



# International Student Handbook





***Welcome To Troy University!***

The Center for International Programs is excited that you have chosen Troy University for your studies and we hope that you will enjoy your time in Troy.

Sincerely,

Curtis H. Porter, Ph.D.  
Associate Vice-Chancellor  
Center for International Programs



## ***International Center***

The Center for International Programs is located on campus to address your concerns and answer questions while you are studying at Troy University. The office is located at the International Center (Pace Hall) office hours are 9:00 am -12:00pm and 1:00pm - 5:00pm Monday - Friday.

The phone number is (334) 670-3335

The fax number is (334) 670-3735

### ***Staff***

Curtis Porter	Associate Vice Chancellor for International Affairs
Cheryl Purvis	Administrative Secretary
Darlene Schmurr-Stewart	Dean of International Student Services

### ***Student Advisors***

Debbie Davis	Chinese Exchange Programs
Judy Strickland	International Student Advisor/ Immigration
Maria Frigge	International Student Advisor/ Student Activities

### ***Admissions***

Ludmila Belaia	Director of International Admissions
Veronica Taylor	Admission Enrollment Specialist
Keiko Clark	International Student Assistant
Debbie Garrett	Document Imager

### ***Recruiting***

Peter Lundbye	Director of International Recruiting
Carrie Manning	International Admission and Enrollment Specialist

### ***Study Abroad***

Orlando Pacheco	Director of Study Abroad Programs
-----------------	-----------------------------------

### ***ESL Programs***

David Kent	Director of English as a Second Language
Patty Jones	ESL Instructor
Kyle Cooper	ESL Instructor

### ***Services for International Students***

- ❖ Orientation for new students
- ❖ Liaison with the Department of Homeland Security
  - DHS and United States Citizenship and Immigration Services (USCIS)
  - filing optional practical training
  - filing curricular practical training
  - changing status
  - replacing lost documents (I-94, I-20, DS2019)
  - dependant I-20s
  - letters of certification
- ❖ Counseling and referral services
- ❖ Activities and trips
- ❖ Student Health Insurance
- ❖ International Scholarships
- ❖ Transferring credits from foreign universities to Troy University
- ❖ Academic Advocacy

## Housing

### On Campus

All students residing in university housing are required to stay in the room/suite for the entire academic year. Housing applications are due by March 1<sup>st</sup>.

### Clean up after yourself

Remember that your mother is not here to clean up after you. There are no maids to pick up after you. It is **NOT** acceptable to hang your laundry across your room to dry.

Make sure to clean the stove, refrigerator, shower, and toilet; mop the floors, and to throw out your trash on daily basis. Wash your dishes after each use, do **NOT** leave them in the sink



**When you live on campus your room will be checked by the Resident Assistant 2 times every month. If you do not keep your room clean you will be fined \$50.00.**



**If you lose your key you must pay \$50.00.**

### Food Service on campus

- Stewart Dining Hall: a variety of food options such as salad bar, pizza, burgers, fries, vegetarian bar, stir fry bar, Entrée with rice/pasta with some kind of meat like chicken, fish, pork or beef. A sandwich deli is always open where they make your sandwich the way you want it.
- Barnes & Nobles has a café with sandwiches, snacks, drinks, coffee etc.
- Trojan Center Food Court where you can eat at restaurants such as Chick-Fil-A, Sub Connection, Market Place, A&W, Quick Zone, Meinbowl, and Einstein Bros Bagel. Read more about the restaurants at <http://troydining.com/locations.html>

### Meal Plans

If you live in a dorm (except for Pace Hall) you must have a meal plan. Please see website for information on cost <http://troy.troy.edu/housing/dining.html> and how the meal plan works.

Each point is worth a dollar. The points can be used to purchase FOOD ITEMS in the stores at Trojan Village, food in the Trojan Center Food Court, and in the snack bar in the Math & Science Building (McCall).

Carte Blanche with 25 points	On this plan you can eat as many times as you want in Stewart Dining Hall and 25 points.
14 Meal Plan with 350 points	On this plan you will have 14 meals/week in Stewart Dining Hall and 350 points.
9 Meal Plan with 500 points	On this plan you will have 9 meals/week in Stewart Dining Hall and 500 points.
75 Block Meals with 650 points	On this plan you will have 75 meals/semester (2-3 meals/week) in Stewart Dining Hall and 650 points.

The meals do not “roll over” from one week to another.  
For example: if you have a 14 meal plan and one week you eat 10 meals in the dining hall, you can not eat 18 meals the next week.

## **Telephone Service and Internet**

Every room on campus will have a phone outlet and network outlet. You are required to purchase your own phone. There are no charges for local and phone card calls. You may receive long distance service from the Telecommunications Office in Bibb Graves Room 164 and you will be billed each month for any long distance calls made. For questions call (334) 670-3339.

## **Off Campus**

### **Important points in renting an apartment**

- **Read the lease agreement before you sign it! Ask questions if you do not understand the lease. Know what the terms of the lease are (start/end date, deposits required, etc.).**
- Learn how to operate the dishwasher and other appliances. If you don't know, be sure you ask the manager *before you try to use them*.
- Pay your rent on time. If you are unable to do so, talk to the management to request permission for late payment.
- Keep your apartment clean. Dirt attracts bugs and roaches. Courtesy to neighbors includes noise control and cleanliness.
- Notify the manager one month in advance if you are moving.
- Go through the apartment and put in writing to the landlord noticeable damage.

### **Questions to ask before renting an apartment**

1. How much is the rent?
2. Is a deposit required? If so, how much?
3. What is included in the rent payment? (utilities, phone, cable)
4. When is rent due?
5. Are storage facilities available? Are there additional charges?
6. Do you have furnished and unfurnished apartments available?
7. Do you permit pictures to be hung on the walls or allow any type of improvements to be made?
8. Where is the nearest grocery store?

### **Lease Questions**

1. Will you return my security deposit when I leave?
2. How long is the lease? Will I be penalized if I break it? Does the lease automatically renew?
3. How much notice needs to be given before I can terminate the lease?
4. Is subleasing allowed? If yes, what procedures must be followed?

### **If you have a car or motorcycle**

1. Is parking available and what kind is it? Garage, parking lot or street?
2. Are there charges for parking?

### **If you have a pet:**

1. Are pets allowed? Maximum size, weight, height and type of pet?
2. Is there a pet deposit? How much is it and is it refundable?

### **If you have children**

1. Are children allowed?
2. Are there childcare facilities? Are there additional charges?
3. Where is the nearest school or daycare?

**Deposit**

- You can not use your deposit as your last month's rent!
- It is usually refundable.
- Your deposit is collected to make sure the landlord will be able to repair and clean your apartment when you move out.
- To get your deposit back you need to make sure that you clean your apartment at the time you leave and that there is no damage.

**Utilities**

City of Troy (334) 566-2130 (electricity and water) Alabama Gas District (334) 566-0430 (natural gas)

Many apartments include utilities in the rent. If not, you are responsible for turning the utilities on and off. You will also be responsible for paying the deposits and connection fees for the services.

**Telephone Service**

Need to provide the phone company with:

- Name
- SS# **OR** Fax a copy of Passport / Visa
- Address

**Please Note:** Only AT&T / Bellsouth serves Troy, 36081

## **Cell Phones**

Many students prefer to have cell phones. The non-contract agreement means that you buy pre-paid minutes which allow you to talk until the minutes run out and then you would need to buy more minutes. You are not bound to a contract that stipulates payment for a given time period.

Cell Phone Companies in our area are:

### AT&T / Cingular

1129 Highway 231 S  
Troy, AL 36081  
(334) 808-1068

Without a social security number you have to make a deposit of \$500. The deposit will be refunded after one year. ***Be sure to request a receipt if you pay cash.*** You will also need to pay for the calling plan and the phone.

If you have a social security number you do not need to make a deposit.

### Verizon

119 Southland Village Suite G  
Troy, AL 36079  
(334) 808-1456

Without a social security number you have to make a deposit of \$400 to sign a contract with Verizon. The deposit will be refunded after one year. Or there are different prepaid plans with an activation fee of \$35 plus the cost of the phone.

