



MUSKINGUM

U N I V E R S I T Y

International Student Services

INTERNATIONAL STUDENT HANDBOOK



The International Student Handbook has been designed to help new international students make the transition to studying in the USA and to serve as a reference for returning students. In the case of any differences with Muskingum University's Course Catalog or Student Handbook, the Course Catalog and Student Handbook guidelines should be followed.

Topics covered in the Handbook appear in the menu at left. Browsing is encouraged.

<http://www.muskingum.edu/home/international/student-services/index.html>



INTERNATIONAL STUDENT SERVICES

The International Student Services Office will assist you in many of your needs from the time of your arrival at Muskingum University until your graduation or program end date. General services that are provided by the office include:

- Airport shuttles to Port Columbus International Airport on designated dates
- Assistance in pre-arrival matters such as housing, medical forms, packing, and course schedules
- A full international orientation programs to help acclimate you to Muskingum University and life in the USA
- Trips off campus, some in conjunction with other US colleges/universities
- A peer-partner program
- Advising of the World Vision Student Organization and the International House
- Assistance with US Income Tax forms
- Transportation for obtaining a social security number or state ID card
- All-campus events, such as International Education Week and the Global Symposium
- Mailings of diplomas, yearbooks, or other important documents to past students

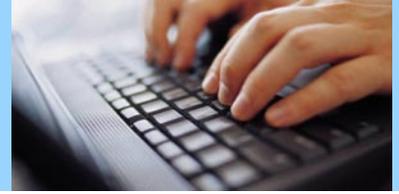
Office Hours

The International Student Services Office is open from 8:00am-5:00pm, Monday through Friday. The office is closed daily for lunch from 12:00-1:00pm. No appointment necessary, just stop on in with any questions you have or just to chat!



In the 2010-2011 academic year, the International Student Services Office will serve students from Argentina, China, Czech Rep., France, Germany, India, Japan, Moldova, Nigeria, Romania, South Korea, and Spain.

INTERNATIONAL STUDENT SERVICES



Welcome! My name is Valerie Smith and I am the Director of the International Student Services and Special Programs. I am a Muskingum graduate myself and am pleased to now serve at the institution that gave me my start in international education. I obtained my M.A. from Ball State University in Student Affairs of Higher Education and have been assisting international students for seven years. If you know me, you know my family, especially my three boys. They are the little brothers of all the international students at Muskingum and they are excited to meet you, too!

There are fantastic Student Assistants that you are welcome to contact with any questions that you have.

Office information

International Student Services
216 Quad Center
Muskingum University
New Concord, OH 43762

Phone: (740) 826-8094
Fax: (740) 826-8093
Email: vsmith@muskingum.edu



ACADEMICS AT MUSKINGUM UNIVERSITY

TYPES OF COLLEGES AND UNIVERSITIES

Post-secondary schools take various forms: community colleges, four-year liberal arts colleges, universities, and other kinds of technical, vocational, and training institutions:

Community Colleges

Community colleges offer two-year courses, are usually public, and offer programs which can be transferred to four-year colleges.

Four-year Liberal Arts Colleges, Such as Muskingum University

Four-year liberal arts colleges, such as Muskingum University, offer programs primarily for undergraduate education. These programs include studies in the humanities, social sciences, physical and natural sciences, and pre-professional studies. The courses usually lead to Bachelor of Arts or Bachelor of Science degrees.

Other State and Private Four-year Colleges

There are numerous state and private four-year colleges which offer only special programs or offer special training along with a liberal arts program.

Universities

Universities are generally defined as institutions that offer both undergraduate education (post-secondary education leading to the bachelor's degree) and graduate education (post-bachelor's degree education). Such institutions offer master's and doctoral degrees and they may also offer professional programs such as medicine, law, engineering, etc. Major universities maintain undergraduate liberal arts programs that are usually comparable to the academic programs of four-year colleges.



ACADEMICS AT MUSKINGUM UNIVERSITY



GRADING AND GPA (GRADE POINT AVERAGE)

This is the grading system used by Muskingum and most other universities in the U.S. for evaluating the overall scholastic performance of students. Grade points for a course are found by multiplying grade point values times the total hours in a course and then finding the average score per credit hour. At Muskingum, values for grades are:

<u>GRADE</u>	<u>VALUE</u>	<u>GRADE</u>	<u>VALUE</u>	<u>GRADE</u>	<u>VALUE</u>	<u>GRADE</u>	<u>VALUE</u>
A	4.0	B+	3.333	C+	2.333	D+	1.333
A-	3.667	B	3.0	C	2.0	D	1.0
		B-	2.667	C-	1.667	D-	0.667
						F	0.0

Other grades may include:

<u>GRADE</u>	<u>MEANING</u>
WIP	Work in Progress
I	Incomplete
S	Satisfactory (C or above)
U	Unsatisfactory (C- or below)
W	Withdrew Passing
L	Audit
NR	Not Reported

Calculating the Grade Point Average

Example 1:

"C" grade in a 3 hour course = 6 grade points

6 grade points divided by 3 hour course = 2 = "C"
Average

Example 2:

"C" grade + "B" grade + "A" grade in 3 hour courses
= 27 grade points

27 grade points divided by 9 hours = 3.0 Grade Point
Average or "B"



ACADEMICS AT MUSKINGUM UNIVERSITY

ACADEMIC STANDING

A student who has at least a “C” average (2.0) is in good academic standing. If a student’s average is below “C”, the student will receive notice of warning, probation, or suspension (see catalog). Students who receive such letters should follow the instructions and fulfill the conditions listed in the catalog so they can return to good standing as quickly as possible.

ACADEMIC SUPPORT

The Center for Advancement of Learning offers support for all Muskingum students in the area of study skills and learning strategies. Each semester, the Center presents a series of workshops focusing on specific skills, strategies and courses. Students may also make appointments to meet with learning consultants individually. Students have the option of registering for semester-long tutorials concentrating on specific courses for an additional fee.

