
The Student Health Center is located in the Student Affairs Annex in the 7000 building of Compass Point. 912.961.5726.

Staff
Martha Cody—Medical Assistant/Coordinator
Lynn Dyers—Medical Office Coordinator
Tammy Medlin, FNPBC
Bobbie Kumar, MD—Offsite Medical Director

Medical records kept in the Student Health Center are confidential. Health care staff has access to records for treatment purposes. Neither medical records nor diagnosis will be released to anyone without the patient’s written consent. The Student Health Center is in compliance with HIPAA.

Services
- Outpatient medical care for minor illnesses
- Health education materials and programming
- Immunization services for measles, mumps, rubella, tetanus/diphtheria, chicken pox, flu, Hepatitis B and TB tests, Meningococcal and HPV.
- HIV testing/STD testing for both male and females
- Cholesterol screening
- Referral service to area specialists, urgent care facilities and all Savannah hospitals
- Full-range laboratory services
- Annual physical exams
- Full women's health services includes:
  - annual PAP exam
  - physical
  - breast exams
  - other gynecological concerns
  - Contraceptive Management
  - Pregnancy Testing
After-Hours, Urgent Care and Emergency Care

Health care providers distinguish between emergency services and urgent care. *Emergency services* are those required for a serious injury or life-threatening illness. *Urgent care* is given for problems that are less serious but cannot wait for a regular doctor appointment.

*Emergency care.* You should go to a hospital emergency department only if the problem is life-threatening or extremely serious. Services provided at an emergency room cost much more than the same services at a regular clinic.

*Urgent care.* Call your doctor’s office first—you may be able to get an immediate appointment. If not, go to an urgent care department or clinic designated by your health insurance plan. Be sure you know where you can go for immediate care before the need arises.

For life or limb threatening illness or injury, dial 911.

Medical Facilities
There are three hospitals in Savannah. For specialized services or specific doctors, consult the Yellow Pages of the phone book.

Candler Hospital  
5353 Reynolds Street  
912.819.6000

Memorial Health University Medical Center  
4700 Waters Avenue  
912.350.8000

St. Joseph's Hospital  
11705 Mercy Blvd  
912.819.4100

Exercise and Good Nutrition

An important part of staying healthy is eating a nutritional and balanced diet. Finding the right foods in a new country may be difficult. The food everyone is eating may not appeal to you. It may help to find some traditional foods from home, especially when you first arrive. International student clubs on campus can tell you where to shop. If you have special dietary requirements, the campus dining halls may be able to accommodate you. Be sure to check with the food-service director about your requirements if you do not readily find the foods you need. It is perfectly acceptable to be assertive when looking for a diet that meets your needs and preferences. Exercise can also contribute to your health. If you exercise regularly, you will get sick less often, have more energy, and feel less stress. All of these factors will, of course, improve your academic performance. Staying healthy in a new environment, with all the differences in climate, food, and language, is a challenge. If you have adequate health insurance, get medical care when you need it, eat a nutritious diet, and get regular exercise, you will stay healthy and get much more out of your experience as an international student in the United States.
Housing and Residence Life
Housing

Living On Campus (Residence Halls)
The University offers a variety of housing accommodations. All student rooms at the University have cable television. Furthermore, each room contains a bed, closet, chest of drawers, and a desk. Lounges, meeting rooms, laundry facilities, and vending areas are conveniently located throughout the residential areas. All residents of the Residential Halls are required to be on one of the meal plans that Armstrong offers. The dining halls are a great place to spend time with friends. A variety of staff members work and live in the residence halls. Resident Assistants (RAs) live in each building and are great resource persons for any questions that you may have about the University. They plan social and educational programs. RAs also advise, counsel and establish a friendly community on the floors.

Living Off Campus
Students living off campus are referred to as commuter students.

Finding Off-Campus Housing
Finding off campus housing can prove to be difficult. You must have a social security number for most apartment complexes to apply.

You can post what type of housing and roommate you are looking for and search postings for roommates on Craigslist and the OIE International Student Organization Facebook page. Beware of scams (never give out your passwords or personal finance information).

What to Ask When Looking at an Apartment:
• When you drive into the area, does the neighborhood look clean and orderly?
• Is the yard of the apartment well-kept? Who is responsible for the upkeep - you or the landlord?
• How close is the apartment to campus?
• What is parking like?
• Do you share an entry with other tenants? Is the area clean and free of refuse? Are exits clear?
• Where do you pick up your mail? Are there individual mailboxes?
• In the bathroom, check around faucets and behind plumbing to see if you detect any signs of problems. Look at the ceilings throughout the facility. Does there appear to be any evidence of water damage?
• Are the walls damaged in any way? Will the apartment be painted before you move in?
• Is the carpet or floor covering in good shape?
• Can you get an estimate on the utility bills?
• What utilities will or will not be included with your rent?
• Can you talk with the former tenant? Talk with some of the neighbors about the area.
• Is there a grocery shopping area close to the apartment area?
• Where are the closest laundry facilities?
• If there are stairs, do they seem safe?
Leases
You must sign a lease or contract before renting an apartment. Most apartments require a one year lease, but you may be able to negotiate for nine months. All will require a security deposit, which will be withheld if you break your lease in any way. Remember to ask questions and to read the lease before signing it! You will most likely be asked for a reference or proof of financial stability before signing a lease.

When signing rental agreements, be sure that you understand what you are signing. Be sure that any spoken agreements regarding maintenance are put into writing on the lease. If anything is being crossed out or written in on the lease, it should be initialed by both you and the landlord. Always follow up any conversations with your landlord in writing. It can be an informal friendly note, as long as it has been placed in writing. In most situations, with or without a lease, both you and the landlord are required to give 30-day notices. Remember to always give a 30-day notice in writing, and it should be given on the date that rent is normally due. Make sure that you are aware of the date that payment of rent is due. Do not assume that it will be the first day of every month. If you are mailing your rent payment, make allowances for the time taken for the post to reach its destination.

Deposits are normally charged, and there is a designated time frame that the landlord has to return the deposit to you or provide you with the evidence as to why all or a portion of your money was not returned. You are responsible for providing the landlord with an address where you can be reached. This address would normally be furnished to your landlord in your written notice. When you move into the apartment, do a careful inventory of the facility. If things are damaged or are in need of repair when you move in, you need a record of it in the event that the landlord tries to charge you for those damages when you move out. Furnish the landlord with a written record of your inventory. When you are having a conflict with a landlord, try to keep the lines of communication open. Be tactful. If you are sharing an apartment, make sure that any negotiations or disputes regarding the apartment are brought to the attention of everyone living there. Any decision should be agreed upon by everyone concerned.

UTILITIES
After you find an apartment, you will need to start service with an electric company and possibly the gas company, too. The apartment manager will assist you with that.

FURNITURE
Furniture can be either rented or purchased. A number of furniture companies in Savannah sell new furniture; however, because this can be very expensive, there are alternatives, such as buying used furniture. You can look in the Yellow Pages under “Furniture - Used.” Furthermore, in this country, at “garage sales,” people gather the personal belongings they no longer want or need and sell them at their homes during the weekends. You can find information on this in the Savannah Morning News newspaper, by driving around the neighborhood and looking for signs or by checking used furniture stores.

ROOMMATES
Many international students may choose to share an apartment or house with other people for a variety of reasons. This may be simply to avoid the loneliness and boredom that can arise when one lives alone. New international students who are looking for someone willing to share an off-campus apartment may choose anyone they wish. However, the best bet is to share a space with another student, since they will understand the pressures and needs of someone who is also studying.
Banking and Money
BANKING INFORMATION

General Financial Tips and Advice
1. Your financial matters are personal and should not be discussed in public places. You should take responsibility for managing your own money.
2. It’s always best not to borrow money. Similarly, do not lend anyone more money than you can afford to lose.
3. Always keep your belongings with you in public places, classrooms, libraries, and at parties.
4. If your money is stolen:
   - Inform the local or campus police immediately.
   - File a police report.
   - Contact your travelers’ check or credit card company for instructions.
   - Contact your international education advisor.
5. Consider on-campus student employment for the following reasons:
   - earn spending money
   - establish savings
   - increase and practice your English-language skills
   - meet a variety of students and staff
   - get work experience in the United States
   - learn more about U.S. culture

General Information
Banks in Savannah are generally open Monday through Friday. Some are open part of the day on Saturday, and all are closed on Sunday.

Checking Accounts
One of the most important tasks for a newly arrived student is to open a checking account. This will assure the safe and quick deposit of foreign checks and will free the student from carrying cash. Most people in the United States do not carry large sums of cash on their person or keep large amounts in their home. Cash is easily lost or stolen and seldom recovered. Cash and foreign checks should be deposited in a bank at the earliest possible time.

A checking account, called a "current account" in many countries, is a convenient way to pay your bills and to pay for large purchases. A canceled check serves as a legal receipt for bills paid. To open an account, go to the bank of your choice and the receptionist will direct you to someone who can describe that bank's services and charges, if any. You will be required to present your passport or other photo ID when you open your account. Some banks also require a social security number and proof of residency.

Debit Cards
After you open a checking account, you will be given a debit card. These usually have a credit card symbol and can be used like a credit card. Unlike credit cards, debit cards take money directly out of your account rather than sending you a monthly bill or statement. Be cautious when using a debit card. You may obtain cash from your checking account by writing a check payable to "cash" at your bank. Most banks also issue cards to be used by automated teller machines, or ATMs. If you have several hundred dollars more than you need to pay your immediate expenses, you may want to open a savings account. The bank will pay you interest on the balance in a savings account. You may withdraw funds or transfer funds, but sometimes may not be able to write checks on a savings account.