With a social security number they have contract plans starting as low as \$39 with an activation fee of \$35 plus the cost of the phone.

### Wal-Mart (Electronics Department)

1420 Highway 231 S,  
Troy, AL 36081  
Phone: (334) 566-8012  
Toll Free: (866) 246-4852

- For T Mobile services, no deposit is required if you do not have a social security number. A passport and student ID, and a local address are required. This is a non-contractual agreement.

- For AT&T services, a deposit of \$500.00 is required if you do not have a social security number. You must present a local address and two picture ID's. This is a non-contractual agreement.

Mobile Link (T Mobile, Sprint, Unicell Express)

110 University Ave.

Troy, Al, 36081.

Phone: (334) 807-0110

For T Mobile services, no deposit is required if you do not have a social security number. You need to provide them with a Visa, one picture ID, and an address. This is a non contractual agreement.





# Cleaning Supplies



There are different kinds of cleaning supplies that you may find in supermarkets. Below is a list of cleaning products that you may need and some of the brand names.

CAUTION: Use all these supplies only as directed on the containers!



**Washing dishes:** Joy, Ivory Liquid, Palmolive Liquid



**Scrapping food off pots and pans:** “Scrubbers” made of copper or steel wool or of plastic. Some are Brillo pads and SOS pads



**Washing windows or mirrors:** Windex, Glass Plus, Formula 409 for Windows



**Washing clothes:** Liquid Wisk, Dash, Tide, Cheer, All

**Hand washing polyester clothing:** Ivory Liquid, Woolite



**Whitening and removing stains (clothing):** Clorox and other chlorine bleaches. There are also a number of stain removers



**Cleaning sinks, bathtubs, and other porcelain items:** Ajax, Comet (these are powders), Soft Scrub, Mr. Clean, Formula 409, Dow Cleansing Bubbles, and Clorox Wipes

**Cleaning painted surfaces and linoleum and tile floors:** Mr. Clean, Formula 409, Spic and Span



**Cleaning toilet bowls:** Use Vanish or other powder cleaner, but you should read the instructions carefully and use a long-handled brush. *Don't get these cleaners on your hands.*

**Air Fresheners:** Glade, Clorox, Febreze



**Dishwasher:** use only special soap designed for dishwashers. Cascade is a popular dishwashing soap.



**In using all cleaning products especially using Clorox and other chlorine bleaches, you should be very careful. Follow the instructions on the container and do not combine bleaches with other cleaning supplies. Poison gas could form. Remember all cleaning supplies should be kept out of reach of children, because many of them contain poisons.**

# ACADEMICS

## REGISTRATION AND ATTENDANCE

You must register for a full course load and attend the school that **United States Citizenship and Immigration Services (USCIS)** has authorized you to attend. See Ms. Judy Strickland, Pace Hall room 114 if you have difficulty maintaining a full course load.

## ADVISING AND REGISTRATION

- An Academic Advisor will be assigned to you from the department of your major, when you enroll in a degree program.
- Your advisor will be a faculty member from your major department or the ESL Director if you are in the ESL program.
- Contact the major department office if you have not been assigned an advisor.
- The Center for International Programs will assist you if you have problems.

## PRE-REGISTRATION

- Pre-registration dates are set midway through every semester for the upcoming semester.
- It is now possible to register on-line after your first registration, but you must see your academic advisor first.
- You will avoid long lines at registration if you pre-register. All tuition and fees from the previous semester must be paid prior to registration for the next semester.

## TUITION

You are expected to pay all tuition and fees by University deadline dates. For fall 2008 semester, **you will be expected to pay at least 1/3 of all tuition and fees prior to the first day of classes.** There will be a \$25.00 fee to do this. You came to Troy University with a Financial Statement that indicated you had enough money for your school and personal expenses for at least one academic year.

## STUDENT STATUS

- Undergraduate students must register for and complete at least 12-credit hours per semester.
- Students enrolled in the English as a Second Language (ESL) must take 20 hours ESL per week.
- Graduate students must complete a full course load, or at least 9-semester hours.

If you experience difficulties in your classes, talk with your instructor. If you continue to have difficulties, talk with the International Student Advisor, Judy Strickland, BEFORE you decide to drop a class.

**GRADES** Are available on line, if you need an official transcript; you need to request it online at [https://www.studentclearinghouse.org/secure\\_area/Transcript/to\\_home.asp?t=172620&LoginHome=to\\_home.asp](https://www.studentclearinghouse.org/secure_area/Transcript/to_home.asp?t=172620&LoginHome=to_home.asp) . A fee is assessed for this service.

#### UNDERGRADUATE

- If you are an undergraduate student and make less than a 2.0 grade point average, you will be placed on probation. A student on probation is limited to 13 semester hours (seven semester hours for accelerated terms) and must earn a minimum of a 2.0 average each subsequent term until the overall grade point average reaches the 2.0 level.
- If you are unable to improve your grades, you will be on academic suspension from Troy University. The first suspension will be for one semester/term; the second suspension will be for two semesters/terms; and a third suspension will be for an indefinite period.
- If you are suspended, you will have an immigration problem since you are required to be a full-time student. You will need to see Ms. Judy Strickland, Room 114 Pace Hall.

#### GRADUATE

- Graduate students must obtain a 3.0 GPA during the first semester (or 9 hours) if they have been on a temporary or conditional status. No student may earn more than two grades below a B grade, without being dropped from the graduate program.
- If you are dismissed from the University, you are then no longer a student; you have not maintained your student status under USCIS regulations and should plan to return to your country. You will need to see Ms. Judy Strickland, Room 114 Pace Hall.

#### **Writing Center**

The Writing Center is located in 124 Eldridge Hall in the Center for Student Services (next to Pace Hall). The Writing Center will help students develop their writing skills. They will NOT edit or rewrite your paper for you, but they will check the paper for occurring mistakes. If they notice that there is one mistake occurring through out the paper, they will help you understand the mistake and will teach you how to correct the error.

Steps that you can take to get the best help at the writing center are:

1. Make an appointment by calling (334) 670-3305. If you make an appointment, they will spend about 45 minutes with you. If you don't make an appointment your time will be limited to 20 minutes depending on if there are other students waiting to get help.
2. Have specific questions for the tutors, for example "should I use "was" or "were" on page 4" this will help the tutor to understand what grammatical problems you are experiencing.
3. **When you go to the Writing Center do not expect them to write the paper for you.**

Open hours are:

Monday -Thursday 8:00 am -5:00 pm

Friday 8:00 am -2:00pm

You may also contact the Writing Center by email at [wcenter@troy.edu](mailto:wcenter@troy.edu) or go to their website at [troy.troy.edu/writingcenter](http://troy.troy.edu/writingcenter).

## ***Academic Standards***

**The Academic Honor Code of Troy University states that you will be honest in all of your academic work and strive to maintain academic integrity.**

### **CHEATING**

As a student in the United States, it is expected that you will do your own work and not ask your fellow students for assistance during tests.

It is important to keep your eyes on your own paper. If a professor catches a student cheating, the student may be asked to leave the classroom, resulting in a failing grade. The student may also be dismissed from the class, and the student may be put on academic probation or dismissed from Troy University. You will no longer be considered a student; you have not maintained your student status under USCIS regulations and should plan to return to your country. You will need to see Ms. Judy Strickland, Room 114 Pace Hall.