ACADEMIC ADVISING

You will be assigned an academic advisor to help you plan your course work each semester. Your First Year Seminar professor will serve as your academic advisor until you have declared a major. Then you will be assigned an advisor in your primary field of study and additional advisors for second/third majors and your minors.

Your advisor will help make sure you are fulfilling your degree requirements and assist you with other questions or problems of an educational or personal nature. However, you are ultimately responsible for making sure your “required courses” and “elective courses” are scheduled and completed. You should see your advisor regularly, at least monthly, throughout your academic career.

GRADUATION

In order to graduate from your degree program, you must fulfill all of your “graduation requirements”. These include certain classes you must take, how many credits you need to graduate with, the minimum GPA that you need to achieve, and more. In addition, it is necessary to formally “apply for graduation” when you near the time that you will be completing your graduation requirements. Since graduation requirements vary among the different departments at Muskingum, you must consult the Academic Catalog provided by the University. Questions can be addressed to your academic advisor or the chair of the department in your major.

ACADEMICS AT MUSKINGUM UNIVERSITY



POPULAR METHODS OF TEACHING/TESTING

Lectures

The most common method of instruction in the U.S. is the classroom lecture. The lectures are supplemented by classroom discussion. It is important for the student to contribute to the discussion in the classroom. In some societies it is “disrespectful” for students to question or challenge the teacher. In this country, however, questioning or challenging the teacher is viewed as a healthy sign of interest, attention, and independent thinking. In many classes, your grade will be determined in part by your contribution to classroom discussion. If you sit in “respectful” silence, it is likely to be assumed that you are not interested in what is being said in the class, or that you do not understand.

Examinations

You will have many examinations while attending Muskingum. Nearly every class has a “final examination” at the end of the semester. Most have a “mid-term examination” near the middle of the semester. There may be additional tests or quizzes given with greater frequency, perhaps even weekly. All these tests are designed to assure that students are doing the work that is assigned to them, and to measure how much they are learning. Studying is required in U.S. schools. Although attendance is very important, grading is primarily based on students learning the information present in class through text and discussion.

You should not look at other students’ papers during an examination. To “cheat” on an examination by getting answers from other students or from materials illicitly brought to the test can result in a “zero” grade for the examination, an “F” grade in the course, as well as disciplinary action.



ACADEMICS AT MUSKINGUM UNIVERSITY

There are two general types of tests:

Objective Examinations

An objective examination tests the students' knowledge of particular facts. International students often have great difficulty with objective examinations, not because they do not know the material on which the test is based, but because they are unfamiliar with the format of the test and because their knowledge of English may not be sophisticated enough to enable them to distinguish subtle differences in meaning. There are five different kinds of questions commonly found on objective examinations. You will want to learn how to answer each of them:

Multiple Choice - The student must choose from among a series of answers, selecting the one (or more) that is most appropriate.

True and False - The student must read a statement and indicate whether it is true or false.

Matching - The student must match words, phrases or statements from two columns.

Identification - The student must identify and briefly explain the significance of a name, term, or phrase.

Blanks - The student must fill in the blanks left in a phrase or statement in order to make it complete and correct.

Subjective Examinations

Sometimes called "essay questions", subjective examinations require the student to write an essay in response to a question or statement. This kind of examination tests a student's ability to organize and relate his/her knowledge of a particular subject.

TIPS FOR SUCCEEDING ACADEMICALLY AT MUSKINGUM UNIVERSITY

- Organize your time- follow a study schedule.
- Read effectively- familiarize yourself with the main points. Skim (look over the reading quickly), then read the material, ask yourself questions about the material, and then review (skim) again.
- Take notes- write down the main points that the lecturer makes.
- Review notes- after class, go back to your notes and fill in the parts that you left out.
- Get help- this could be from someone who has already taken the class, a classmate, or a "tutor", a person who works privately with you.
- Do not get discouraged! It may be difficult, but be patient.

SELECTED UNIVERSITY POLICIES



Please refer to the Student Handbook for a complete list of policies and procedures.

GENERAL POLICIES

Access to Rooms

Access to Rooms is available only when the University is in session. Occupancy of a room is contingent upon the official registration of the student. Residence halls close during the scheduled vacations. The right to occupancy terminates 24 hours after the end of each semester. Any entrance of a locked residence hall room, other than the student's own room, or other locked University building will subject a student to suspension from the University.

The University reserves all rights in the Assignment of Rooms and the conditions of the room occupancy.

Storage

Storage of international students' belongings is not available for the summer break. Students are allowed to keep their belongings in their rooms during the winter break if the student will be returning for the Spring Semester. Any belongings stored otherwise will be removed. There are commercial storage facilities located off-campus.

Authorized University representatives shall have the right of inspection within student quarters for standards of maintenance, preservation of existing physical structure, the safety and security of university property, or when a violation of University policy is suspected. Advance notification of room inspection will be given if possible.

Confiscation Policy

Certain items are prohibited in the residence halls because of health, fire or safety reasons, state law or University policy. If items such as appliances, animals, weapons, drugs, and/or drug paraphernalia, and beverage alcohol (for those who are not of legal drinking age) are found in your room, they are subject to confiscation. You are entitled to the return of appliances and legal weapons at the end of the semester. Illegal drugs, drug paraphernalia and beverage alcohol will not be returned because a violation of state law or university policy has occurred. Any item not claimed within six months becomes the property of Muskingum University and is properly disposed.

Stereo and other audio equipment are to be played at volumes which will not interfere with the activities of other residence hall, campus or village residents. Audio equipment which is inappropriately used (e.g., volume too loud) will be removed by the residence hall staff. Equipment will be returned to the owner at the end of the semester.



SELECTED UNIVERSITY POLICIES

ROOM CHANGE

It is important to realize that residency is both a privilege and a learning/growing experience. All possible solutions to a difficult situation will be sought before a change will occur.