Checks
After you open a checking account, you will be given numbered checks preprinted with your name, address, account number and perhaps your telephone and driver's license number. Be sure to have your checks start with a high number, at least 1000. You may then write checks. When the check is received at the bank, the amount is deducted from your checking account balance. You will also be given a check register in which to record all checks written and deposits made (called “balancing your checkbook”). This allows you to keep a running balance of your checking account. It is important to keep a record of how much you spend and how much you have in the bank. If your checks are lost or stolen, notify the bank immediately.

"Bad" Checks
It is a serious matter to write a check without having sufficient funds in your checking account. If you write checks for more than the amount of your account balance, your account will be "overdrawn" and your check will be returned to the person or business to which you owe the amount of the check. Both the bank and the business will also charge
you a "returned check" fee. Fees are at least $25.00 per check. You must immediately "cover" the check by paying the person to whom you wrote the check the same amount in cash, plus the returned check fee. If you do not cover the check, you can be placed under arrest and/or fined. You may also be reported to a credit agency and some businesses may no longer accept your checks.

Monthly Statement
Each month the bank will send you a copy of their record of all the deposits that have been made into your account and all the checks that have been subtracted from your account balance during the previous month, as well as any ATM (cash machine) cash withdrawals and any service fees. You should compare this statement with your personal check register to ensure accuracy. If you have questions, contact a customer service representative at your bank and they will discuss your account with you. Some banks will also send you the canceled written checks. You should retain all your statements and canceled checks because they serve as a legal record of payments.

Identification
Most stores require at least one kind of identification before accepting your check. The most common form of identification is a driver's license, but a passport is usually acceptable. If you do not have a driver's license, consider getting a Georgia Identification Card from the Georgia State Department of Driver Services. Your Armstrong ID is also useful for identification purposes.

Credit Cards
Credit cards are popular with the American public but are sometimes difficult to obtain for international students who have not established good credit in the United States. Borrowing money or purchasing an item on a payment plan and making the agreed-upon payments in a timely manner helps one to establish credit. You must also have a sizable regular income. Consequently, you may want to apply for a credit card in your home country rather than in the United States.

Major credit cards in the U.S. are Visa, MasterCard, American Express and Discover, but all businesses do not accept all cards. Minor credit cards, issued by department stores or gas companies, are usually easier to obtain and can be used to establish credit.

It may be important to have credit cards for emergency expenses, but use caution in using credit cards as a means of postponing payment for purchases. Almost all credit cards charge interest, which may range from 12% to 22% per year. If your credit card is lost or stolen, notify the company that issued the card immediately.

Tips for using Credit Cards, Instant Cash Cards, and Check Cards
- Try to avoid the frequent use of credit cards. Buy only what you can afford to pay. If you do need to use a credit card, carefully review each month’s statement, especially if you have used your account number on the web.
- Instant cash cards (ATM) and check cards are useful and can be obtained when you open your checking account. Generally, a check card allows you to pay for items out of your checking or savings account and is honored by businesses in the same way as a credit card. However, unlike a credit card it cannot be used for amounts greater than the balance in your checking account.
- Never leave your ATM receipts lying near the ATM machine.
- Always remember to record your ATM withdrawals and check card purchases in your checkbook register! Do not rely on the balance printed on an ATM withdrawal receipt or even what you are told when you call the bank. (Checks you have written, for example, may not have been processed.)

Transferring Funds from Other Countries
Most large financial institutions are able to accept foreign currencies by wire transfer, and most are also able to exchange foreign currencies. This is the most efficient way to receive funds from your country. If your funds are issued in the form of a bank draft, it will take about two weeks to clear the U.S. bank, and you may not use the funds until it has cleared. Cash deposits, cashier's checks, traveler's checks and letters of credit can usually be drawn upon immediately.

Other Money Tips
Paying bills on time is important. Most businesses add late payment fees and sometimes interest to your bill for paying late.
For safety, do not carry large amounts of cash or leave your wallet or purse unattended at any time. It is also recommended that you keep a hold on your purse and/or put your wallet in an inside jacket pocket or front pants pocket for safety as well.

Currency
U.S. currency is in two forms, coins and paper bills. Coins come in the following denominations: one cent (the penny), five cents (the nickel), ten cents (the dime), twenty-five cents (the quarter), fifty cents (the half dollar), and one dollar. One-dollar coins, golden in color, are rare as well as half dollars, which are silver. Pennies have a copper color and the rest are silver in color. Paper bills are in the following increments: one dollar, five dollars, ten dollars, twenty dollars, fifty dollars, one hundred dollars, five hundred dollars, one thousand dollars, and so on.

Advice About Educational Expenses
- You are expected to pay your tuition and fees by the due date when billed each semester.
- You are personally responsible for all tuition and fees, even if you are sponsored by a funding agency or government.
- Penalty fees for late tuition payments are charged directly to the student. In some cases, sponsoring agencies will not take responsibility for the late fee and the student must pay it, even if the agency failed to make the tuition payment on time.

Financial Tips Related to Housing
- University residence halls must be paid in advance.
- Most apartments require the first month’s rent when you move in. Other charges may include:
  - Damage deposit
  - Key deposit
  - Application fee, which may include a background check
- Always keep dorm rooms and apartment doors locked.
- Consider having your personal property insured.
  - Apartment (renter’s) insurance, available from any insurance company, is not expensive but can save you thousands of dollars if property is stolen or damaged by fires, etc.
  - Travelers’ insurance
- Allocate some money for “settling in” to your new home for items such as small appliances, cleaning products, and other household goods.

Lifestyle choices and decisions
Most of your expenses are based on what you, as an individual, decide are important based on your new lifestyle here. You’ll find some necessities (such as insurance) cost much more than you are accustomed to paying, while there are other ways to simplify your lifestyle and save money. Think about the following items. Which of these are necessities which you cannot change (e.g. tuition & fees)? Which could be easily modified to fit your budget (e.g. sending email instead of phoning home, buying used books)?

- computer
- clothing & shoes
- credit card finance charges
- health insurance
- TV/VCR
- concerts, sports, movies
- food
- transportation costs
- tuition & fees & textbooks
- phone calls home
- rent & utilities
- renter’s insurance

Monthly budget
Use the budget template on the next page to keep track of your expenses while in the U.S.
# Monthly Budget

<table>
<thead>
<tr>
<th>Income 1</th>
<th>Income 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra income</td>
<td>Extra income</td>
</tr>
<tr>
<td>Total monthly income</td>
<td>Total monthly income</td>
</tr>
<tr>
<td>Projected balance (Projected income minus expenses)</td>
<td>Actual balance (Actual income minus expenses)</td>
</tr>
<tr>
<td>Difference (Actual minus projected)</td>
<td></td>
</tr>
</tbody>
</table>

## Housing

<table>
<thead>
<tr>
<th></th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage or rent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water and sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste removal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance or repairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotals**

## Transportation

<table>
<thead>
<tr>
<th></th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle 1 payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus/taxi fare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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</table>

**Subtotals**

## Insurance

<table>
<thead>
<tr>
<th></th>
<th>Projected Cost</th>
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<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
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<td></td>
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</table>

**Subtotals**

## Food

<table>
<thead>
<tr>
<th></th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groceries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining out</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
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</table>

**Subtotals**

## Entertainment

<table>
<thead>
<tr>
<th></th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video/DVD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concerts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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</table>

**Subtotals**

## Loans

<table>
<thead>
<tr>
<th></th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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</tbody>
</table>

**Subtotals**

## Taxes

<table>
<thead>
<tr>
<th></th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Local</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Subtotals**

## Personal Care

<table>
<thead>
<tr>
<th></th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td>Medical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair/nails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotals**
Keeping a checkbook

Checkbook register

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Date</th>
<th>Description of Transaction</th>
<th>(-) Payment/Debit</th>
<th>T</th>
<th>(+) Fees</th>
<th>(+) Deposit/Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>321</td>
<td>8/15</td>
<td>Campus Bookstore</td>
<td>58 20</td>
<td></td>
<td></td>
<td></td>
<td>58 20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>text book</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>322</td>
<td>8/15</td>
<td>John Doe</td>
<td>14 85</td>
<td></td>
<td></td>
<td></td>
<td>14 85</td>
</tr>
<tr>
<td></td>
<td></td>
<td>game tickets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>323</td>
<td>8/20</td>
<td>XYZ Grocery</td>
<td>39 42</td>
<td></td>
<td></td>
<td></td>
<td>39 42</td>
</tr>
<tr>
<td></td>
<td></td>
<td>groceries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8/25</td>
<td>Deposit</td>
<td>160 00</td>
<td></td>
<td></td>
<td></td>
<td>160 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Card</td>
<td>8/26</td>
<td>ABC Lumber</td>
<td>46 30</td>
<td></td>
<td></td>
<td></td>
<td>46 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>lumber for shelves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Check number or record of Check Card transaction.
2. Date of the check or transaction.
3. The payee.
4. The amount of the check or transaction. Subtract the amount from the previous balance. Be sure to record the check or transaction in your checkbook register as it occurs.
Deposits should be recorded in the deposit column and added to the previous balance.