### ***Plagiarism and Copying Another Person's Work***

- **Plagiarism** (to steal and pass off the ideas or words of another as one's own: use another's production without crediting the source) **is not acceptable in the United States.**
- **Claiming someone's work as your own can get you expelled from Troy University.**
- **Using information from the internet, books, or journals without noting or referencing it in your paper is plagiarism.**
- **Even if a student does not copy the words exactly as they are written, but the student takes the idea, the student must note it.**
- **Students can be dismissed for claiming that the idea was their own.**
- **Professors can check to see if the paper you hand in is one that you copied from the internet.**
- **Many other cultures may consider this to be a sign of great respect and honor to copy an author's work, but in the United States it is considered plagiarism without noting or referencing it in your paper.**

## Calculating your Grade Point Average

### (GPA)

SAMPLE SCHEDULE:

<b><i>COURSE#</i></b>	<b><i>COURSE TITLE</i></b>	<b><i>CREDIT HOURS</i></b>	<b><i>GRADE</i></b>	<b><i>QUALITY</i></b>
<b><i>POINTS</i></b>				
HIS 1110	US History	3	x C (2)	= 6
ART 1133	Visual Arts	3	x D (1)	= 3
ENG 1101	English, writing	3	x A (4)	= 12
SOC 2275	Sociology	3	x B (3)	= 9
HPR 1139	Aerobics	1	x A (4)	= 4
		13		34

**GPA = QUALITY POINTS DIVIDED BY CREDIT HOURS ATTEMPTED**

(example from above: 34 divided by 13 = 2.615 GPA)

The GPA is a numeric expression of academic performance. At Troy University, the GPA may range from 0.00 to 4.00. The GPA is calculated on a semester and cumulative basis.

#### **GRADING SYSTEM:**

Grade	Description	Credit	Grade Points per Hour of credit
A	Excellent	yes	4
B	Above Average	yes	3
C	Average	yes	2
D	Below Average	yes	1
F	Failure	no	0
FA	Failure due to absences	no	0
INC	Incomplete	no	0
NG	No Grade reported	no	0
P	Pass	yes	0
AU	Audit	no	0
W	Withdrawal	no	0
WP	Withdrawal passing	no	0
WF	Withdrawal, academic penalty	no	0
DR	Dropped course	no	0
DP	Dropped course, passing	no	0
DF	Dropped course, academic penalty	no	0

#### **CLASSIFICATION:**

<i>Hours Earned</i>	<i>Classification</i>
0-29	Freshman
30-59	Sophomore
60-89	Junior
90 or more	Senior

### ***For Graduate Students:***

Students with a three year baccalaureate degree: You are required to take 30 semester credits semester in undergraduate hours at Troy University and maintain a grade point average of 2.5 to be completely admitted to Graduate Program.

**You will not be able to register for your second semester until the International Admissions Office has received the official GRE, GMAT or MAT score. The score should be reported to Troy University directly from the ETS Center, the institutional code for GRE/GMAT/MAT is 1738.**

# University Terms

**College:** The University is divided into units known as “Colleges”. The colleges at Troy University are: the College of Arts and Science, College of Health and Human Services, the Sorrell College of Business, and the College of Communication and Fine Arts and the College of Education.

**Department:** Within each College or School there are several Departments that specialize in certain subjects. For example, the Sorrel School of Business includes the Departments of Accounting, and Finance, among others.

**Class:** Sessions or meetings of particular courses. These are listed in the Schedule of Classes, issued each semester, which lists the days and times the classes meet.

**General Studies Program:** The General Studies Program is composed of a wide spectrum of general courses. It is designed to give all students a broad base of knowledge and is required of all students seeking a bachelor’s degree.

**Course:** Subject offerings. These are listed in the Bulletin. Undergraduate students usually take 5 courses per semester.

**Credit Hour:** Courses are given credit hour values. Most courses are 3 credit hours. This means that the course meets for approximately 3 hours each week during the semester. To be considered a full-time student, ESL students must take a minimum of 20 hours per week, undergraduates must take a minimum of 12 credit hours, and graduates must take at least 9 credit hours each semester.

**Institutional Credit Courses:** Courses are for students who are not well prepared in the basics of the English language, reading, and mathematics. These courses will help students to achieve academic success. These courses do not count toward the student’s degree.

**Elective Course:** Optional courses within a major. Each student must choose several of these courses.

**Grade Point Average (GPA):** A Student’s performance is evaluated with grades that go from “A” to “F”, which are given numerical value (A=4, F=0). These values are weighted by the number of credit hours that correspond to each grade.

**Graduate:** A student who has already received a Bachelor’s degree or equivalent.

**Undergraduate:** Students who are studying for their first degree at Troy University. During the first year, students are called freshmen; the second year, sophomores; the third year, juniors, and the last year, seniors. However, your proper classification will be based on the hours already earned. For example, there are a number of hours that you must complete before you become a junior. For further information, look in the Catalog under the academic regulations section.

**Major:** The academic area in which a student specializes.

**Minor:** A secondary, optional program of study in addition to the student’s major.

**Syllabus:** Information about a course, including the books students will use, requirements, grade system, the professor’s name with the office and phone number. It also includes a general outline about the entire course, assignments and dates of examinations.

**Transcript:** A record of a student’s courses and grades. An “official transcript” is sealed by the issuing institution and normally sent directly to the school or office requesting it. It is used to document a student’s academic performance while attending the university.

**Hold:** Certain requirements must be cleared before you are allowed to register. Some holds that you might have are: housing, health center, business office, international office, etc. Students will not be able to register until all holds are cleared.

## ***Immigration***

### **SEVIS REGULATIONS**

#### MANY IMMIGRATION RULES HAVE RECENTLY CHANGED

DO NOT RELY ON YOUR FRIENDS TO PROVIDE THE CORRECT IMMIGRATION  
INFORMATION

INS is now USCIS-U.S. Citizenship & Immigration Services

- USCIS requires all schools in the U.S. who admit international students to be a part of SEVIS (Student-Exchange Visitor Information System).
- All schools are required to report continued full-time attendance of students, current local addresses, changes in majors, school transfers and any deviation from the full-time attendance requirements.
- The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) may impose severe restrictions (deportation, ban from returning for 3-10 years) on individuals who do not maintain their legal status while in the U.S.
- All students must have a current SEVIS I-20 or DS-2019.
- The school on the student's visa must match the I-20/DS-2019 used for initial entry.
- Each F-2 dependent must have an original SEVIS I-20/DS-2019 in their name.
- A change to an F-1 or J-1 document means all dependent documents must be changed, too.
- F-1 or J-1 students can not enter the United States more than 30 days prior to the start date on the student's I-20/DS-2019.
- The International Student Advisor (Ms. Judy Strickland) must be notified within 10 days of moving (changing your address, even it is only a temporary move), or you will be in violation of immigration regulations and out of status.
- Only one online or distance education course (3 credit hours) may be counted toward the full course of study per semester. No online courses are allowed for ESL students.
- The International Student Advisor (ISA) must give you permission to drop below full-time credit hours. If you drop the courses without permission, you will be out of status and will have to file for reinstatement.
  - Only one semester of less than full-time per degree is allowed for academic difficulties.
  - Medical reasons for taking less than full-time cannot exceed 12 months and the international student advisor must have documentation from a licensed medical doctor, osteopathy or clinical psychologist.
  - The International Student Advisor must be notified when you are in the final term of your degree for less than full-time.
- A 60-day grace period exists for F-1 students after completion of program and practical training.
- A 30-day grace period exists for J-1 students after completion of program.
- There is no grace period if you quit or withdraw without permission from the Center of International Programs.





## ***Consequences of falling out of Status***

1. You are in the U.S. illegally.
2. You will be ineligible for any work authorization and the Center for International Programs will terminate you in the Government system (SEVIS).
3. Your international student advisor will not be able to provide any services to you such as certification letters of enrollment for military, tax purposes, parent invitation etc.

## ***How to be Reinstated to F-1 Student Status***

You will need to meet with your international student advisor to discuss your options. There are basically two options:

1. You may depart the U.S. voluntarily and reenter with a new I-20.
2. You may apply for re-instatement through USCIS. This application process requires you to pay a fee. Current fee information can be found online at [www.uscis.gov](http://www.uscis.gov). This procedure requires that you prove to USCIS that the reason you fell out-of-status was beyond your control. If USCIS approves your request you will be reinstated. If however, USCIS denies your request, they will issue a **Voluntary Departure**, which will give you 30 days to leave the U.S.