Any roommate difficulty should be discussed with the Resident Assistant. No roommate changes will be allowed during the first four weeks. Exceptions to this rule are handled by the Area Coordinators. Students requesting a roommate change must follow the format set by the Student Life Office. The Associate Dean of Student Affairs makes and approves all final changes.

GUESTS

Residents are permitted overnight guests of the same sex if limited to a three night stay and permission of roommates is received. The resident must inform an RA from the floor about overnight guests. Guests' meals must be paid for by cash at the dining hall. Residents are responsible for their guests whether overnight or not, and must inform their guests of residence hall regulations and see that their guests act accordingly.

LOFTS

Lofts are not permitted in the residents halls.

SOLICITATION

Solicitation within the residence hall (including china, magazines, perfume, t-shirts, posters, cookware and makeup demonstrations) is prohibited unless written permission is obtained from the Student Life Office. This written permission must then be shown to the Area Coordinator before a room may be reserved for solicitations or demonstrations of any kind.

CARS

Students must register their vehicle if it is in their possession while attending Muskingum University. Registration and sticker fee are \$46.00. Only one \$46.00 fee must be paid per school year. If a student needs to obtain a parking sticker for additional vehicles, no additional fee will be assessed. A new parking sticker must be obtained each year and is valid only for the year in which it is purchased. There is a charge for replacing a sticker that is lost, and also a fine if a sticker is improperly or not displayed.

Vehicles are to be registered within 48 hours of having been brought on campus. A registration sticker must be permanently attached to the right rear window.

Registration is done at the Campus Police Office located behind the BOC.

Temporary Parking Permits are available through the Public Safety Office for visitors, employees and/or students. These permits will be restricted in location and time length. There is no cost for a temporary parking permit. Temporary parking permits must be displayed.

TRANSPORTATION POLICY

FOR INTERNATIONAL STUDENT SERVICES



Select transportation is provided by the offices of International Student Services. There are specific guidelines in using the transportation provided. Please understand that at no time is there a guarantee that transportation will be available, even if a vehicle has been reserved. Acts of nature or other outside factors may cause a trip or airport shuttle to be cancelled. The offices of International Student Services are not responsible for any additional costs that you may incur as a result of the cancellation. In the case of an airport shuttle, the offices will try to have a make-up shuttle as soon as conditions safely allow.

Each individual must make their own transportation request. The request must be made in writing (email is okay) and received by the deadlines posted in the Transportation Schedule.

Airport transportation is provided to the Columbus International Airport (CMH) only. Airport shuttles are available only on the dates provided in the Transportation Schedule. There is a \$10 fuel charge for using the shuttle. If there is a family emergency and you need to go to the Columbus Airport then you must make a request for special transportation. There may be an additional fee for this service.

Transportation to the Greyhound Bus Station in Cambridge, OH, is provided on a case-by-case basis. You must turn in the request in writing at least one week prior to the day you need the transportation.

There are various trips or programs offered during the semester. For some of the trips, transportation is free. For select trips, there may be a charge for transportation due to the rising cost of gasoline. You must sign up by the deadline and spots are given on a first come- first served basis.

Spots are limited on every shuttle and trip. If you sign up for transportation and do not show up, you may be penalized by not being permitted to use the provided transportation for up to one semester. If there is a behavioral or other problem you may be penalized with further necessary action. The driver for each shuttle or trip is in charge and you must comply fully with that individual.



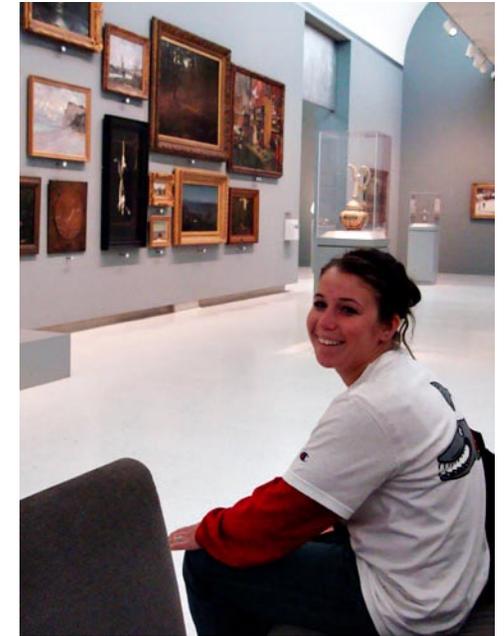


TRANSPORTATION POLICY

FOR INTERNATIONAL STUDENT SERVICES

Activity Requests

Activity Requests are another transportation option. Activity Requests are for those students who would like to schedule and pay for an activity outside of the International Student Services's sponsored outings. In order to make an activity request, you must find a driver qualified to drive a university van and turn in the Activity Request Form and deposit. The deposit should be the estimated cost of the use of the van. The program is paid for entirely by the group of students participating and the exact mileage and balance is due the first business day after the program. Please turn in Activity Requests two weeks prior to the event.



Other transportation options available are:

- Friend with vehicle, offer to pay for gas, parking, etc.
- Buckeye Tours, 740-439-2353
- [Greyhound Bus](#) from Cambridge
- A taxi service

GETTING AROUND



RENTAL CAR

Cars may be rented by the day, weekend, week, or month by a licensed driver at least 21 years of age with a major credit card. Prices vary, so you should call a number of agencies and ask about their charges. You can find the agencies in the yellow pages of your phone book, or Yellowpages.com, under "Automobile Renting and Leasing".

HITCHHIKING

It is not common on American highways to see people hitchhiking, that is, standing beside the road and indicating with a thumb or sign that they want a ride in a passing car. Hitchhiking is illegal in many states, and is considered to be dangerous both for the hitchhiker and the person who gives them a ride.

AIR TRAVEL

The nearest major airport is in Columbus. The telephone numbers of major airlines are found in the yellow pages of your phone book under "Airlines." The International Student Services Office provides transportation to and from the airport on specific dates. Check the Airport Transportation Schedule for dates and time.