Sample check

1. Name & address: This is your name and address, and this tells the bank you’re the person making the promise.
2. Check Number: This number helps you keep track of whom you paid. You use this number to make a list of all the checks you write.
3. Date: Write the date here. This tells the bank when you promised to pay this money. It also helps you remember when you paid someone.
4. Pay to the Order of: Write the name of the person you are promising. This is how the bank knows whom to pay.
5. Numeric Amount: Write how much money you are promising to pay. Write it in numbers, for example: $20.00. Write your numbers clearly, so that the bank teller knows exactly how much you’ve promised to pay.
6. Written Amount: Write out how much you are promising to pay. For example: twenty dollars. This is for safety, so that no one can change the amount of money you are promising to pay. When dealing with cents, the number is written as a fraction over one hundred or one dollar. For example, 20 cents would be written as 20/100.
7. Bank Name: This is the name of the bank where you keep your money.
8. Memo Section: Allows you to write a note about the purpose of the check.
9. Router Number: Allows banks to quickly transfer money from one institution to another.
10. Signature Line: Indicates that you promise to fulfill your obligation.
Transportation
**Driver's License**

When you apply for a driver's license, you must present the following documentation for consideration: passport with photo ID, I-20 or DS-2019, Social Security card or Form SSA-L676 from the Social Security Administration, proof of local residence (Ex: housing agreement, utility bill, school transcript, university bill, or bank statement), and $20 cash or money order. Remember to use your name and date of birth as it appears on your passport when applying for a driver's license. There is a booklet available from the Department of Driver Services that contains the information covered on the written examination. You can find the phone numbers and locations of the different licensing offices in the Yellow Pages of your telephone directory, or by calling the Georgia Department of Driver Services at 912.651.3002 or 912.651.3004 or visit www.dds.ga.gov.

**Purchasing a Vehicle**

Buying a used car is less expensive than buying a new car. The important thing is to buy a car which is safe and in good working condition. Before buying a used car, take it to a mechanic and have them check out the condition of the car. Many places such as muffler, transmission, or brake shops offer free inspections. You can also check the approximate value of a used car through its "blue book" value. You can check "blue book" values by calling the loan officer at your bank, go online, or you can purchase a "blue book" at most book stores. When you buy a car, the "certificate of ownership" or "title" must be transferred to you from the previous owner and you must register it at the Chatham County Tag Office on Eisenhower Dr., 912.652.6800. To obtain a Georgia license plate, you will need to bring the following to the county tag office: current registration, the title of ownership, driver's license, and proof of insurance.

In the United States, personal vehicles (i.e. cars, vans, trucks, SUVs) are clearly the most convenient method of transportation. However, unless you have an ample supply of money to pay for the vehicle, insurance, driver’s license test, fuel and repairs, it becomes advisable not to purchase a vehicle. If you do decide to purchase a vehicle, you are ready for a real American experience! In the United States, you can purchase a vehicle from a new dealer, a used car dealer, a private person, a government auction.

Each situation comes with a different set of circumstances. Used car dealers have a terrible reputation in this country, so use considerable caution! The same applies to new car dealers, who will try to make you pay as much as possible for your vehicle. Most students go to private owners, who unfortunately, are also quite happy to pass along their headache (or “lemon”) to some unsuspecting student from abroad. If you do decide to go to a dealer, there are laws that protect new car buyers called the “Lemon Laws.” The additional advantage of going to a dealer is that you get a warranty with your purchase, whereas you will not usually obtain one with a purchase from a private owner or government auction. However, the auctions will, more often than not, provide the best price on a vehicle. BEWARE!! VERBAL AGREEMENTS SUCH AS “I WILL BUY THE CAR BACK FROM YOU IN A YEAR,” ARE WORTHLESS. EVEN WRITTEN CONTRACTS MAY SOMETIMES BE DIFFICULT OR TOO TIME CONSUMING TO ENFORCE.

**SUGGESTIONS FOR PURCHASING A USED VEHICLE**

- Take along an experienced friend.
- Do not get talked into buying a more expensive car than you can afford.
- Do not believe everything you hear from a salesperson. They are trying to make a profit.
- Look under the car for signs of leakage.
- Check the bodywork carefully for signs of an accident.
- Check for rust, conditions of the windshield wipers, turn signals, air conditioner and all lights. If the car looks o.k., take it for a test drive - not just around the block.
- Make sure it is insured before you drive it.
- Be alert for vibrations in the steering that could indicate front-end trouble.
- See how well the car accelerates and if the exhaust is smoky. Smoke and/or little power could indicate that the engine needs an overhaul.
- Test the brakes for signs of pulling to one side. Accelerate rapidly and apply the brakes. Increased stopping distance indicates that the brakes may need replacement.
- Take the car to a car wash to see if it leaks.
- Before you buy, take the car to a mechanic you trust or to a diagnostic station. Get an opinion on the brakes, clutch,
transmission, etc. It may cost you $25 to $30 for a complete check of the car, but it could save you a lot more in repair bills.

- If buying from a dealer, get a written guarantee that they will pay in full for all necessary repairs needed within 30 days.
- Do not always believe the mileage on the gauge. Check the car’s former owner, whether the car was a rental, taxi, police, or family car.
- Always compare other prices around town.

**CAR INSURANCE**

If you own a car, state law requires that you have car insurance. Georgia insurance law requires that everybody have a minimum Personal Injury Protection and Property Damage coverage in order to protect the owner from liability in the case of injury, death, or damage to another party or person. Liability protects you from personal liability against injuries caused by you or damage to another person's property. Collision insurance protects your car in case of collision with another car, and comprehensive insurance covers losses caused by storms, thieves, and vandals. You may purchase a policy directly from an insurance company (such as Allstate, State Farm, etc.), or go through an agency which represents several companies. In the past, students have benefited more through an agency. Some companies will not insure a foreign driver with no U.S. driving record. Also be aware that some insurance companies are not registered with the State of Georgia. As with everything else in this country, it pays to shop around. It is advisable to consult with at least two different insurance agents before choosing a policy. Some will even give you a quote over the phone. Remember that any kind of verbal agreement with the agent or representative means nothing. You must obtain written proof (a copy of the policy binder) from the company. Finally, a minimum coverage 12-month policy for a driver over 25 years of age should range between $300 and $600, but this amount dramatically increases if you are under the age of 25.

**Parking at Armstrong**

Also be aware that in order to park on campus, you need to purchase a parking decal from the University Police Department (see below for instructions). Please note the following parking rules:

1. State and local traffic laws apply as traffic regulations on Armstrong Atlantic State University campus.
2. Registration of Vehicles Operating on Campus
   - All vehicles driven on the Armstrong Atlantic State University Campus must display the proper Armstrong decal.
   - To purchase a decal, visit the Armstrong Parking & Transportation website. It may be picked up at the University Police Office.
   - Decals show an expiration date. Expired decals will result in the issuance of a parking citation.
   - Vehicle operators must obtain decals within five (5) days of the first day of classes of the first term they are enrolled at the University.
   - Anyone obtaining another vehicle during the course of the term must have this vehicle registered immediately or risk being ticketed for violation.
   - Student vehicle operators are authorized to use student decals for their vehicles. Full time University employees are authorized to use faculty-staff decals for their vehicles.
   - Students with State issued Handicapped decals may park in blue spaces reserved and marked Handicapped.
   - Graduate students enrolled in the Graduate Program are subject to all parking and traffic regulations.

There are designated places for you to park your vehicle according to your status (faculty, staff, or student). Individuals that park in unauthorized parking spaces are fined $15 - $45, depending upon the violation. Parking spaces marked "yellow" are for faculty and staff, "white" spaces are for visitors, and "green" spaces are for service vehicles. Spaces marked in blue are for people who are handicapped and have registered for special designation.

**Bicycle Safety**

Bicycles are a fun, inexpensive, and convenient way to travel. However, if you are going to bicycle to Armstrong you need to take a few precautions. Most people driving cars in the U.S. are not used to sharing the road with bicyclists. Always ride with the flow of traffic and always obey all road signs. Sewer grates and potholes can easily throw a bicyclist off his/her bicycle. Bicycling at high speeds on a busy road is dangerous. Always wear a helmet. Wearing a helmet is a state law and it can save your life. A strong lock is the first line of defense against theft. Always make sure that you protect your bike by securing the lock around the frame, front wheel, and a sturdy immovable object like a pole or bike rack. Even strong-looking chains can be cut and will not protect your bicycle from theft. If your bike is stolen and you cannot
identify it, you will have little chance of recovering it even if the thief is caught. Take a color photograph of your bicycle, record the serial number, and keep this with the receipt in a safe place.

**University Police**

The Armstrong Police Department is a full-service law enforcement agency, where the mission of every member is to seek ways to promote and preserve a safe and secure academic environment, and to deliver quality police and community safety services in a professional and sensitive manner. The department's mission is expressed in its commitment to the well-being of all members of the academic community, its support for the professional growth of its police officers and support staff and its service to the public. The department is dedicated to the development of relationships with the university community that is conducive to teaching, learning, research, and public service. These officers have arrest powers, the same as the City police. The University campus is not immune to theft, vandalism, or other crimes, so take adequate precautions. If you are a victim of a criminal act, call Public Safety at 344.3333 as soon as possible. Emergency call boxes are located at the center of the University dorms and in all major parking lots to ensure immediate contact. These telephones are connected directly to Public Safety and may be used to report an emergency. The University police office is located at the corner of University Drive and Science Drive beside the Fine Arts Building.

**PUBLIC TRANSPORTATION CAT (Chatham Area Transit)**

It is cheaper to use public transportation than to own and operate an automobile. The CAT bus system will take you almost everywhere in the Savannah metropolitan area. Information on schedules and routes can be obtained by calling 912.233.5767 or by visiting the CAT website http://www.catchacat.org. When you call, CAT will tell you the quickest and most convenient route. Schedules can be obtained at the Armstrong Bookstore or the Office of International Education.

- The bus operator will issue a **free** transfer if you ask for it as you board the bus.
- CAT Central, 124 Bull Street is now open from 8:00 a.m. – 5:00 p.m., Monday – Friday.