## ***Immigration Questions***

### **1. My passport will be expiring soon. How can I renew it?**

Each country has its own regulations for the renewal of the passport. You may go online to find the address of the embassy or consulate of your home country in the U.S. You may then contact them directly about a passport extension. **DO THIS at least 6 MONTHS BEFORE YOUR PASSPORT EXPIRES!**

### **3. I have lost my passport. HELP!**

If every possible effort does not result in finding the passport, you should contact International Student Advisor Ms. Judy Strickland and she will help you to: Contact the local police and give them any information that may lead to finding your passport. International Programs has a copy of your passport on file. This copy contains the information you need to have your passport replaced as soon as possible. Keep a copy of your passport with your important papers also.

### **4. I have lost my I-94. What should I do?**

You must see Ms. Judy Strickland in Room 114 Pace Hall to file a form I-102 with the USCIS to request a replacement for the I-94 form. USCIS charges a fee for this application process. Current fee information can be found online at [www.uscis.gov](http://www.uscis.gov).

### **5. I have lost my I-20. What should I do?**

Contact the International Student Advisor, Ms. Judy Strickland for a replacement.

### **6. I am on a J-1 visa and I want to apply for an extension of my stay in the U.S. I have not completed my teaching or research and am still within the limit of the total amount of time I am allowed to remain in the U.S. How do I apply for an extension of stay?**

If you are going home and will not return until after the last date on your current DS-2019, you should take a new form home with you. If you need a new visa, use the new DS-2019 when applying for it. When you re-enter the U.S. give the entire DS-2019 to the immigration official. The form will be validated and you will be given the original back.

If you will stay in the U.S. you should request a new DS-2019 from the Center for International Programs.

### **7. Can I be a work-study student?**

No, work-study jobs are for students who qualify for U.S. federally sponsored financial aid; international students cannot qualify for U.S. government sponsored financial aid. You can work in offices on campus that have **workshop** jobs.

### **9. Can I work in another country during the summer?**

If you meet the qualifications for employment in another country, your status in the U.S. is unimportant.

### **10. In order to get my passport renewed or to have funds sent from home, I need proof that I am a student. How can I get this proof?**

Letters certifying your status as a Troy University student and letters stating your estimated expenses may be obtained from Ms. Judy Strickland, Room 114 Pace Hall.

## ***Travel In and Out of USA***



### **1. In the U.S.**

Carry your valid passport, I-94 and I-20 or DS-2019 with a valid signature (no more than 12 months old)

### **2. Outside the U.S. and Re-entry**

#### **F-1 documents required**

- A. Valid passport
- B. Valid U.S. Visa
- C. Current proof of financial support
- D. Visas for countries to which you are traveling
- E. I-20 from your current school (page 3 must be signed by the International Student Advisor).

#### **J-1 documents required**

- A. Valid passport
- B. Valid U.S. Visa
- C. Current proof of financial support
- D. Visas for countries to which you are traveling
- E. Current DS-2019 signed by the International Student Advisor

**NOTE:** If you are traveling after a CHANGE OF STATUS, you will be required to obtain a new visa to match your visa category (i.e., F-1 changed to H1-B) before returning to the US. Traveling on Optional Practical Training will require the Employment Authorization Document and a letter from the potential employer as well as the above listed items.

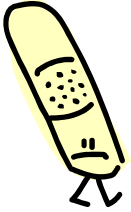
## **QUESTIONS ABOUT EXPIRING VISAS**

Your visa is a “ticket”, which allows you to enter the United States. If your visa expires while you are studying here at Troy University, you will still be in status, as long as you are taking a full course load, have a current (not expired) I-20/DS-2019 and a valid passport.

A problem does occur when you leave the United States to go on holiday, and your visa has expired. It may take two weeks to six months from the time you apply for the new visa before you actually receive it, due to security clearance and background checks that must be done today.

**You will not be allowed to re-enter the United States until you get a new visa.**

There is no guarantee you will get another visa. Therefore, it is not advisable for you to travel outside the United States, unless you are certain that you will have no trouble getting a new visa.



## Health Care



### Health Insurance

- Insurance is required by Troy University.
- Health insurance is required by Troy University. Coverage extends for one year beginning August 1 and is billed in two payments.
- Insurance coverage is automatically charged to your account. You will be notified by email when your account has been charged.
- If you have insurance from your country you have to show it to the International Student Advisor, Ms. Judy Strickland and complete an insurance waiver form. Ms. Judy will determine if your insurance meets our requirements.

If this form is not returned to Ms. Judy Strickland  
you will be charged for Troy University Insurance!

### The Health Center

The Health Center is located on campus in Hamil Hall. General care services are available to all Troy University students. The Health Center is open 8:00am-4:00pm Monday through Friday. The Health Center is closed on weekends and university holidays.

Always consult the health center first before going to an off-campus doctor or to the hospital/emergency room.

### Class Excuses

The staff at the health center will not provide class excuses; however if a student has visited the student health center, they are given a documentation slip that can be taken to their teacher. It is the teacher's final decision whether or not to excuse the student.

Students are expected to arrange clinical visits between classes rather than during their classes.

If you were sick in your dorm room or in your apartment during class time, the health center will not give you an excuse.

### Counseling Center

The counseling center is located in Hamil Hall (in the same hall as the health center) and offers services such as:

- Individual Counseling
- Group Counseling (as needed)
- Consultations
- Referrals
- Educational Presentations

All services are FREE and confidential to Troy University students.

Contact number: 670-3700

Personal Counseling  
Sexual Assault and  
Violence Education

## ***Frequently Asked Questions***

### **Is Health care available on campus?**

**YES.** The health center in Hamil Hall should be the first place you go if you need advice about your health. They will examine and treat you if you are sick, answer your questions if you want to know more about staying healthy and they will refer you to the best off-campus specialists or hospitals if you need more care. We recommend students go to SARHA for medical services needed beyond the Health Center. SARHA is located at 1412 Elba Hwy, Troy, AL 36081.

### **Are emergency services available?**

**YES.** In the unlikely event that you become seriously ill while at Troy University, we might refer you to an off-campus specialist or to Troy Regional Medical Center which is a major medical center only 1.5 miles from campus.

In case of an emergency you may call **911** or Campus Security at 334-670-1999.

### **Is my health care confidential?**

**Yes.** That means that we will not discuss or disclose your medical history or treatment to anyone without your written permission. (Not to teachers, family members, or anyone else - it is the law in the United States.)

### **Is health care in the US expensive?**

**YES.** That is why it is important to have medical insurance while you are living in the US. If you see a doctor off-campus, make sure you know how much of the cost will be covered by your insurance before you make an appointment. Students are expected to pay any remaining costs related to an off-campus specialist, emergency care, hospitalizations or other tests and treatments.

**If you make a trip to the emergency room and it is not a true emergency, you will be responsible for a \$250 co-pay fee.**

### **Are international students required to purchase medical insurance?**

**YES.** All full-time students are required to carry medical insurance by Alabama law and students will be billed automatically. The federal government requires students with J1 visas to carry family insurance when they bring their spouse and children with them.

### **How much will student insurance cost?**

Health insurance is required by Troy University. Coverage extends for one year beginning August 1 and is billed in two payments. Insurance coverage is automatically charged to your account. You will be notified by email when your account has been charged. Please see our website for current cost at <http://troy.troy.edu/internationalprograms/Life/health.html>.

**Hygiene:**

In some cultures, body odor is considered very natural and acceptable. However, for Americans, the body's natural smell is considered unpleasant. Americans bathe or shower daily and use deodorant to counteract odor/perspiration. Men also often use colognes or aftershave, while women may use perfumes. Americans also wash their clothes once a week to make sure no body odors accumulate.

Americans brush their teeth with toothpaste, often twice a day. In addition they may rinse their mouth with a flavored mouthwash. This is to insure that their breath is fresh (free of odor). If you find that you are unable to brush your teeth after eating, you might wish to try chewing gum or eating a breath mint.

American women shave their legs and underarms and some also apply makeup to their faces. Men may choose to shave their faces.

**Alcohol:**

In the United States it is illegal to purchase, possess, or drink alcoholic drinks including beer and wine, until you reach the age of 21.