TRAIN

The railroad line is known as Amtrak. Train service in the U.S. is not of the same high quality found in Japan or Europe, but it can be an interesting way to see the country. The phone number for Amtrak is 1-800-USA-RAIL or 1-800-872-7245. Their website is <http://www.amtrak.com>.



TRAVEL AGENCIES

To make reservations, you can either call the companies directly, or you can call a travel agent. Travel agencies can take care of a number of your travel needs. Travel agencies charge a fee for the services they provide.





GETTING AROUND

HOW TO GET AN OHIO DRIVERS LICENSE

Pick up a copy of the [Digest of Ohio Motor Vehicle Laws](#) from the International Student Services Office (ISS), and study it. You will need to study all the material in the digest to take the test to get your permit.

Make an appointment with ISS or a friend to be taken to Cambridge to take the permit test. Tests are given from 8 to 11:30 a.m., Tuesdays through Saturdays. Make sure that you have all the documents and the fee for taking the test.

Once you have a Learner's Permit, practice driving. When you are prepared, contact the exam station to schedule a skills test. You must have a car that you can use for the exam; the exam station does not provide a car for testing. If you cannot keep your appointment, notify the exam station immediately. Anyone taking the skills test must understand directions given in English by the examiner. If you fail the test, you must wait at least 24 hours before taking it again.

Cambridge Driver Examination Station

224 Dewey Avenue
Cambridge, OH 43725
(740) 432-2545
<http://bmv.ohio.gov/>

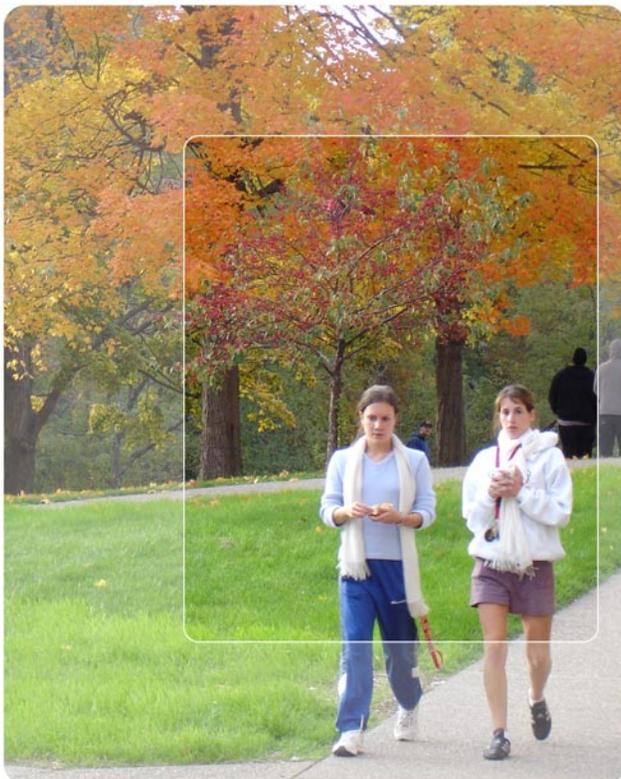


WEATHER INFORMATION

& EMERGENCY PROCEDURES

WEATHER AND CLOTHING

The average temperature in New Concord during the summer is 85 degrees Fahrenheit (29 degrees Celsius); the winter, 35 degrees Fahrenheit (2 degrees Celsius). You will need a variety of clothing, both for hot and cold weather and casual and dress-up situations.



TORNADOS

Tornados are powerful, twisting wind storms which can measure up to several hundred yards in diameter and may produce winds of more than 300 miles per hour. These storms usually occur in the Spring and early Summer and can be very destructive. When the National Weather Service issues a tornado “watch” it means that the weather conditions are likely to produce tornados. Tornado watches are broadcast on all radio and television stations. A tornado “warning” means that a tornado has actually been seen. The City of New Concord will sound sirens from the fire station in the case of a tornado. Tornado Sighted or Confirmed Alarm- siren will sound for three minutes. A tone will be heard continuously at one level. Listen to the radio for “all clear” status. For the Tornado Test Alarm the siren will sound for less than one minute.

Your Location - Where to Go

- Permanent major structure
Lower corridors, other areas without windows or outside doorways.
- Temporary or residence type
Nearest major permanent structure or the most protected area of the basement; avoid locations below heavy appliances.
- MC Residence Halls
Leave a window slightly open, go to a lower part of the building or to an inside hallway.
- In a car or outside
Always abandon your car. Take cover in a ditch or low-lying area. Protect your head with a pillow or hands.



WEATHER INFORMATION & EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

TORNADO

- ▶ Listen to the radio and television for the latest weather bulletins.
- ▶ Put on shoes or slippers.
- ▶ Leave a window slightly open.
- ▶ Grab a pillow and a portable radio to listen to weather reports.
- ▶ Go to a lower part of the building or to an inside hallway.
- ▶ Stay away from all glass.
- ▶ Do not go outside.
- ▶ Wait for the “all clear” signal.



FIRE

- ▶ Dial 911 (Remember to dial an additional 9 first to get an outside line from campus.)
- ▶ Report the name of the building.
- ▶ Put on shoes or slippers, grab a towel.
- ▶ Leave the room lights on.
- ▶ Close the room door.
- ▶ Pull a fire alarm if there is one.
- ▶ Walk fast, but do not run.
- ▶ Leave the building by way of the nearest unblocked exit.
- ▶ Vacate the immediate area- stand at least 100 feet from the building.



Attention: If, by accident, you call 911 (emergency) and are connected to 911, PLEASE REMAIN ON THE LINE and inform them that the call was accidental.

MEDICAL CARE & INFORMATION



GENERAL NATURE OF THE U.S. MEDICAL CARE DELIVERY SYSTEM

The medical care delivery system in the U.S. has two characteristics that distinguish it from many others in the world. First, it devotes considerable resources to prolonging the lives of people with serious illness or unusual injuries. The cost of medical care reflects the enormous investment in research, medication, and technology that is required to make this type of care available.