<table>
<thead>
<tr>
<th>Ticket Type</th>
<th>Fare</th>
</tr>
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<tbody>
<tr>
<td><strong>One-way local route fare</strong></td>
<td>$1.50</td>
</tr>
<tr>
<td><strong>Transfers (see details below)</strong></td>
<td>FREE</td>
</tr>
<tr>
<td><strong>Day Pass</strong></td>
<td></td>
</tr>
<tr>
<td>Unlimited trips for the day of activation. Valid on local and commuter routes only.</td>
<td>$3.00</td>
</tr>
<tr>
<td><strong>Weekly Pass</strong></td>
<td></td>
</tr>
<tr>
<td>Unlimited trips for 7 consecutive days upon activation</td>
<td>$14.00</td>
</tr>
<tr>
<td><strong>Monthly Pass</strong></td>
<td></td>
</tr>
<tr>
<td>Unlimited trips for 31 consecutive days upon activation</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Ten (10) Ride Card</strong></td>
<td></td>
</tr>
<tr>
<td>Ten trips valid any time</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Stored Value Cards</strong></td>
<td></td>
</tr>
<tr>
<td>Choose an amount to load and tap the card to ride. Reload as needed.</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>$15.00</td>
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<tr>
<td></td>
<td>$20.00</td>
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<tr>
<td></td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Airport Express (Route 100X) one-way fare**

Weekly & Monthly Passes accepted .......................... $5.00

**Airport Express (Route 100X) roundtrip fare**

Weekly & Monthly Passes accepted .......................... $8.00

Any questions please call 912.233.5767
Nearby Cities
If you are interested in traveling to nearby cities, the following may be helpful in planning your trip:

<table>
<thead>
<tr>
<th>City</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilton Head, SC</td>
<td>38 miles (61 km)</td>
</tr>
<tr>
<td>Charleston, SC</td>
<td>108 (174)</td>
</tr>
<tr>
<td>Jacksonville, FL</td>
<td>141 (227)</td>
</tr>
<tr>
<td>Columbia, SC</td>
<td>160 (257)</td>
</tr>
<tr>
<td>Daytona Beach, FL</td>
<td>232 (373)</td>
</tr>
<tr>
<td>Atlanta, GA</td>
<td>249 (401)</td>
</tr>
<tr>
<td>Charlotte, NC</td>
<td>250 (402)</td>
</tr>
<tr>
<td>Orlando, FL</td>
<td>282 (454)</td>
</tr>
<tr>
<td>Miami, FL</td>
<td>486 (782)</td>
</tr>
</tbody>
</table>

Long Distance Bus Service
The Greyhound bus terminal is located at 610 W. Oglethorpe Avenue in Savannah. To make reservations, call (912) 233-8186 or visit www.greyhound.com. Greyhound offers 74 arrival/departure times daily.

Taxis

- A Plus All American Cab & Limo Service 912.356.5660
- AAA Adam Cab Inc. 912.927.7466
- A-1 Taxi 912.925.9900
- Diamond Cab Co. 912.236.2424
- Southside Taxi Service 912.239.9900
- Toucan Taxi & Shuttle Service 912.233.3700
- Veterans Cab Co. 912.231.9008
- Yellow Cab 912.236.1133

Rail
Amtrak is located at 2611 Seaboard Coast Line Drive in Savannah, GA 31401. Call: 912.234.2611 or 800.872.7245 for reservations. You may also make reservations online at www.amtrak.com. Savannah is one of many stops on the New York to Miami Atlantic Coast Service. Trains arrive and depart from Savannah daily. You may travel coach or first class.

Automobile Accidents
In the United States, the ratio of motor vehicles to people is the highest in the world. Automobile accidents are common. Always wear a seat belt. Seat belts save lives and it is required by law to wear them.

If you are in a car accident, always call the police to the scene of the accident. Do not move your car. If you think you are injured, do not move or get out of the car unless being in the car puts you in added danger (e.g. fire, dangerous water level, etc.). One of the most serious driving offenses is driving under the influence of alcohol or drugs, also known as "driving under the influence" (DUI). The most common traffic offense (which does require a court appearance) is failure to yield the right of way.
EMPLOYMENT

F-1 work options

On-Campus Work Permission regulations

- You MUST see an international advisor in the Office of International Education as soon as you have been offered a position
- USCIS Authorization is not necessary
- Must be on a valid I-20 issued by Armstrong State University
- Includes student employment jobs and graduate assistantships
- Can begin working first semester at Armstrong, once registered for classes
- Must be considered a full-time student by registration
- Hours limited to part-time (19 hours or less per week) during the academic year, and full-time (more than 20 hours per week) during semester breaks and summer vacation period
- Job offers are online.

Students on an F1 or J1 visa are not eligible for CWSP jobs or jobs funded by an NSF grant.

⇒ Armstrong’s Office of Human Resources requires a social security number and updated tax information

Practical Training requirements

- Work that is directly related to field of study
- Must be in a valid visa status for at least one academic year (except graduate students applying for a required internship)
- Must be in good academic standing
- Work is limited to part-time (20 hours or less per week) before completion of required coursework, full-time (more than 20 hours per week) during vacation periods and after completion of required coursework for degree
- Do not begin working until your authorization has been issued and received
- Application materials available in the Office of International Education
- There are two types of practical training: curricular and optional

Curricular Practical Training (CPT)

- Prior to completion of degree program.
- Must have been in F-1 status for a full academic year (two semesters) before applying.
- The work must be required by the degree program or you must receive course credit for the internship/job.
- Must have an offer of employment and a written letter of support from department head and academic Advisor.
- A student authorized for full-time CPT for 12 months loses future optional practical training (OPT) eligibility.
- Authorization is processed by the International Student Advisor (no USCIS adjudication) and takes approximately one week after forms are submitted.
- Must have written permission from Armstrong before you begin working.

Optional Practical Training (OPT)

- May not apply if you have worked for one year or more under CPT permission.
- Must have been in a valid visa status for one full academic year (two semesters) before being eligible. You can apply up to 90 before finishing the full academic year.
- Total of 12 months OPT can be used before and/or after graduation.
- Recommendations processed by International Student Advisor in approximately one week; DHS takes 3-5 months to process authorization; $380 fee.
- Do not begin work before you have received an EAD (Employment Authorization Document) card.
Off-Campus Work Permission (General)

- Based on economic necessity.
- Must document sudden, unforeseen change in financial circumstances.
- Job not required to be related to field of study.
- Very difficult to obtain.
- Must be in F-1 status at least one academic year.
- Must be in good academic standing.
- Work is limited to part time during the academic year, full time (20 or more hours per week) during vacation periods.
- Do not begin working until your authorization has been issued by DHS.
- Application materials available from Office of International Education.
- Non-refundable fee of $380 to apply.
- Recommendation processed by DHS takes 2-4 months to approve an authorization.

⇒ J-1 work options—Please see Office of International Education for information.

Social Security Cards

- After receiving a job offer on campus, go to the Office of International Education for a letter of offer from Ms. Rebecca Carroll in Human Resources and a letter from the OIE stating you are eligible to work on campus.
- Fill out an application for a social security card online at www.socialsecurity.gov/online/ss-5.html or see forms section at the back of the handbook.
- Take both letters, the application, your passport & visa, and I-20 to the social security office located at 430 Mall Blvd. The office is open Monday through Friday 9:00 a.m. to 4:00 p.m. The telephone number is 1-866-366-4923. Try to arrive in the morning and be prepared to wait.
- Ask for a receipt and the person's name taking your application at the Social Security Office. It takes 30 to 90 days after you apply to receive your card.

TAXES

Forms W-4 and G-4

- Once you have an on campus job, you must come into the Office of International Education to complete your online tax update. Included in this process is your Form W-4.

US Income Taxes

- All F and J visa holders are required to file an income tax return each year by April 15th.
- All F and J visa holders are required to file Form 8843.
- Two workshops will be held to guide you through the process.
- If you have income to report, you will file Form 1040NR or Form 1040NREZ and Georgia state income tax forms.
- Georgia state income tax forms may be found at: www.gatax.org
- Income may be in the form of one or more of the following: scholarships covering room and board, on campus jobs, optional practical training, curricular practical training, assistantships, fellowships or interest earned.
- The US has tax treaties with multiple countries regarding income taxes. Please refer to the IRS Publication 901, U.S. Tax Treaties. You can view this publication on-line at www.irs.gov.
- In order to file you must have a social security number or an ITIN, Taxpayer Identification Number issued by the IRS. If you do not have a social security number or are ineligible to receive one, you must apply for an ITIN. To apply you must complete Form W-7, available at the IRS web site, and mail it along with copies of your immigration documents to: Internal Revenue Service, ITIN Unit. The nine-digit number that you will be issued is good only for paying taxes and not good for employment or other uses.
- Forms and checks should be sent to: Internal Revenue Service, Philadelphia, PA 19255. All federal income tax forms are available on-line at www.irs.gov.
F-1 and J-1 Responsibilities
Visa Regulation Information

The Department of Homeland Security is divided into three bureaus: U.S. Immigration and Customs Enforcement (ICE), U.S. Citizenship and Immigration Services (USCIS), and U.S. Customs and Border Protection (CBP). Under the jurisdiction of the U.S. Immigration and Customs Enforcement, the Student and Exchange Visitor Program (SEVP) acts to regulate international students and their dependents that attend educational institutions in the United States. SEVP is guided by the regulations and policies set forth by USCIS, and students and their dependents are maintained through the Student and Exchange Visitor Information System (SEVIS) and must abide by the requirements of the system.