**Do you smoke?**

In many parts of the US all public buildings are designated "smoke free" meaning that you cannot smoke in any part of the building. Restaurants may have smoking and nonsmoking sections. If you are a guest in someone's home or apartment always ask permission before you smoke. **There is no smoking allowed in the dorm rooms and if you are caught smoking in the dorms there is a fine.**

**Some steps students can take to reduce chances of becoming ill during the school year:**

- Get plenty of rest
- Get regular exercise
- Eat right, take advantage of nutritious meals, don't skip meals
- Always wash your hands after using the restroom.
- Find ways to deal with stress
  - Relax by taking several deep breaths
  - Take a mini vacation in your mind - imagine a happy time, remember a peaceful situation
  - Listen to quiet music
  - Contact the Center for International Programs

**Depression and your health, some signs of depression:**

Are you having sleepless nights?

Are you not eating?

Are you having trouble concentrating on your classes?

Are you feeling hopeless?

Are you feeling financial strain?

Are you feeling a sense of isolation?

Are you feeling rage?

If you are experiencing these feelings and they just don't seem to go away, please come and talk to us. You can also contact the counseling center at (334) 670-3700.

## ***Jobs and Social Security Number***

### **On Campus Employment**

An F-1 student may accept employment at the school he or she is authorized to attend without prior approval, provided the student is enrolled in a full course of study, and is in good standing. A full course of study is defined as 9 credit hours per semester for graduate students, 12 credit hours per semester for undergraduate students, and 20 hours per week of classes for ESL students.

On campus employment primarily means work performed on the school's premises. It includes employment with on location commercial firms that provide direct services to the students on campus, such as the school bookstore, physical plant, or cafeteria. Acceptable employment can be in the library, the computer center, or housing office. Work required by a scholarship, fellowship, or assistantship is also considered employment by the school.

On campus work is limited to 20 hours per week (part-time) while school is in session. If you are on a scholarship, fellowship, assistantship or postdoctoral appointment you can only work 20 hours per week.

On campus employment is not permitted after completion of course of study, except employment authorized for optional practical training, unless the student has been issued an I-20 to begin a new program and intends to enroll for the next regular academic term at the university. If the new I-20 is from a different school, the student may engage in on-campus work on the campus of the new school before classes begin.

### **Off Campus Employment**

#### **Off campus employment is not allowed without permission from the international student advisor or USCIS**

#### **Unforeseen severe economic hardship**

F-1 students are eligible to apply for off campus employment based on economic hardship provided:

1. you are in good academic and financial standing with Troy University and carry a full course of study;
2. you can demonstrate unforeseen severe economic hardship;
3. employment opportunities on campus are unavailable or insufficient;
4. you have been in F-1 status for 2 semesters (one academic year)
5. acceptance of employment will not interfere with you carrying a full course of study

Examples of unforeseen circumstances beyond your control are:

1. substantial fluctuation in the value of currency or exchange rate
2. excessive increase in tuition and/or living expenses
3. unexpected changes in the financial condition of your source of support, medical bills or other substantial and unexpected expenses



**To apply:**

1. A fee is required for this process and should be paid by check or money order made payable to Department of Homeland Security. Current fee information can be found at [www.uscis.gov](http://www.uscis.gov).
2. Two recent EAD photos - within the past 30 days
3. Copies of ALL prior I-20 forms, all 3 pages
4. Form I-765 - typed preferred, but legible printing acceptable
5. Photocopy of both sides of I-94
6. Photocopy of picture, expiration date and visa page from passport
7. Photocopy of previous EAD card
8. Official transcript
9. Cover letter stating the reasons you are entitled to unforeseen severe economic hardship and supporting documentation, explaining circumstances of the hardship, documenting changes in currency, etc.

**Optional Practical Training (OPT)**

## Eligibility requirements:

- Enrolled at Troy University for at least one full year
- Be in status

**OPT is granted for 12 months for all programs, however programs that fall under the STEM list are eligible to apply for 17 additional months of OPT once their initial OPT has been used. OPT done before the degree is completed will count against the 12 month total and reduce time available after the degree is awarded.**

**You must pay the application fee each time you apply for OPT.**

**OPT before completion of course of study**

1. A student that has coursework remaining to complete his/her degree is limited to 20 hours per week of work.
2. A student is able to apply for full-time authorization during annual vacation.
3. Degree candidates who have completed all course requirements for a degree, but still have a thesis to complete can apply for full-time OPT to be used while they continue to make progress towards completing their thesis requirements.

**OPT after completion of the course of study**

1. Will only be granted for full-time use
2. Students should apply before their completion date, but can apply up to 60 days after program completion
3. 12 months of OPT must be used within 14 months of completion program

**Apply:**

1. A fee is required for this process and should be paid by check or money order made payable to Department of Homeland Security. Current fee information can be found at [www.uscis.gov](http://www.uscis.gov).
2. Two recent EAD photos – within the past 30 days (see next page)
3. Copy of ALL prior I-20 forms, all 3 pages
4. Form I-765 – typed is preferred, but legible print is acceptable
5. Photocopy of both sides of I-94
6. Photocopy of picture, expiration date and visa page from passport
7. photocopy of previous EAD card

### **\*\*\*\* EAD Photo Requirements \*\*\*\***

Two photos must be submitted with all EAD applications. The photos must be the type known as “**passport**” photos. Lightly print and sign your name on the back of the photos with pencil.

The photos must meet the following requirements:

1. Frame subject with full face, front view, eyes open
2. Photo must present full head from top of hair to bottom of chin and measure 1” to 1-3/8”
3. Center head within frame
4. Against a plain white or off-white background
5. Have a natural expression
6. No distracting shadows on face or background

### **Social Security Number**

Social security card authorization will only be given if you have proof of an on campus job. You may obtain the social security card at the Social Security Office in Montgomery or Dothan. Office hours are 9:00am-3:30pm Monday -Friday. Take your authorized I-20 (authorized by Ms. Judy Strickland, International Student Advisor), letters from the employer and Center for International Programs, Passport, I-94 card and your Troy University ID. You will complete a form and the Social Security Officer will review all your documents. You may be asked questions about your purpose for coming to the U.S. or why you need a social security number. It usually takes three to four weeks for the Social Security Card to be mailed to you.

## ***Money and Banking***

You should open a bank account with an American bank so that your money will be safe. The banks that Troy University works closely with are Regions Bank, Troy Bank & Trust, and Wachovia (Wells Fargo).

### **Checking Account**

A checking account (called a “current account” in many countries) keeps your money safe and yet accessible. It allows you to write checks in order to pay your bills or to make purchases. When you use checks in a store you will need to show a picture id (passport, driver’s license) as proof of who you are. It is very important that you keep track of all the checks you write, withdrawals that you make, and deposits you make because you don’t want any overdrafts. An overdraft is when you write a check for more than what you have in the bank. The bank and the store you wrote the check to will both charge you a fee. The combined total charge could be more than \$50.00 per check. It is illegal to willfully issue “bad checks” (checks for which there is no money or an account which you have closed).

### **Debit Cards**

A “debit card”, also known as a checking card allows you to withdraw or deposit money to your bank account using an ATM (see below) and to make purchases at stores that accept the card. Some debit cards carry a credit card logo (MasterCard or Visa) and can be used in place of a check or credit card. Debit cards are NOT credit cards. You must have money in your account to cover your purchases to be able to use the debit card as a credit card. **You will be charged an overdraft fee if you use the debit card to pay for something with it when there is not sufficient money in your account to pay for it.** You will be charged an overdraft fee every time you use it, if there are insufficient funds in your account.

### **ATM (Automatic Teller Machine)**

An ATM is a machine where you can get money from your account or deposit money to your account. ATMs that are not your bank’s ATM will usually charge a fee for use. For example if you have a bank account with Regions Bank and you use a Troy Bank & Trust ATM (TB&T) both banks might charge you for the withdrawal and you can definitely NOT deposit money in this ATM.

On campus we have a Troy Bank and Trust and a Higher One ATM in the Trojan Center.