Second, there is no government supported system for paying individuals' medical costs. That is, there is no national medical care program or national insurance program.

The result of these and other factors is that medical costs in the U.S. are extremely high and they must be paid by the individuals incurring them. Individuals can buy health and accident insurance which will pay some of their medical expenses. No health insurance plan is readily available to students that completely covers all medical expenses.

HEALTH AND ACCIDENT INSURANCE

The Need for Health Insurance

To avoid having to pay high medical bills that result from illnesses or injury, it is necessary to buy health insurance. Insurance protects against the need to meet the entire financial burden of high medical expenses by spreading the cost among a group of people, not all of whom will suffer illness or injury that will result in medical bills.

Muskingum University Health Insurance Requirements

The University requires all international students to purchase health insurance. The fee for the international insurance plan is automatically billed to your student account. Insurance brochures will be included in orientation packets for new students and in campus mailboxes for returning students. More information is available in the International Student Services Office, the Wellness Center, and the Business Office.



MEDICAL CARE & INFORMATION

MUSKINGUM UNIVERSITY MEDICAL CARE PROCEDURE

The McCleery Wellness Center at Muskingum University is located on South Street (phone ext: 8150). Hours of operation and doctor's clinic hours are posted at the Wellness Center. No appointment is needed- students are treated in a walk-in clinic setting.

Students are requested not to call the doctor or hospitals directly during the hours the Wellness Center is open. Please visit or phone the nurse on duty at the Wellness Center and she will secure the necessary personnel to treat you. If the Wellness Center is closed; students should contact their RA, AC, Student Life, or the Public Safety Office (phone ext: 8155) in case of emergency.

The Wellness Center Staff will treat minor illnesses or injuries. Students whose illnesses are of a serious nature or require diagnostic studies or treatment not available on campus are referred to other specialists and/or are hospitalized in accredited hospitals in Zanesville. Parental notification regarding illness or injury is the responsibility of the student, except in an emergency situation.

No class excuse slips are provided by the Wellness Center (except for physical education classes). Class absence for illness or injury is the concern of the student and the instructor. The Academic Dean and the Dean of Students periodically notify faculty of a student's absence if that student has sought treatment at the Wellness Center, is

confined to a hospital or must go home due to illness or injury. The student is responsible for reporting his/her absence to the Dean's Office.

Medical information provided to the Wellness Center Staff or any treatment received at the Wellness Center is strictly confidential and is not released to anyone without the expressed written consent of the student. The exception to this policy is when the student is involved in a life threatening crisis or has become a danger to self or others.



MEDICAL CARE & INFORMATION



COMMON MISCONCEPTIONS ABOUT HEALTH INSURANCE

Students and scholars from other countries often have difficulty in understanding how the health insurance system works. Here are some misconceptions people from other countries often have about health insurance in the U.S.

- If I have medical insurance, all my medical expenses will be covered.
No, they will not. See the basic health information sheet for more details.
- Any visit to the hospital emergency room will be paid for if I have health insurance.
No. An emergency room visit is covered only in case of a genuine emergency.
- If I look carefully, I can find a reasonably priced, very comprehensive health insurance policy.
No. The more comprehensive the policy, the more costly it will be.
- The insurance company's job is to help me meet my medical expenses.
Yes and no. The insurance company's job is to fulfill the terms of the contract it has with you. But insurance is a business; insurance companies operate in order to make a profit (by investing the money people pay for insurance). Insurance companies can be good or bad, and insurance policies can be good or bad, but in no case are insurance companies operated like charity organizations. The doctor or hospital considers it your responsibility to pay your bills and not the insurance company's.

FINDING A PRIVATE DOCTOR, DENTIST, OR EYE DOCTOR

Vision and dental care are not routinely covered by the International Student Insurance Plan. You may wish to ask someone you have met here to recommend a doctor or dentist. Or you may simply look in the yellow pages of the telephone directory under "Physicians" or "Dentists" for the name of a doctor you could contact.

You should always telephone a doctor or dentist to make an appointment. It is common for families in the U.S. to select a "family doctor" whom they visit when they need examinations or medical care. Over time, the "family doctor" becomes familiar with each family member as an individual.



SAFETY AND SECURITY

People coming to Ohio from abroad bring with them many impressions of life in America. One of those impressions concerns crime and violence. American movies and television, and news reports from the U.S. that appear abroad, may convey the impression that serious crime is widespread, not just in major cities, but all over the country. This impression is not well founded. The rates of crime and violence are higher in some parts of the U.S. than others. New Concord has a very low crime rate.

This is not to say that New Concord is a perfectly safe place. Serious crimes - murder, armed robbery, grand theft - are relatively rare here. However, vandalism and petty theft do occur. It is therefore wise to take certain precautions to protect yourself and your property.

PERSONAL SAFETY

- ▶ Keep your doors locked even when you are at home.
- ▶ If someone knocks at your door or rings your doorbell, do not open the door until you have asked who is there. You are not required to open the door simply because someone knocks.
- ▶ Leave both an outside and an inside light on if you will be away from your room or apartment after dark.
- ▶ Use caution if you choose to disregard the traffic signals when walking.
- ▶ Cambridge/Zanesville bars/taverns can be the scene of “disorderly conduct”, especially on weekend nights. Use caution if you patronize them.
- ▶ Women are advised to be particularly cautious. Avoid walking alone at night, especially in areas of town or of the campus that are not well lit. Walk with a companion, or find a ride. The Public Safety Office (8155) provides an escort service from building to building for students.

PROTECTING VALUABLES

- ▶ Lock the doors to rooms, apartments, and cars.
- ▶ At the library or gym: Do not leave valuables unattended, even briefly. Take your backpack, coat, or other valuable possessions with you, or remove valuable possessions from your backpack, if you are going to be away from the area.