The following is a list of data collected by the SEVIS system:

- Student’s full name (as listed in the passport)
- Date of birth
- Gender
- Country of birth
- Country of citizenship
- I-20 issue reason (initial/initial – change of status requested)
- Foreign physical address (may not be a post office box)
- U.S. address (upon availability)
- Education level (associate, bachelor’s, master’s, etc.)
- Program(s) of study
- Length of study
- Program start date and end date
- English proficiency
- Number of months per term
- Expenses
- Dependent information
- Evidence of financial support

Additionally, the following must also be updated in the SEVIS system as changes occur:

- Change of name
- Program of study
- Program end date (extensions or early completion)
- Transfer of schools
- Financial changes
- Change of address
- Employment and training information
- Dependent information

Please make two copies of the following documents in case your originals are lost. Keep copies in a separate place from your originals:

- Passport (ID Page(s) and extensions)
- Visa
- Form I-20 (F-1 students and dependents)
- Form DS-2019 (J-1 students, scholars, and dependents)
- Social Security card
- Sponsorship letters
- Financial documents
- Health insurance records
- Immunization records
- Driver's License
- Transcripts
We also recommend that you make copies of any forms/applications before submitting to USCIS.

This section is designed to provide general answers to questions you might have about visa matters. If you have problems or questions, please visit or call the international student advisor at 912.344.3128.

I-20/DS-2019
The I-20 (F visa) and DS-2019 (J visa) are the documents used to request the visa.

Passport
Your passport must be kept valid at all times. Passport renewals may be obtained by contacting your country’s consulate or embassy.

Visa
The visa is the document issued by a US consulate or embassy that allows foreign nationals to enter the United States for a specific purpose and period of time. For F visa holders, the visa does not indicate the length of time which the student is allowed to remain in the US. If your visa expires while in the US, it is not necessary to renew it as long as you remain in the US. If you leave the country, however, you must renew your visa before you will be permitted re-entry. If you need to leave the US temporarily, the international student advisor will counsel you on how to obtain a new visa.

Visas for Spouse and Children
The spouse and children of an F-1 visa holder are issued F-2 visas. An F-2 visa holder is not eligible to apply for work permission or to enroll in studies (unless under the age of 18). J-2 visas are issued to the spouse and children of a J-1 visa holder. Under certain circumstances, a J-2 visa holder may apply for work permission with USCIS.

Staying in Compliance/Remaining in Status
Each time you make a change, please contact the Office of International Education or the international student advisor immediately. Additionally, each semester your record must be updated in SEVIS. Please inform us if you are not returning, planning a vacation leave, or taking a leave of absence. Help us to help you be compliant with immigration regulations.

Address & Name Changes
Students have 10 days to notify the international advisor of a change of address. Additionally, you should update your address and phone number on S.H.I.P. Updating your address in S.H.I.P. does not mean that the international advisor will be notified. You must provide the information.

Dropping Below Full-time Enrollment
A full course of study is 12 credit hours per semester for undergraduates and 9 hours per semester for graduate students. We recommend that you enroll for more than 12 hours each semester in case you do have a problem and need to drop a class. This should help to prevent you from dropping below full-time enrollment and being considered out of status. Armstrong is obligated to report out of status students in SEVIS. You may only be granted permission to drop below full-time enrollment under certain approved circumstances. If you are a senior and need to drop below a full course load during your last semester at Armstrong, you must request permission before the registration fee deadline. *You must be granted permission to drop below 12 hours a semester, before you drop any course(s), before the semester begins.*

Change of Major
Each time you change your major in S.H.I.P. and the change has been approved and finalized, you must notify
the international advisor immediately. Your new major will be entered into SEVIS and you will be issued a new I-20. Your I-20 must reflect your current major.

**Duration of Status**

Duration of status expires if you take longer than expected to complete a given academic level (e.g., bachelor's, master's, doctorate). The amount of time permitted to complete studies at a given level is determined by the date listed on the I-20 issued by Armstrong. You must pay close attention to the expected completion date noted in item 5 on the I-20 Form. If you do not complete your degree within the time period listed in the I-20 Form, **you must request a program extension BEFORE your I-20 expires** or you will be considered out of status.

**Travel Outside the U.S.**

Each time you plan to travel outside the country, you must notify the international advisor at least two weeks prior to your departure. You MUST have the last page of your I-20 signed in order to be permitted re-entry into the country. Travel signatures are valid for one year and a travel letter will be prepared for you.

**Registration**

Each semester, Armstrong must report your information to SEVIS—the number of credit hours you are taking, graduation/completion of studies, address changes, work authorization, change of major, dependents accompanying you, EVERYTHING!!! Keep us informed so your data is correct.

**School Transfers — in or out**

To transfer between schools, you must gain acceptance to another school and inform the current school of your intent to transfer. Students will be "released" by their current school and "picked up" by their new school in SEVIS. If you plan to transfer from Armstrong to another US institution, please notify the international advisor immediately for instructions.

**Change of Level/Program at Armstrong**

If you continue at Armstrong from one educational level to another (e.g., from a bachelor's to a master's) you must notify the international advisor. Armstrong will issue you a new I-20 reflecting your level/program change pending acceptance and financial documentation received, depending on the situation.

**Program Extension**

F-1 students need permission for an extension of stay in the United States to continue their program of study beyond the date stated on the original I-20. Legitimate reasons for an extension of stay include: change of major or research topic, unexpected research problems or documented illness. If you need an extension of stay, you should make an appointment with the international advisor at least 60 days in advance of the expiration date of your I-20.

**Falling Out of Compliance**

If you fall out of status and/or do not notify Armstrong of all changes, you may be subject to the following consequences:

- Denial of re-entry to the US
- Inability to move from undergraduate to graduate status
- Denial of request for Practical Training work authorization
- Denial of request to change visa status
- Possible denial of all future visa applications
- Limit of 5 months to apply for reinstatement
- Deportation or accrued unlawful presence
Reinstatement
You must see the international student advisor for information on filing for reinstatement.

J-1 Info (Exchange Visitor)
After completion of their program of study in the U.S., persons on J-1 visas who have received support from the United States government or whose field of study appears on the 212 E country skills list are required to reside at least two years in their home country before re-entering the United States as a permanent resident or on certain other nonimmigrant visas. The DS-2019 form is renewable annually by the sponsor. Persons wishing to temporarily leave the U.S. will need to see the Office of International Education. Practical training is available to J-1 students. All J-1 visa holders should visit the Office of International Education with questions.

**NOTE** DO NOT LISTEN TO YOUR FRIENDS about immigration/status issues. Always check with the international student advisor or the Office of International Education. Please stay in contact with us to ensure your information is correct and up to date.

**Remember**: As a nonimmigrant student, you have been granted temporary permission to live and study in the United States. It is your responsibility to follow the regulations outlined by the United States Citizenship and Immigration Services (USCIS) in regards to maintaining your nonimmigrant status. Should changes occur in your immigration status, or if you have questions, please notify:

Office of International Education
(912) 344.3128
International.Education@Armstrong.edu
Sara.Nobles@Armstrong.edu
Student Responsibilities for Compliance with F-1 Laws and Regulations

On January 1, 2003, the U.S. federal government implemented new regulations that govern how international students must maintain visa status while pursuing a degree. The guidelines below are for maintaining status while in the US. **Failure to follow these guidelines could result in your F-1 status being terminated.** Although there are advisors at Armstrong to assist you with maintaining your visa status, it is the expectation of the US government that the student is responsible for complying with the visa regulations. Because we do not want you to lose your F-1 status, please do not hesitate to ask questions, and always report changes or problems immediately.

- Maintain an unexpired passport and I-20 at all times. Report any errors or approaching expiration dates to the international advisor. Your passport and I-20 are your responsibility.

- Enroll full-time (12 or more hours for undergraduate; 9 or more for graduate) each semester.

- Certain medical and academic circumstances may allow you to drop below full-time for brief periods of time with prior approval. See your international advisor to discuss your eligibility for a Reduced Course Load (RCL) BEFORE withdrawing from courses.

- Make normal progress towards completing the course of study. Complete studies before the program end date on the I-20 or apply for an extension through your international advisor BEFORE it expires.

- Report a change of address to the international advisor within 10 days of the change. Failure to do so could result in termination of your status beyond the control of Armstrong.

- Keep your phone number and email address up-to-date and let us know if either changes.

- Do not commit a crime. Certain criminal activity could result in suspension, expulsion, termination of your visa status, or deportation.

- Do NOT work illegally. Working off-campus without permission from the US government is **illegal** and can result in the loss of your visa status and/or deportation. Working more hours than you are authorized to work is also a violation of your visa status.

- Enroll in no more than 3 hours of online/distance education per 12 credit hours each semester.

- Have a valid travel signature on your I-20 before leaving the US if you plan to return.

- Notify the international advisor of ANY change in information: financial, academic, dependent, transfers, employment, change in degree program, graduation, etc.

- Comply with all U.S. tax laws. Meet with the Office of International Education for more information.

- Students may take an authorized break during the summer term. Taking an unauthorized break during fall or spring semesters will result in a termination. You should meet with the international advisor if you require a leave of absence during the fall or spring BEFORE leaving or withdrawing from classes.

_I have read and understand the regulations above. I know that failure to comply with the above regulations can result in the loss of my visa status. I understand that maintaining my visa status is solely my responsibility._

---

**Printed Name**

**Signature**

**907 Number**

**Date**
PLANNING YOUR RETURN HOME

Your may have just arrived in the United States, but it is not too early to begin thinking about the day you return home, perhaps with a job in hand and the prospect of a new beginning. That of your professional career. Reflecting on questions such as, “Why did I choose the United States for study?” and, “What do I want to accomplish during my time here?” can help you clarify your career expectations. Preparing for the surprises that often greet travelers after an extended period abroad will enable you to turn what is often a very awkward time into a productive one.

Keeping in Touch with Home
- Find an online news website that has news from your country or region.
- Find out how to access the cable-television network that broadcasts world news about your country or region.
- Maintain contact with family members and friends with social media or old-fashioned letters and postcards!
- If possible, travel home during breaks while you are studying here.