### **Savings Account**

If you bring enough money for the entire term, you might want to open a savings account. A savings account earns interest, and you can make a number of withdrawals from it (depending on the bank and the type of account). Make sure you ask at the bank about the different savings accounts available and the rules associated with the accounts. You might also want to look into putting your money into a short term bond that can earn you interest.

### **Deposit box**

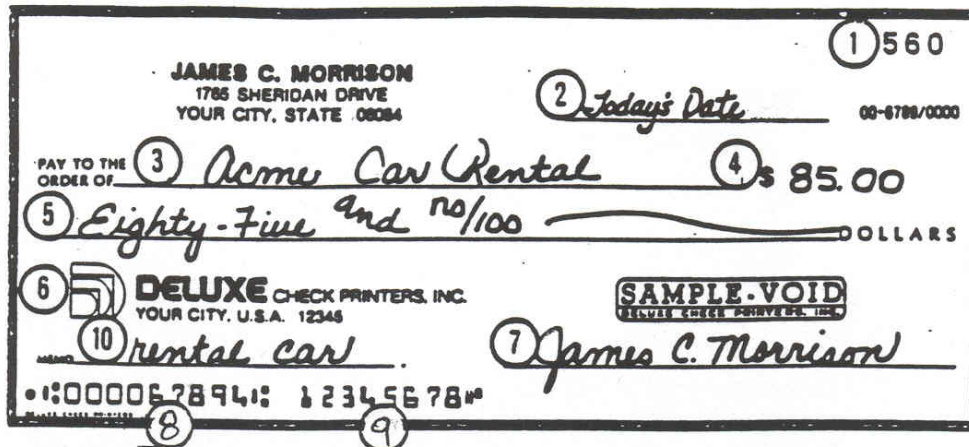
In every bank you can rent a deposit box where you can keep important documents such as your passport and I-20. The price is different depending on the bank but it should be approximately \$25 for the smallest box.

## Credit Cards

The use of credit cards is widespread in the US. There are many credit card companies and almost every major grocery store and department store has credit cards. It is important to be very careful when you use credit cards and debit cards online or ordering over the phone. There are many people that have lost money because their card number got into the hands of a criminal. If you lose or have your card stolen, you need to notify your credit card company or bank immediately. Be very careful with your credit cards. Some students have helped other students buy phone cards over the internet, and then the student that was helped continued to use the credit card number to purchase other items online. This left the card owner with bills to pay that were not authorized.

## Parts of a check:

Many of you are familiar with each of the parts of a check.



1. Consecutive number: Usually these numbers will be printed on your checks. It provides a good way to keep track of how many checks have been written.
2. Date line: The date the check is written.
3. Payee line: The name of the person or business to whom the check is written.
4. Amount of check: This should be written in figures.
5. Amount of check: This should be written in words.
6. Bank logo/titleplate: This identifies the financial institution where your checking account is located.
7. Signature line: This should be the legal signature of the person writing the check.
8. Bank code: Every financial institution in the Federal Reserve system is assigned an identification number. This number ensures that the check will be directed back to your own bank.
9. Customer account number: This is the number that identifies each separate checking account at the bank. Both the bank code and customer account number are printed using magnetic ink so that they may be read by high-speed electronic sorters.

10. Memo line: This is a space for the check writer to record why the check is written.

### How to write a check

1. Using a pen or typewriter, date the check the day you write it. Checks are sorted electronically so post-dating a check has no effect on when it will be subtracted from your account.
2. Write CLEARLY the name of the person or firm to whom payment is to be made.
3. Write the amount of the check in figures. Begin writing as closely to the dollar sign as possible to prevent anyone from adding a digit in front of what you've written.

For example:     \$15.50/100  
                          Correct

                          \$ 15.50/100  
                          Incorrect

4. Write in words the dollars and show the cents as fractions of 100. Draw a wavy line in the remaining space. For example:

*Eighty-Five and  $\frac{50}{100}$*  ~~~~~ Correct

*Eighty - Five and  $\frac{50}{100}$*                     Incorrect

[Note: If the figures in #3 and the words in #4 do not match, some banks use the figures on the check. Ask your bank whether they use the figures or the words in case of a conflict.]

5. Sign your name EXACTLY as it is printed on your checks. DO NOT SIGN a check until it is ready to be used. When you sign a check, you become responsible for paying the amount indicated on the check.
6. The memo line is to record why the check is written.

Remember to keep your checks in a safe place.

### Lending Money

Many students have loaned money to other students because they are from the same country but have never been repaid for the loan. Unless you have extra money and you don't care if you will be repaid, do not loan money to other students.

## ***Safety***

### **Walking at night**

1. Avoid going out alone at night. After dark you should always be in a group of two or more people. Walk near the curb and avoid walkways that pass close to shrubbery, dark doorways, or other areas of concealment.
2. Stay in well-lit areas.
3. Do not except rides from strangers.
4. If you have night class, there is a shuttle that operates from 6 pm -12 (midnight) Mon-Thur. and it will run by the library, dorms, and lecture halls (approximately every 10 minutes). You can call them at (334) 697-0051.
5. Call the police if you don't feel comfortable walking by yourself (334)670-1999, if it is after the shuttle service ends.

### **Protect your money**

1. Do not leave your purse, wallet, money, or anything valuable in a visible place, including your car. Keep it locked inside a desk drawer or a file cabinet.
2. Carry only the amount of money you will need for the day. Pay for large purchases with a check, or debit card.
3. Always lock your door when you leave your dorm room, even if you will only be gone a few minutes.

### **Safety in your dorm room/apartment**

1. Keep your room locked when you are in and when you leave.
2. Do not prop open exterior dorm doors. These doors are locked at a designated time for your protection.
3. Report suspicious persons around or in your dorm.
4. Keep windows that are near ground level locked.
5. Report any security deficiency to the Housing Office (334-670-3346) and/or the Troy Police (334-670-1999)
6. Don't place electronic items near windows where strangers can see them.

### **Safety in your car**

1. Always lock your car when entering or leaving it.
2. Have your keys in hand so you do not have to spend time looking for them when you are getting in your car.
3. Before getting in your car, check the front and back seats to make sure no one is hiding there.
4. Do not offer rides to strangers.
5. If you suspect someone is following you, drive to the nearest open public place and sound your horn.

## ***Emergency numbers***

**Fire, Ambulance, Police Emergency**

**911**

**Campus Security**

**(334) 670-1999**

## ***Transportation***

### **Shuttle Service**

Troy University operates three (3) shuttle routes on a daily basis (Monday-Friday) from 7:00am until 12:00 am. The exception to this schedule is University holidays. All riders must have a valid Troy University I.D. card in order to use these services.

Riders are expected to comply with the following policies:

- Directions of the driver must be followed at all times.
- No smoking or alcoholic beverages are allowed on the bus.
- The use of profanity will not be tolerated.
- Riders should remain seated with safety belt on at all times.
- Violators will be asked to leave the bus.

**(For more information please pick up a brochure at the Center for International Programs)**

### **Wal-Mart Shuttle**

There is a shuttle that will run to Wal-Mart three times a week.

Monday..... 5:00 pm

Thursday.....5:00 pm

Sunday.....4:00 pm

The Wal-Mart shuttle will pick up at the Shuttle stop across from Hamil Hall near the parking lot by the soccer field.

### **Pike County Transportation**

Pike County has a transportation service that you can reserve at 334-674-2451. You have to reserve the bus no later than 3:00 pm 24 hr. before you want to use it.

They will take you anywhere in Troy for \$2 and the fee will go up if you go outside the city limits. You can order service to Montgomery (\$30) and for Dothan (\$40), round trip for doctor's appointments only.

## ***How to buy a used car***

Before you consider buying a used car, be sure to read the Blue Book value of the car at [www.kbb.com](http://www.kbb.com). This site describes the price range for any year, make, model and type of car. Expect to pay a sum of money close to the price listed in the Blue Book.