TELEPHONE & MAIL INFORMATION



TELEPHONE SERVICE

Muskingum University has its own telephone system. Each room is provided with an outlet for telephone and data transmission. Telephone and data processing equipment are the responsibility of the residents. Touch tone instruments are required. Each student, living in a university residence, will have a phone line, voice mail service and a working data outlet to the campus computer network. Information about the operation and features of the telecommunication system will be provided to students when they check into their campus residence.

Local phone service is provided in each residence hall room. Students must supply their own telephone. You may make unlimited calls to non-toll numbers (these include "800" and "888" numbers and numbers in our local calling service area: New Concord 826-, Cambridge 432- or 439-, and Norwich 872-). Long distance calls may be made with a Personal Identification Number (PIN) and are billed to your student account. A FAX machine is available in the International Programs Office or in the Library at the circulation desk. Ask about procedures and fees. Please see the Telecommunications Guidelines as listed in the campus phone directory for more telephone information.

Other Types of Calls

- Calling Collect means you want the person you are calling to pay for the call. To call collect dial 0. When you dial 0 it connects you with a local operator. The operator will ask if he or she can help you. Ask to make a collect call. The operator will ask for the number you wish to call and your name.
- Using a Calling Card means you want to bill your call to a credit account. There are many different types of calling cards, so to use a calling card you need to find out how to apply for and use your card. Zaptel® has provided you with a free calling card in your Orientation Packets.

Telephone Directory

You will receive a campus directory which contains the name, address and telephone number for members of the Muskingum University community. In addition, it includes emergency telephone numbers and general information about how to use the telephone system. There is also a section with local businesses and their phone numbers.



TELEPHONE & MAIL INFORMATION

MAIL SERVICES

Pick-up and Delivery

Mail is placed in your campus mailbox daily in the Quad Center. Mail you are sending out can be dropped off in the mail slot near the mail room, deposited in one of the blue mail boxes located on many streets, or taken to the Post Office.

You can send letters and packages from both the Campus Mail Room, located in the BOC, and the United States Post Office on New Concord's Main Street. The campus mail room also offers mail service through the United Parcel Service (UPS), a private mail service for packages.

Zip Codes

The United States Post Office requires a zip code for every letter with a U.S. destination. This is the last and very important part of an address. It is usually a five, sometimes nine, digit number showing what section in the U.S. the letter is going to. Muskingum University's zip code is 43762. Some local zip codes can be found in the GTE phonebook.

Rates

Postal rates change periodically. If you need more information about sending mail, you can call the campus mail room at ext: 8124 or the New Concord Post Office at 826-4354.

Mailing Parcels Overseas

Different countries have different regulations governing the parcels they will receive and handle in their mail. The regulations concern such things as the content of the parcels, their weight, their dimensions, and the manner in which they must be wrapped. The Post Office has information regarding regulations of different countries.

Telegrams and Cables

The Western Union Telegraph company provides telegraph and cable services in the U.S. Western Union is affiliated with the telephone company, so you can have telegrams and cables charged to your telephone number. You can also pay for them at a public phone by depositing an appropriate amount of money in the slots, or by going to the Western Union office and placing the message in person. To send a telegram or cable by phone, call Western Union at 1-800-325-6000.

ON-CAMPUS HOUSING



TYPES OF ACCOMMODATIONS

Residence Halls

There are eight residence halls on campus: Memorial Hall for women, Moore Hall for men, and Finney Hall, Kelley Hall, Thomas Hall, Patton Hall, and the Towers Residence Complex which are coeducational.

Club and Fraternity Houses

These are designated as university housing. All room changes to club houses must be approved through the Student Life Office.

Program Houses

Designated university owned houses are available as program houses. There is an International House, located at 127 Lakeside. You may contact the house manager if you have questions about the house or wish to live there.

ROOM ASSIGNMENT PROCEDURES

Residence Hall Selection Process

A tuition deposit of \$100 for the next academic year is required before students are permitted to pre-register for classes and sign up for housing. The housing lottery is held in the second semester of each academic year. Specific

instructions for the housing lottery are distributed early in the second semester each year.

Social Club and Program House Selection Process

Students wishing to live in social club houses must request a room following the procedures established by the individual organization. Students interested in living in program houses should see the Student Life Office for more information. All regulations for residential living apply equally to residence halls, club houses, and program houses.

RESIDENCE HALL STAFF

The Residence Hall Staff is composed of highly trained, qualified individuals who offer service and guidance to the resident students' educational experiences in their residence hall living. Area Coordinators (ACs) are responsible for management of their residence halls, coordination of activities and programs and leadership of the Resident Assistant staff. Each Resident Assistant (RA) serves about twenty students in the role of program initiator, friend, resource person, peer counselor and representative of the university with respect to enforcement of policies. Resident Assistants and Area Coordinators are the first line of contact, resource or counsel in all situations.



ON-CAMPUS HOUSING

FACILITIES AND SERVICES

Any abuse, destruction or irresponsible damage of any of the facilities, furniture or equipment will be dealt with either on a personal basis or by referral to the Community Standards Board. Students will be charged for damage in their individual rooms and unassigned community damage will be charged equally to all residents of the building.

Each residence room maintained as a double is furnished with two closets, beds, mattresses, desks and chairs and at least one chest of drawers. A limited number of rooms are maintained as singles. No furniture is to be moved or dismantled without permission of the Associate Dean. Mattresses must stay on the bed springs; they may not be laid on the floor. Removal of window screens is permitted only for cleaning or storage by the janitors. Unauthorized removal of window screens will be referred to the Community Standards Board. Nothing should be thrown from any window. The walls of the rooms are not to be defaced in any manner. Tacks, glue or tape should not be used to post or fasten anything to any wall, door, or piece of furniture. Bulletin boards or pictures may be hung from the picture molding. Items left in the hallway for an extended period of time may be disposed.



A **room key** will be issued to each resident. It is the responsibility of residents to keep the room locked and keep the key on their person. A **Front Door Key** will also be issued to each resident within their assigned residence hall. It is the responsibility of residents to keep their residence hall locked and keep the key on themselves. If the room and/or outside door key has been lost, there will be a lock change charges of \$60 and an additional \$2.50 per key as part of the total lock change charges.