Building a Network
All over the world, people find jobs through personal or professional contacts. Although you may not be graduating for a few years, building a network now will pay off in important ways in the future.
- Develop your leadership skills.
- Attend professional conferences.
- Keep in touch with friends and acquaintances back home, including former classmates and teachers.
- Get to know your classmates and roommates on campus.
- Talk to your professor outside of class.
- Participate in a sports team or social club.
- Explore the resources on campus and develop relationships with staff of the international student office and career services office.
- Organize events for an international club or nationality club.
- Join programs that take you into the local community.

Taking Advantage of Your U.S. Education
Just having a degree from a U.S. college or university will probably not guarantee you a job when you graduate. Although the education you will acquire will be quite valuable, employers often look for more than just academic merit. Part of the preparation from returning home includes keeping up with political, economic, and social developments at home. For some students, these changes will be very small; for others, they may be very significant.

Acquire an in-depth knowledge of U.S. politics, economics and culture, as well as a commanding knowledge of written and spoken English. Exercise your leadership skills in the U.S. context.
- Travel to different parts of the United States.
- Volunteer to work on projects in the community.
- Participate in professional conferences.
- To the extent your visa allows, get work experience, preferably in your field of study.

Beginning Your Job Search
The career-services office probably does not have specific expertise in employment in your particular country, but career counselors provide many services that may benefit you.
- Prepare your resume in accordance with the expectations of U.S.-based international companies.
- Participate in practice, recorded interviews that allow you to review your performance.
- Review job listings for practical training or internship opportunities.
- Maintain a good relationship with faculty in your field of study and make sure they know about your goals.
- Review journals in your field as well as newspapers and magazines from your home country.
- Use the Internet as a resource for researching companies.

Some organizations are set up to assist U.S.-educated students from specific world regions in obtaining positions in their home countries.
- Students from ASEAN treaty countries (Indonesia, Singapore, the Philippines, Malaysia, Thailand, and Brunei, plus
Vietnam) can contact Project ASPIRE, c/o, NAFSA: Association of International Educators, 1875 Connecticut Avenue, NW, Suite 1000, Washington, DC 20009-5728.

- Latin American and African students can contact the Intergovernmental Committee for Migration/Return of Talent Program, 1346 Connecticut Avenue, NW, Washington DC 20036.
- All students should consult the Directory of American Firms Operating in Foreign Countries (available in many libraries) and the Directory of International Internships.
- The International Division of the Chamber of Commerce of the United States, 1615 H Street, NW, Washington, DC 20062, can provide information on American chambers of commerce around the world; “Amchams” provide valuable information on business activities in many countries.
- Your embassy in Washington, DC, may offer information about employment opportunities.

Going Home Prepared: Checklist for International Students Departing the U.S.

☐ Request copies of your college or university transcripts, diploma, and any other relevant records.

☐ Notify your landlord in writing of your departure at least 30 days before you intend to leave. Determine how you will pay your last month’s rent (may you use your security deposit?), and how your landlord will return your security deposit.

☐ Notify telephone, electric, and gas companies when to discontinue your service. Make arrangement to have deposits refunded.

☐ Leave your forwarding address (reliable address in the United States or your home country) with all companies with which you have credit cards, subscriptions or other business and with OIE.

☐ Leave your forwarding address with the Post Office, and the registrar at your college or university.

☐ Pay all outstanding bills, including credit cards, loans, library fines, and any college or university obligations.

☐ Return all borrowed books and articles.

☐ Donate usable items you are not taking with you to a local thrift shop, church, synagogue, or homeless shelter, or hold a “yard sale.”

☐ Obtain a passport for any children born in the United States.

☐ If you earned any income in the United States, and you are departing the country, make sure you communicate with the IRS about how to meet your tax obligations.

Preparing for Reverse Culture Shock

Few people anticipate that upon their return home they will experience culture shock as they did when they first came to the United States. “Reverse Culture Shock” is most pronounced in those who expect everything at home to be the same as it was when they left it.

Realize that standards of living, the political climate, and even family relationships may have changed. You’ve grown during your years in the United States, and your friends and family have grown, too! Friends may have married or moved away. You may feel ill at ease with what once were familiar circumstances and may experience subtle forms of rejection if family and friends show less interest in your adventures than you had hoped they would.

The solution? Find other returned students with whom to share concerns and coping strategies. Let awareness be your ally. To the extent you anticipate the strains of “reentry,” the better you can minimize their impact and severity. And take heart: You can use the same skills that helped you adapt to the United States. While here, take photographs, keep a journal, and update your address book to maintain memories and contacts when you return home.
MEASUREMENT and CONVERSIONS

Length
1 inch = 2.54 centimeters
1 foot = 12 inches = 30.48 centimeters
1 yard = 3 feet = 36 inches = 91.44 centimeters
39.4 inches = 1 meter
1 mile = 5280 feet = 1.609 kilometers

Weight
1 ounce = 28.35 grams
1 pound = 16 ounces = 454 grams
1 ton = 2000 pounds

Volume
1 cup = 8 ounces
1 pint = 2 cups = 0.473 liters
1 quart = 4 cups = 0.946 liters
1.057 quarts = 1 liter
1 gallon = 4 quarts = 3.785 liters

Temperature
To convert the temperature from Fahrenheit to Celsius, use the following equation: Temperature in Fahrenheit minus 32, then multiply the result by .56, which equals the temp in Celsius (F-32) .56=C. For example: 90° Fahrenheit (F) equals 32.48° Celsius (C).

WOMEN'S SIZES
Women's clothing is generally divided into two categories: "misses" sizes, which are even numbers 8,10,12,14,16,18, etc., and "junior misses" sizes, which are made slightly smaller and shorter. "Petite" sizes are designed for small women; both misses and junior sizes will sometimes be marked "petite."

Misses' Dresses, Suits and Coats
<table>
<thead>
<tr>
<th>Continent</th>
<th>36</th>
<th>38</th>
<th>40</th>
<th>42</th>
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Ladies' Blouses and Sweaters
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Children's Dresses, Suits and Coats
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Shoes
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<td>6</td>
<td>6 ½</td>
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</table>
MEN'S SIZES
Men's clothing for suits is usually determined by chest measurements; for pants by waist and leg length measurement; shirt sizes by neck and shoulder to wrist length measurement. Most men's sweaters are marked "Small," "Medium," "Large," and "Extra Large."

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<tr>
<th>Suits and Overcoats</th>
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Armstrong Holiday Calendar

Armstrong State University will be closed on these dates.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Jr's Birthday</td>
<td>3rd Monday in January</td>
</tr>
<tr>
<td>St. Patrick's Day</td>
<td>March 17</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1st Monday in September</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>4th Thursday in November (No class Monday—Friday that week)</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 25</td>
</tr>
</tbody>
</table>

Other U.S. Holidays (Armstrong is open during these holidays.)

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>President's Day</td>
<td>3rd Monday in February</td>
</tr>
<tr>
<td>Washington's Birthday</td>
<td>February 22 or nearest Monday</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>2nd Monday in October (No class on Monday or Tuesday)</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>November 11</td>
</tr>
</tbody>
</table>

U.S. Customary Holidays (Armstrong is open during these holidays.)

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valentine's Day</td>
<td>February 14</td>
</tr>
<tr>
<td>St. Patrick's Day</td>
<td>March 17</td>
</tr>
<tr>
<td>April Fool's Day</td>
<td>April 1</td>
</tr>
<tr>
<td>Mother's Day</td>
<td>2nd Sunday in May</td>
</tr>
<tr>
<td>Father's Day</td>
<td>3rd Sunday in June</td>
</tr>
<tr>
<td>Halloween</td>
<td>October 31</td>
</tr>
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</table>