### **Three types of used cars available for purchase:**

1. New Car Dealers - Some new car dealers also sell used cars. These cars can be slightly used “demos” or trade-ins. New car dealers usually sell their used cars with a limited warranty and have the facilities to service the car they sell. They also generally sell these cars for more than the Blue Book value.
2. Used Car Dealers - Get their cars from New Car Dealers. These cars are older models that the New Car Dealer got as a trade-in and are not able to sell. This type of dealer usually does not offer any type of repair services.
3. Private Cars - you can also buy a car from someone you know. This might be safer than buying a car from a stranger, because your friends will probably tell you if the car has any problems and or needs repairs.

### **Questions to ask before buying a used car**

1. What is the car’s condition?
2. What is the mileage? It is an illegal practice to set the mileage “back” on the odometer.
3. Has it ever been in a car accident? What were the damages?
4. Why are you selling the car? The reason the car is being sold may indicate that it needs some repairs.



### **Problems to look for when buying a used car**

1. **Leaks** - Look at the pavement under the car for dark stains or puddles. This may indicate that the oil or brake fluid is leaking, which can be expensive to repair.
2. **Body** - Look for any type of rust or bubbling under the car's paint. Also, check the wheel wells, door edges, and trunk floor and lid.
3. **Steering** - Before turning on the ignition, unlock the steering wheel and turn it. There should not be a lot of motion or "play". When driving, there should not be any vibration in the steering.
4. **Engine and transmission** - The car should start and accelerate smoothly. If there is any bucking, skipping, hesitation, or noise, the car will probably need expensive repairs. Check the gears; they should all shift smoothly and quietly.
5. **Tires** - Bald tires or different brands of tires on a car whose odometer only says 10,000 miles can mean that the odometer has been "rolled back" or disconnected. Check for uneven tire wear, which can indicate an accident or alignment problem. Remember to examine the trunk and spare tire equipment. Make sure all the necessary parts of the jack are there and that there is no water leaks in the trunk.
6. **Suspension** - Push and pull the top of each front tire. If it moves or makes a noise, the bearings or suspension joints could be badly worn. Push down with your body weight on each fender and make the car bounce up and down a few times. Then give the car one more downward push and release it. The car should bounce back up and stop moving, if it does not level off, and continues to bounce, it may need repairs or new shock absorbers.
7. **Interior** - Be sure to check window controls, safety belts, seat adjuster, warning lights, wipers, washers, radio, heater, and air conditioner. Check the seats for comfort, broken springs, and torn seat covers. Have a friend stand in front and behind the car while you turn on the headlights, turn signals, parking lights, and brake lights. Everything should be in good working condition. Look at the rubber pedal pads, if they are greatly worn or new and the car has low mileage, ask questions. Also, check along the window seams for water leaks.
8. **Alignment** - Drive straight, through a puddle, if possible, with a friend standing outside the rear of the car. The front and rear wheels should follow each other in a straight line. If it moves even slightly to one side, then it was probably in an accident and has a bent frame. This is very expensive to repair. Do not buy the car.
9. **Brakes** - Drive the car at 45 mph on a quiet road and apply the brakes firmly without locking them. Do this three times, the car should come to a quick stop without swerving, and the brakes should not vibrate or grab. When you stop the car completely, push the brake pedal down. It should stop well off the floor. If not and it goes down close to the floor or feels spongy, there may be a leak in the brake fluid or problems with the master cylinder. The repairs can be very expensive.
10. **Oil use** - After the engine has warmed up, drive the car at highway speed and take your foot off the gas pedal for a few seconds. Then press the gas pedal down hard for two seconds, have a friend look at the exhaust smoke. Blue smoke means that the car is burning oil. Repairs for this can be very expensive. Black smoke means that the fuel system may need a minor adjustment.

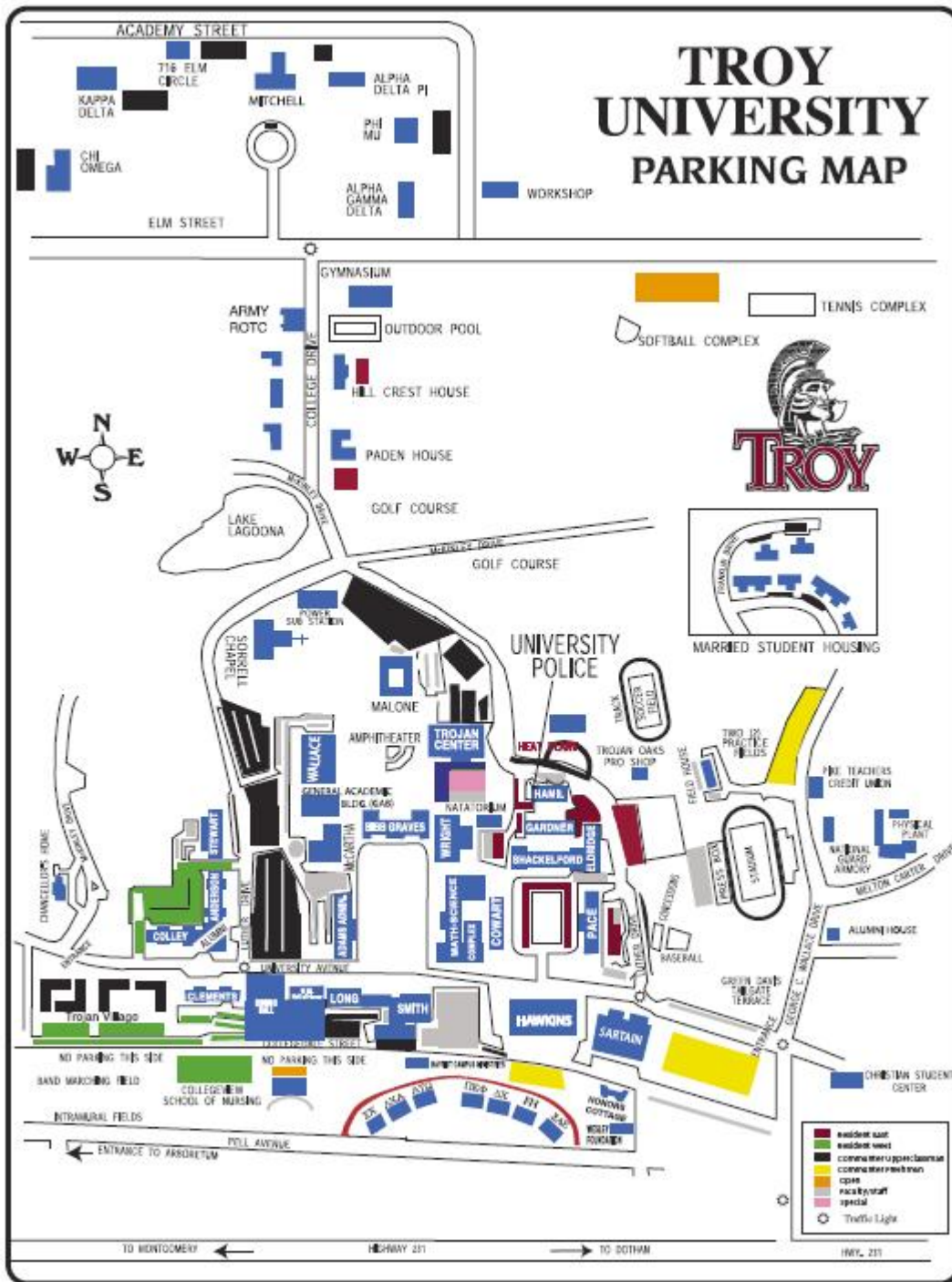
**It is a good idea to test-drive the car. Pay attention to how the car handles. Listen for any noises. Take the car to a mechanic for a complete inspection. If he finds anything that needs repair, take the estimate to the owner and ask for a price reduction relative to the repairs needed.**

**Pleas note: if you buy a car from a dealer and sign a paper that says “AS IS”, the dealer is not responsible for anything that happens to the car from the minute you sign the contract. If you buy a car you MUST have CAR INSURANCE. It is mandatory in the state of Alabama that all car owners must carry CAR INSURANCE and you must pay for the car insurance for the whole time you have a car. YOU CANNOT DROP THE INSURANCE AFTER A MONTH. YOUR LICENSE AND CAR TAG WILL BE SUSPENDED.**

**Parking on campus**

You must buy a parking sticker from the University police office in Hamil Hall to legally park on campus. There are restrictions on where you can park depending on if you live on campus or if you live off campus, if you are upperclassman (sophomore, junior, or senior) or freshman. ESL students will be considered freshman.