Kitchenettes are available in most residence halls and must be kept clean and in order. The kitchenettes may be used at any time by the residents for food preparation. Dishes, pots and pans must be washed and removed immediately. Perishable foods should be labeled and kept in the refrigerator.



Vacuum Cleaners are available from the front desk of each residence hall and may be used for a limited period of time.

ON-CAMPUS HOUSING



FACILITIES AND SERVICES (CONT.)

The **Main Desk** in each residence hall will be open from 12 noon to 12 midnight on Sunday through Thursday and from 12 noon to 2:00am on Friday and Saturday. All doors are locked 24 hours a day, with the exception of the entrance to the dining halls. IDs will be checked when entering the building and guests will be required to be signed in. It is the responsibility of the residents to maintain hall security by not propping outside residence doors. For security purposes, entrances and exits from the hall must be made only through designated doors. Only residents and their escorted guests will be permitted access to residence halls after the doors are locked.



Some **recreation equipment** may be available at the desk of each hall.



Billing for **Laundry Services** is included in your student fees. The washers and dryers are free for students living on campus. You still need to provide laundry detergent for your personal laundry.



All students whether living in university or off-campus housing may eat in any of the university **Dining Halls on a meal plan**. The serving hours will be posted near the cafeteria by the Food Service Director. The meal plan is not available for use at the snack bar located in the Bottom of the Quad Center (BOC). In



order to assure minimum equitable food costs to all students, food may not be taken from the dining halls without prior permission of the Food Service Director. Irresponsible behavior may result in punitive action including suspension from the dining hall for a period of time and a resulting loss of money paid for board.

Custodial Services are available for cleaning the hallways, lounges and lobby areas on Monday through Friday. Cleaning that is needed as a result of irresponsible behavior is to be done by the person(s) involved. Residents are responsible for cleaning their own rooms.

All **Electrical Appliances** must be UL approved. Radios, hair dryers, make-up mirrors, television sets and small refrigerators are permitted in each room. T. V. sets may not have wiring outside of the room except for the cable connection supplied through the university. Refrigerators/MicroFridges may be leased through a campus representative. Student owned refrigerators must be no larger than 3.2 cubic feet. No hot plates or microwaves may be used in student rooms.



OFF-CAMPUS HOUSING

MUSKINGUM UNIVERSITY REQUIREMENTS

All Residence life at Muskingum is an important part of a student's total education. Living, socializing, studying and dining in close relationship with one another requires the development of respect for others, interdependence and social-relational skills. All unmarried, non-commuting students enrolled at Muskingum University must live and take their meals in university housing unless otherwise authorized by the Dean of Students. In order to seek authorization for off-campus housing from the Dean, you must have either Junior or Senior status.

APARTMENTS

An apartment is a complete living unit, with no facilities other than laundry machines that must be shared with other residents in the apartment building. An "efficiency apartment" has two rooms: a bathroom and another large room that is suitable for kitchen, bedroom, and living room. It is suitable for one or perhaps two people. There are also one, two and three bedroom apartments.

"Unfurnished apartments" have only a refrigerator, stove and possibly window coverings. The renter must acquire all other furniture that is needed. A "furnished apartment" includes all furniture, but not linens (towels, sheets, etc.) or cooking and eating utensils. Because unfurnished apartments cost less than furnished apartments, people who will be here for at least one or two years find it to their financial advantage to rent an unfurnished apartment and buy used furnishings for it. A furnished apartment costs more, but eliminates the need to buy furniture.

A renter or "tenant" usually has to pay for his/her own utilities (i.e. electricity, gas, water and telephone), although the monthly rent may include some of these. The landlord or manager can explain what you must do to begin utility services, that is, to get electricity and gas to your apartment.

OFF-CAMPUS HOUSING



LEASE

A lease is a written agreement between a tenant and the landlord describing the rights and responsibilities of each. It is a binding legal document which, among other things, makes the tenant responsible for minimal care of the rented property and for the monthly rent of a stated amount for a stated period of time. It specifies the landlord's responsibilities for maintenance and repair of the housing unit. A lease may or may not contain provisions concerning its early termination. Students should be very careful in signing leases which require multiple months.

When you sign a lease, you will usually have to pay a "damage deposit" or a "security deposit" which may amount to as much as two months rent. The landlord is supposed to return the deposit to you within 30 days after you leave the apartment if you have paid your rent, left the apartment clean and undamaged, and have not been evicted. If the landlord does not return all of your deposit, he or she should give you, within 30 days, a written statement explaining why the deposit was withheld.

What should one look for in a lease? First of all, duration. Make sure you can keep the room or apartment as long as you wish, but that the lease is not binding for a time period longer than you anticipate needing the housing. See whether it is renewable by the month or the year. See whether you, the renter, can "break" the lease with a month or two month notice to the landlord. In the absence of such a provision, you may be required to pay rent until the end of the period covered by the lease even if you move out and live elsewhere. (Many unpleasant disputes arise between landlords who want to keep their property rented and student renters who, after signing a lease, decide for some reason that they wish to live elsewhere.) Or, if the lease allows it, you may be able to "sublet" your room or apartment. That means, essentially, that you find another tenant to rent your apartment in your absence.

Secondly, ask what utilities you are responsible for. Ask the landlord or a current tenant what average utility costs are, because utility costs must be added to rent in determining your monthly housing costs.

Landlords are required to provide adequate winter heating and regular insect control. If you make any special agreements with the landlord concerning repairs or alterations, make sure those agreements are written into the lease, signed, and dated. (Americans consider it essential to have important agreements written down and signed.)



RECREATION AND ENTERTAINMENT

There are many activities, both social and recreational, to do on campus at Muskingum University. If you would like to know what activities are taking place on campus, inquire at the [Campus Programs & Activities Office](#) in the TOC. The International Student Services Office, the World Vision Organization, and the International House all provide culture-based programs throughout the year.