Other Dates to Know

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration; Drop/Add</td>
<td>Monday, August 17 - Friday, August 21</td>
</tr>
<tr>
<td>Last day to Withdraw from a class</td>
<td>Wednesday, October 7</td>
</tr>
<tr>
<td>Midterm</td>
<td>Wednesday, October 7</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>Friday, December 4</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Saturday, December 5 - Thursday, December 10</td>
</tr>
<tr>
<td>Department</td>
<td>Phone Numbers</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Academic Advising and Support</td>
<td>(912) 344-2570 Solms Hall</td>
</tr>
<tr>
<td>Admissions and Recruitment</td>
<td>(912) 344-2503 Victor Hall</td>
</tr>
<tr>
<td>Admissions and Recruitment - Graduate</td>
<td>(912) 344-2503 Victor Hall</td>
</tr>
<tr>
<td>Alumni Center</td>
<td>(912) 344-2586 Burnett Hall</td>
</tr>
<tr>
<td>Art, Music, &amp; Theatre</td>
<td>(912) 344-2556 Fine Arts</td>
</tr>
<tr>
<td>Athletics</td>
<td>(912) 344-2813 Sports Center</td>
</tr>
<tr>
<td>Biology</td>
<td>(912) 344-2566 Science Center</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(912) 344-2603 Student Union</td>
</tr>
<tr>
<td>Bursar's Office</td>
<td>(912) 344-3243 Victor Hall</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>(912) 344-2808 Student Union</td>
</tr>
<tr>
<td>Campus Union (CUB)</td>
<td>(912) 344-3534 Student Union</td>
</tr>
<tr>
<td>Career Services</td>
<td>(912) 344-2563 Memorial College Center</td>
</tr>
<tr>
<td>Chemistry &amp; Physics</td>
<td>(912) 344-3219 Science Center</td>
</tr>
<tr>
<td>Childhood &amp; Exceptional Student Education</td>
<td>(912) 344-2564 University Hall</td>
</tr>
<tr>
<td>College of Education</td>
<td>(912) 344-2797 University Hall</td>
</tr>
<tr>
<td>College of Health Professions</td>
<td>(912) 344-2565 Armstrong Center</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>(912) 344-2523 Solms Hall</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>(912) 344-2523 Solms Hall</td>
</tr>
<tr>
<td>College of Science &amp; Technology</td>
<td>(912) 344-3330 Science Center</td>
</tr>
<tr>
<td>Communication Sciences and Disorders</td>
<td>(912) 344-2969 Armstrong Center</td>
</tr>
<tr>
<td>Computer Science &amp; Information Technology</td>
<td>(912) 344-2542 Science Center</td>
</tr>
<tr>
<td>Counseling</td>
<td>(912) 344-2529 Compass Point Annex</td>
</tr>
<tr>
<td>Criminal Justice, Social &amp; Political Sciences</td>
<td>(912) 344-2593 University Hall</td>
</tr>
<tr>
<td>Dining Services</td>
<td>(912) 344-3515 Student Union</td>
</tr>
<tr>
<td>Disability Services</td>
<td>(912) 344-2572 Memorial College Center</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>(912) 344-2564 University Hall</td>
</tr>
<tr>
<td>Economics</td>
<td>(912) 344-2539 Hawes Hall</td>
</tr>
<tr>
<td>Elderhostel / Road Scholar</td>
<td>(912) 344-2952 Memorial College Center</td>
</tr>
<tr>
<td>Engineering Studies</td>
<td>(912) 344-2571 Victor Hall</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>(912) 344-3136 Student Recreation Center</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>(912) 344-2562 Sports Center</td>
</tr>
<tr>
<td>Health Science</td>
<td>(912) 344-2548 University Hall</td>
</tr>
<tr>
<td>History</td>
<td>(912) 344-2763 Hawes Hall</td>
</tr>
<tr>
<td>HOLA</td>
<td>(912) 344-3050 Memorial College Center</td>
</tr>
<tr>
<td>Housing &amp; Residence Life</td>
<td>(912) 344-2940 Compass Point Annex</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>912.344.2518 Armstrong Center</td>
</tr>
<tr>
<td>International Education</td>
<td>(912) 344-3128 Gamble Hall</td>
</tr>
<tr>
<td>IT Services - Helpdesk Main Number</td>
<td>(912) 344-2518 Armstrong Center</td>
</tr>
<tr>
<td>Lane Library</td>
<td>(912) 344-3027 Lane Library</td>
</tr>
<tr>
<td>Languages, Literature &amp; Philosophy</td>
<td>(912) 344-2594 Gamble Hall</td>
</tr>
<tr>
<td>Learning Commons</td>
<td>(912) 344-3011 Memorial College Center</td>
</tr>
<tr>
<td>Learning Support</td>
<td>(912) 344-2570 Solms Hall</td>
</tr>
<tr>
<td>Liberal Studies</td>
<td>(912) 344-2613 (912) 344-3460 Solms Hall</td>
</tr>
</tbody>
</table>
Armstrong Phone Directory, continued
For complete Directory, go to
http://port-apps.armstrong.edu/dept-directory/

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailroom</td>
<td>(912) 344-2820 Annex II</td>
</tr>
<tr>
<td>Mathematics</td>
<td>(912) 344-2557 University Hall</td>
</tr>
<tr>
<td>Medical Laboratory Science</td>
<td>(912) 344-2549 Armstrong Center</td>
</tr>
<tr>
<td>Middle and Secondary Education</td>
<td>(912) 344-2562 University Hall</td>
</tr>
<tr>
<td>Multicultural Affairs</td>
<td>(912) 344-2618 Memorial College Center</td>
</tr>
<tr>
<td>Nursing</td>
<td>(912) 344-2575 Ashmore Hall</td>
</tr>
<tr>
<td>Nursing - Graduate Office</td>
<td>(912) 344-2553 Ashmore Hall</td>
</tr>
<tr>
<td>Office of Equity, Diversity &amp; Inclusion</td>
<td>(912) 344-3152 Victor Hall 244/245</td>
</tr>
<tr>
<td>President</td>
<td>(912) 344-2535 Burnett Hall</td>
</tr>
<tr>
<td>Psychology</td>
<td>(912) 344-2762 Science Center</td>
</tr>
<tr>
<td>Radiologic Sciences</td>
<td>(912) 344-2802 Armstrong Center</td>
</tr>
<tr>
<td>Reading Education</td>
<td>(912) 344-2564 University Hall</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>(912) 344-2576 Victor Hall</td>
</tr>
<tr>
<td>Rehabilitation Sciences</td>
<td>(912) 344-2580 Armstrong Center</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>(912) 344-2549 Armstrong Center</td>
</tr>
<tr>
<td>Scottish Rite Communicative Disorders</td>
<td>(912) 344-2969 Armstrong Center Suite 20</td>
</tr>
<tr>
<td>Secondary Education</td>
<td>(912) 344-2562 University Hall</td>
</tr>
<tr>
<td>Secondary, Adult, &amp; Physical Education</td>
<td>(912) 344-2562 University Hall</td>
</tr>
<tr>
<td>Special Education</td>
<td>(912) 344-2564 University Hall</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>(912) 344-2514 Student Union</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>(912) 344-3534 Student Union</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>(912) 961-5726 Compass Point Annex</td>
</tr>
<tr>
<td>Student ID/Pirate Card</td>
<td>(912) 344-3292 Student Union</td>
</tr>
<tr>
<td>Student Life</td>
<td>(912) 344-2504 Memorial College Center</td>
</tr>
<tr>
<td>Student Recreation Center</td>
<td>(912) 344-3136 Student Recreation Center</td>
</tr>
<tr>
<td>Student Union</td>
<td>(912) 344-2879 Student Union</td>
</tr>
<tr>
<td>Testing Services</td>
<td>(912) 344-2582 Memorial College Center</td>
</tr>
<tr>
<td>University Police</td>
<td>(912) 344-3333 University Police</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>(912) 344-2609 Victor Hall</td>
</tr>
<tr>
<td>Vice President for Academic Affairs/Provost</td>
<td>(912) 344-2589 Burnett Hall</td>
</tr>
<tr>
<td>Vice President for Student Affairs</td>
<td>(912) 344-2514 Student Union</td>
</tr>
<tr>
<td>Writing Center</td>
<td>(912) 344-3072 Gamble Hall</td>
</tr>
</tbody>
</table>
Code of Student Integrity 2016—2017

Find the code here: https://www.armstrong.edu/documents/Armstrong_State_University_2016-2017_Code_of_Student_Integrity_-_FINAL.pdf

Honor Code

PREAMBLE
Armstrong Atlantic State University exists to provide an environment in which intellectual achievement, scholarship and character development can flourish. The Armstrong community (students, faculty, administration and staff) willingly shares the responsibility for sustaining a creative and productive atmosphere through adherence to the highest standards of personal and professional conduct. All who are privileged to be a part of Armstrong campus life must remain cognizant that they are representatives of Armstrong Atlantic State University, whether they are on campus or elsewhere, and are therefore expected to avoid behavior which brings discredit or dishonor upon themselves or the University as an institution. Recognizing that trust is the cornerstone of all human relations, students will work to build and sustain the trust of their peers, the faculty and the administration by obeying both the letter and the spirit of the Honor Code and Code of Conduct.

STUDENT RESPONSIBILITIES
At each registration, students must agree to abide by the rules of the Honor Code and the Code of Conduct. The Honor Code and Code of Conduct shall be printed in the Armstrong Catalog, in the Students Illustrated and on the University website. It will be the responsibility of the Student Court or its designated representative to conduct an orientation program at the beginning of each semester for all new students to explain the Codes and allow discussion of the requirements for each Code. Any student desiring assistance with any matter related to these Codes is invited to seek assistance in the Division of Student Affairs. Students are expected to:

1. Exercise honesty in all matters, both academic and personal in nature.
2. Be fair and courteous with others, treat them fairly and with respect, showing sensitivity to cultural, ethnic, and religious diversity and personal dignity.
3. Accept personal responsibility for appropriate behavior as defined by the Codes.
4. Know the offenses under each Code and the penalties for violating them.
5. Understand that they are responsible for knowing and following any additional written or verbal requirements given by the professor which relate to honor or conduct and which are inherent to the classroom or University functions.
6. Know what plagiarism is, as defined under the Honor Code; recognize that it undermines individual and academic integrity and ensure that it is avoided in both spirit and deed.
7. Understand that the Codes apply at all University activities whether on the main campus or at other locations.
8. Remember that they are representatives of Armstrong Atlantic State University and that they must always conduct themselves in a manner which brings credit upon themselves and the University.
Alcohol Information and Policies

While at Armstrong, young adults may make decisions concerning their personal use of alcohol. Armstrong Atlantic State University recognizes that the decision to drink or abstain is a personal one that must be left to the individual. If, however, decisions concerning alcohol are made, they should be based on the consequences. Armstrong Atlantic State University expects that all members of the campus community recognize the potential for alcohol abuse whenever and wherever alcohol is consumed.

To discourage abuse, the University has established policies and regulations to limit the use of alcohol and regulate the consumption of such beverages on campus. Because of the University's responsibilities in adhering to state and local laws and for the safety, health and well being of members of the Armstrong Atlantic community, persons who choose to use alcohol outside the boundaries of this policy are at risk of some level of University response. In particular, persons who infringe on the rights of others, are disorderly, or who destroy University property as a result of alcohol use shall be held accountable for their actions and shall be subject to disciplinary and/or civil action. (See Student Code of Conduct)

Questions regarding the policy on alcohol use should be directed to the Vice President of Student Affairs.