# TROY UNIVERSITY PARKING MAP



## **Campus Facilities and Activities**

### **Facilities available**

You have **FREE** access to the following buildings with your student ID:

- Recreation Center
- Outdoor Pool (when open)
- Natatorium (Indoor Pool)
- Library
- Barnes & Nobles
- Fitness Center adjacent to Barnes & Nobles

### **Student Activities**

There are many campus activities and student clubs at Troy University. Sources for information about them are in your student handbook (The Oracle), campus newspaper (The Trop), signs and posters. Make sure you **READ YOUR CAMPUS EMAIL**.

*The following International Student Organizations are available for you to join:*

#### **Chinese Scholar and Student Association (CSSA)**

*Purpose:* To promote Chinese culture on campus and in the Troy community. Activities are centered around cultural exchange in order to promote a better understanding between Chinese students and non-Chinese students and the community.

*Email:* [cssa@troy.edu](mailto:cssa@troy.edu)

#### **Indian Student Association (ISA)**

*Purpose:* To celebrate Indian culture, to help new Indian students, and to bring about cultural awareness to all TROY students.

*Email:* [isa@troy.edu](mailto:isa@troy.edu)

#### **International Student Cultural Organization (ISCO)**

*Purpose:* To promote brotherhood and understanding among peoples of the world; to broaden the knowledge of its members about people of different nations and cultural backgrounds.

*Email:* [isco@troy.edu](mailto:isco@troy.edu)

#### **Korean Student Association (KSA)**

*Purpose:* To welcome incoming Korean students, to promote Korean cultural activities on campus. Help new students in acclimating to American life.

*Email:* [wjang@troy.edu](mailto:wjang@troy.edu)

#### **Nepal Student Association (NSA)**

*Purpose:* To welcome incoming Nepalese students, to promote Nepalese cultural activities on campus, and to encourage involvement of Nepalese students. Main event: Dashain (each fall semester).

*Email:* [nsa@troy.edu](mailto:nsa@troy.edu)

**Saudi Student Association (SSA)**

*Purpose:* To give the Saudi students at Troy University the opportunity to participate in and celebrate Saudi culture, social, and religious events. Help Saudi students integrate with other organized campus student activities.

*Email:*

**Troy Trojans Club Soccer**

*Purpose:* The Purpose of the Soccer Club is to give currently enrolled Troy students a chance to participate in regional soccer matches and soccer practice sessions for recreational and competitive purposes.

*Email:* [soccerclub@troy.edu](mailto:soccerclub@troy.edu)

**Athletics**

With your student ID you will get in FREE to all Troy University athletic events such as soccer games, volleyball matches, football games, basketball games, tennis matches, softball games, and baseball games.

**Other events**

Other events organized by the Center of International Programs are: Homecoming with the parade of flags, Ceremony of flags, tailgate events, international education week, and trips such as Disney World, the beach and Six Flags Atlanta, GA.

**Please check your Troy University email for more information regarding trips, signup deadlines, and more.**

## **Some U.S. Holidays**

The United States has special holidays – religious, national, and traditional. Several government holidays have been moved from the traditional day to a Monday or Friday to allow a three-day weekend. Some of the more significant ones include:

January 1 - ***New Year's Day*** - a time for making new resolutions. Many places are closed, including Troy University.

January 15 – ***Martin Luther King Jr's Birthday*** – celebrate Martin Luther King Jr.'s birth on the Monday nearest this date. Many places are closed, including Troy University.

February 14 – ***Valentine's Day*** – a day for flowers, chocolate and hearts to those you love.

February 22 – ***President's Day*** – celebration of George Washington's Birthday on Monday nearest this date. Many places are closed.

March 17 – ***St. Patrick's Day*** – an Irish holiday when people traditionally wear green.

March/April – ***Easter*** – is the first Sunday after the first full moon after the Vernal Equinox – a religious holiday: remembrance of Jesus Christ's Death and Resurrection.

Second Sunday in May – ***Mother's Day*** – special remembrance of Mothers.

Last Monday in May – ***Memorial Day*** – remembrance of deceased member of our military. Many places are closed, including Troy University.

Second Sunday in June – ***Father's Day*** – special remembrance of Fathers.

July 4 – ***Independence Day*** – remembrance of U.S. independence from Great Britain. Many places are closed, including Troy University.

First Monday in September – ***Labor Day*** – Government holiday in honor of all persons that work.

October 12 – ***Columbus Day*** – remembrance of the man who we traditionally say “discovered America”.

October 31 – ***Halloween*** – originally a religious holiday. It is now typically celebrated with costumes, masks, “trick-or-treat” at people's doors, and parties.

November 11 – ***Veteran's Day*** – remembrance of soldiers who fought in various wars. Many places are closed, including Troy University.

November – ***Thanksgiving*** – fourth Thursday in the month of November honoring the Pilgrim's (the first Europeans) first successful harvest shared with Native Americans. A time for families to gather and enjoy big meals usually with turkey and all the trimmings. Many places are closed, including Troy University.

December 25 – ***Christmas*** – a Christian holiday honoring the birth of Jesus. Many places are closed, including Troy University.

## ***American Holiday Customs***

<b>Holiday</b>	<b>Date</b>	<b>Customs</b>	<b>Gift Suggestions</b>
New Years Day	January 1	Watch parades, football games, dinner at home with family & friends	none
Valentine's Day	February 14	Send Valentines to sweetheart, friends, relatives, etc.	candy, flowers
Easter Sunday	Late March or early April	Easter egg hunt for children wear new clothes, dinner at home with family, friends with "sunrise service" at Church	Easter lilies, candy for children
Memorial Day	Last Monday in May	Visit graves of those who died in war, exhibitions at military bases, watch Indy 500 (car race)	none
Independence Day	July 4	Family get-togethers, picnics barbecues, parades, fireworks, special patriotic programs	none
Labor Day	First Monday in September	Family get-togethers, picnics, outings, (last vacation weekend of summer)	none
Halloween	October 31	Children go trick-or-treating in costumes, costume parties	candy to children who come to your door
Thanksgiving	Last Thursday in November	Turkey dinner with family & friends, watch football games and Christmas parades	none
Christmas Eve Christmas Day	December 24 December 25	Wrap gifts, Christmas caroling dinner with family & friends parties, special services at church	gifts to family & close friends
New Years Eve	December 31	Parties until after midnight fireworks, confetti, horns, hats	none

## ***Campus Directory***

### **WHERE TO LOCATE IMPORTANT CAMPUS OFFICES AND SERVICES (Use prefix "670" when calling from off campus)**

<b>QUESTIONS</b>	<b>GO TO</b>	<b>PHONE NO.</b>
Academic Advising/ Advisor assignment	Major Department	
Academic Records Adding/Dropping Courses Grades Graduation Requirements Readmission Transcripts	Registrar's/Records Office, 135 Adams Admin	3164
Admissions/International Change of Address Immigration Student Activities	Center for International Programs – Pace Hall	3335
Books and Supplies	Barnes & Nobles	3223
Campus Organizations/Activities SGA/student government	Adams Center 110	3212
Check Cashing (on campus)	Cashier's window – 152 Adams Adm.	3117
Counseling	Counseling Center – Hamil Hall	3700
Electric connection	Auxiliary Services – 227 Adams Center	3773
Family Recreation	Student Services – 244 Adams Center	3203
Grievances	1 <sup>st</sup> stop – Center for International Programs	3335
Housing	Residence Life, Shackelford Hall, Room 101	3346
ID Cards	Box Office – Adams Center	3293
Learning Assistance	Eldridge Hall	3221
Mail	Post Office, Adams Center	3225
MAT testing	Adams Admin – Ms. Jefcoat	3379
Parking/University Police	Trojan Center - Hamil Hall	3215