ALCOHOL REGULATIONS

1. The sale of alcohol on campus is illegal and expressly forbidden.
2. The possession and consumption of alcoholic beverages is strictly prohibited.
3. The serving, possession, or consumption of alcoholic beverages is prohibited unless prior written approval is granted by the Vice President for Student Affairs for special institutionally sponsored events. Under such approval, the following conditions apply:
   A. The use of student activities funds for the purchase of alcoholic beverages is prohibited.
   B. A person under 21 years of age may not possess or consume alcoholic beverages.
   C. A person of legal drinking age must not provide alcohol beverages to underage persons.
   D. A person must not present a false identification, either written or oral, in order to obtain alcoholic beverages.
   E. Persons and/or organizations who have permission to serve alcohol must sign a statement accepting full responsibility for any personal injuries, damages to property, and clean up of Armstrong Atlantic State property. Organizations are reminded that events held off-campus must adhere to the same alcohol regulations as on-campus events.
   F. The Advisor of an organization who has permission to serve alcohol at a special event is required to be present at the event.
   G. An organization must check student identifications for legal drinking age when monitoring events.
   H. At special functions where the use of alcohol is approved, consumption of alcoholic beverages is permitted only within the approved area designated for the event.
   I. Non-alcoholic beverages must be equally as available as alcoholic beverages and a reasonable portion of the budget for the event shall be designated for the purchase of food items. Promotional materials for the event shall not make reference to the amount of and/or type of alcoholic beverages available.
   J. Drinking games or activities contributing to alcohol overindulgence are prohibited and alcohol cannot be given as a prize for contests, games and other such activities.
   K. Intoxication will not be accepted as an excuse for disorderly conduct on campus or at institutionally sponsored student events.
   L. A person who is intoxicated will be prevented from driving a motor vehicle by campus police officers. A person who is in an obvious state of intoxication shall not be given an alcoholic beverage by another person.

Students who choose to violate these policies will be held responsible under the Student Code of Conduct. If an administrative or student court hearing is necessary, the accused student is entitled to all the rights guaranteed under the student code of conduct.
Why Do Americans Act Like That?
A guide to understand the U.S. culture and its values.

Dr. L. Robert Kohls, Director of International Programs at San Francisco State University
So you're going to visit the United States? Great! But be prepared: the values Americans live by may seem strange to you. As a result, you might find their actions confusing, even unbelievable. This is the kind of advice Dr. L. Robert Kohls gives first time visitors to the United States. Kohls, Director of International Programs at San Francisco State University, has developed a list of 13 commonly held values which help explain why Americans act as they do. He is careful and cautions visitors also, to avoid labeling these values positive or negative. His aim: "Simply want to help you understand the Americans with whom you will be relating from their own value system rather than from yours." Whether one agrees with Kohls or not - or is willing to accept as valid any generalizations about Americans - his observations are thought-provoking.

1. PERSONAL CONTROL OVER THE ENVIRONMENT / RESPONSIBILITY
Americans do not believe in the power of fate, and they look at people who do as being backward, primitive, or naive. In the American context, to be "fatalistic" is to be superstitious, lazy, or unwilling to take initiative. Everyone should have control over whatever in the environment might potentially affect him or her. The problems of one's life are not seen as having resulted from bad luck as much as having come from one's laziness and unwillingness to take responsibility in pursuing a better life.

2. CHANGE SEEN AS NATURAL AND POSITIVE
In the American mind, change is seen as indisputably good, leading to development, improvement, progress. Many older, more traditional cultures consider change disruptive and destructive; they value stability, continuity, tradition, and ancient heritage - none of which are considered very important in the United States.

3. TIME AND ITS CONTROL
Time is of utmost importance to most Americans. It is something to be on, kept, filled, saved, used, spent, wasted, lost, gained, planned, given, even killed. Americans are more concerned with getting things accomplished on time than they are with developing interpersonal relations. Their lives seem controlled by the little machines they wear on their wrists, cutting their discussions off abruptly to make their next appointment on time. This philosophy has enabled Americans to be extremely productive, and productivity is highly valued in their country.

4. EQUALITY / FAIRNESS
Equality is so cherished in the U.S. that it is seen as having a religious basis. Americans believe that all people are created equal and that all should have an equal opportunity to succeed. This concept of equality is strange to seven-eighths of the world which views status and authority as desirable, even if they happen to be near the bottom of the social order. Since Americans like to treat foreigners "just like anybody else", newcomers to the U.S. should realize that no insult or personal indignity is intended if they are treated in a less-than-deferential manner by waiters in restaurants, clerks in stores and hotels, taxi drivers, and other service personnel.

5. INDIVIDUALISM / INDEPENDENCE
Americans view themselves as highly individualistic in their thoughts and actions. They resist being thought of as representatives of any homogeneous group. When they do join groups, they believe they are special. Just a little different from other members of the same group. In the U.S. you will find people freely expressing a variety of opinions anywhere and anytime. Yet, in spite of this independence, almost all Americans end up voting for one of their two major political parties. Individualism leads to privacy, which Americans see as desirable. The word privacy does not exist in many non-Western languages. If It does, it is likely to have a negative connotation, suggesting loneliness or forced isolation. It is not uncommon for Americans to say, and almost to believe: "If I don't have half an hour a day to myself, I go stark-raving mad!"

6. SELF-HELP INITIATIVE
Americans take credit only for what they accomplish as individuals. They get no credit for having been born into a rich family but pride themselves in having climbed the ladder of success, to whatever level, all by themselves. In an English-language dictionary, there are more than 100 composite words that have the word "self" as a prefix: self-aware, self-confident, self-conscious, self-contented, self-control, self-criticism, self-deception, self-defeating, self-denial. The equivalent of these words cannot be found in most other languages. It is an indicator of how highly Americans regard the self-made man or woman.

7. COMPETITION
Americans believe that competition brings out the best in any individual and in any system. This value is reflected in the American economic system of free enterprise, and it is applied in the U.S. in all areas - medicine, the arts, education, sports.
8. FUTURE ORIENTATION
Americans value the culture and the improvements the future will surely bring. They devalue the past and are, to a large extent, unconscious of the present. Even a happy present goes largely unnoticed because Americans are hopeful that the future will bring even greater happiness. Since Americans believe that humans, not fate, can and should control the environment, they are good at planning short-term projects. This ability has caused Americans to be invited to all corners of the Earth to plan, and often achieve, the miracles which their goal-setting methods can produce.

9. ACTION / WORK ORIENTATION
"Don't just stand there," says a typical bit of American advice "do something!" This expression, though normally used in a crisis situation, in a sense describes most Americans' waking life, where action - any action - is seen as superior to inaction. Americans routinely schedule an extremely active day. Any relaxation must be limited in time and aimed at "recreating" so that they can work harder once their "recreation" is over. Such a "no-nonsense" attitude toward life has created a class of people known as "workaholics" - people addicted to, and often wholly identified with, their job or profession. The first question people often ask when they meet each other in the U.S. is related to work: "What do you do?" "Where do you work?" or "Who (what company) are you with?" The United States may be one of the few countries in the world where people speak about the dignity of human labor - meaning hard physical labor. Even corporation presidents will engage in physical labor from time to time and, in doing so, gain rather than lose respect from others.

10. INFORMALITY
Americans are even more informal and casual than their close relatives - the Western Europeans. For example, American bosses often urge their employees to call them by their first names and feel uncomfortable with the title "Mr." or "Ms." Dress is another area where American informality is most noticeable, perhaps even shocking. For example, one can go to a symphony performance in any large American city and find people dressed in blue jeans. Informality is also apparent in American's greetings. The more formal "How are you?" has largely been replaced with an informal "Hi." This is as likely to be used with one's superior as with one's best friend.

11. DIRECTNESS / OPENNESS / HONESTY
Many other countries have developed subtle, sometimes highly ritualistic, ways of informing others of unpleasant information. Americans prefer the direct approach. They are likely to be completely honest in delivering their negative evaluations, and to consider anything other than the most direct and open approach to be "dishonest" and "insincere". Anyone in the U.S. who uses an intermediary to deliver the message will also be considered "manipulative" and "untrustworthy". If you come from a country where "saving face" is important, be assured that Americans are not trying to make you "lose face" with their directness.

12. PRACTICALITY / EFFICIENCY
Americans have a reputation for being realistic, practical, and efficient. The practical consideration is likely to be given highest priority in making any important decision. Americans pride themselves in not being very philosophically or theoretically oriented. If Americans would even admit to having a philosophy, it would probably be that of pragmatism. Will it make money? What is the bottom line? What can I gain from this activity? These are the kinds of questions Americans are likely to ask, rather than: is it aesthetically pleasing? Will it be enjoyable? Will it advance the cause of knowledge? This pragmatic orientation has caused Americans to contribute more inventions to the world than any other country in human history. The love of "practicality" has also caused Americans to view some professions more favorably than others. Management and economics are much more popular in the United States than philosophy or anthropology, and law and medicine more valued than the arts. Americans belittle "emotional" and "subjective" evaluations in favor of "rational" and "objective" assessments. Americans try to avoid being "too sentimental" in making their decisions. They judge every situation "on its own merits".

13. MATERIALISM / ACQUISITIVENESS
Foreigners generally consider Americans much more materialistic than Americans are likely to consider themselves. Americans would like to think that their material objects are just the "natural benefits" that result from hard work and serious intent - a reward, they think, which all people could enjoy were they as industrious and hard-working as Americans. But by any standard, Americans are materialistic. They give a higher priority to obtaining, maintaining, and protecting material objects than they do in developing and enjoying relationships with people. Since Americans value newness and innovation, they sell or throw away their possessions frequently and replace them with newer ones. A car may be kept for only two or three years, a house for five or six before buying a new one.

Dr. L. Robert Kohls is the Director of International Programs at San Francisco State University