There's lots to see and do in the area around Muskingum University including seeing movies, bowling, viewing plays, etc. Please consult the Yellow Pages, or the International Student Services Office to find locations and hours of the local recreational/social facilities.

MOVIES

You may borrow or rent videocassettes and DVDs from either the New Concord Library or Shegog's IGA. It is also possible to check out movies or watch them in the Media Center of the Muskingum University Library. Ask the librarians for conditions and available times.

SPORTS

You can play racquetball or use the weight and workout facilities in the Recreation Center. You can swim in the pool in the John Glenn gymnasium. Check with the office in the Athletic Department for hours of operation. Tennis courts are located behind Thomas Hall. An all-weather track is located behind the John Glenn Gymnasium.

CONCERTS, SHOWS, AND ON-CAMPUS EVENTS

Always read your campus email to find out about concerts, recitals, lectures, shows and other special events that are taking place on campus. These are advertised well in advance.

SHOPPING

There are some shops in New Concord, consult your directory. Zanesville has a shopping mall and a variety of other shops as well as movies theaters and more. Cambridge has some unique downtown shops if you are looking for an interesting souvenir.



HOLIDAYS IN THE UNITED STATES



The U.S. has adopted legislation which moved the celebration of several holidays to the Monday nearest the day of the event the holiday commemorates. The purpose of this legislation is to create as many “three day weekends” as possible.

Four principal national holidays - New Year’s Day, Independence Day, Thanksgiving, and Christmas - were not subject to the date changing legislation. They are still celebrated on the same day each year. Another principal holiday, Labor Day, has traditionally been on Monday. Many businesses and all government offices close in observance of these holidays.

Of the holidays on the following list, not all are celebrated by everyone. Some are holidays only for the members of certain religions, others are for particular groups, such as lovers or children.

HOLIDAY CALENDAR

The following list indicates which are legal holidays, (when government offices are closed) and which are business holidays (when many businesses, except some drugstores, service stations, and food stores are closed.)



New Year’s Day, January 1. Celebration of New Year’s Day usually occurs the night before, on New Year’s Eve, when it is common for groups of people to have a party to celebrate the coming of the New Year.



Martin Luther King’s Birthday, January 15, but celebrated the third Monday in January, a legal holiday in some states, including Ohio.



Groundhog’s Day, February 2. Legend has it that the groundhog emerges from hibernation on February 2. If he sees his shadow there will be six more weeks of winter.



St. Valentine’s Day, February 14. A day for friends and lovers to exchange cards and/or gifts.

HOLIDAYS IN THE UNITED STATES

HOLIDAY CALENDAR (CONT.)



George Washington's Birthday, February 22, or nearest Monday, celebrated in some states.



President's Day, February, third Monday. This day honors past U.S. presidents, commemorating the February birthdays of George Washington and Abraham Lincoln. A legal holiday, but not a business one.



Ash Wednesday, date varies. Marks the beginning of the 40 day period of Lent, a period of penitence and fasting in some Christian denominations. On Ash Wednesday, some Christians attend a church service during which small ash crosses are placed on their foreheads to symbolize man's ultimate return to dust.



St. Patrick's Day, March 17. A day dedicated to the patron saint of Ireland. Many people wear something green on this day.



Easter Sunday, date varies, in March or April. Christians celebrate the resurrection of Jesus Christ. For children, baskets of candy and dyed, hard-boiled eggs are hidden by a mythical "Easter Rabbit" or "Easter Bunny." The children seek out the hidden eggs.



Mother's Day, the second Sunday in May. Gifts, cards and/or special attention are given to mothers and grandmothers.



Memorial Day, May 30, or nearest Monday. A legal and business holiday when homage is paid to U.S. soldiers who have died in wars.



Father's Day, the third Sunday in June. Gifts, cards and/or special attention are given to fathers and grandfathers.



Flag Day, June 14. Flags are flown to mark the adoption of the American Flag.

HOLIDAYS IN THE UNITED STATES



HOLIDAY CALENDAR (CONT.)



Independence Day, July 4. Parades, fireworks and flags celebrate the signing of the U.S. Declaration of Independence from Great Britain in 1776. A legal and business holiday.



Labor Day, the first Monday of September. A legal and business holiday honoring the contributions and efforts of laborers.



Rosh Hashana, the Jewish New Year, and Yom Kippur, the Jewish Day of Atonement, both celebrated on varying days in September or October.



Columbus Day, October 12 or nearest Monday. Commemorates the discovery of America by the Italian explorer Christopher Columbus on the shores of North America. A legal holiday, but not a business one.



Halloween, October 31. A children's holiday, associated with carving faces on pumpkins. Children often go to parties or door-to-door in costumes collecting candy and other treats.



Election Day, the Tuesday after the first Monday in November. Not a legal or business holiday, but people may leave work briefly in order to vote in municipal and other elections.



Veterans' Day, November 11. A holiday in commemoration of the end of World War I and in honor of veterans of the armed forces.



Thanksgiving Day, fourth Thursday in November. This is a day of feasting and giving thanks for everything. This feast was initiated by the Pilgrims and the Native Americans.



Hanukkah, late November or early December. An eight-day Jewish holiday marking the rededication of the Second Temple in Jerusalem.



Christmas, December 25. The annual holiday of the Christian church commemorating the birth of Jesus Christ. As Christianity is widely practiced in the United States, this is a national holiday. Many people exchange gifts with family and friends at this time of year.



MONEY & MONEY MANAGEMENT

Most foreign students, like a large number of American students, live on limited budgets. It is best to manage your money wisely in order to make sure it lasts as long as possible. It is important to be cautious about spending money until you have become accustomed to the value of the dollar and have developed a thorough realization of what your essential living expenses will be. In thinking about the value of the dollar, it helps to realize that students working part-time on campus generally earn \$7.30 per hour. At that rate it would take three hours to buy a book worth \$22 and about seven hours to buy a pair of shoes worth \$51. It is also important that you know what your expenses are going to be; how much money will be available to you during the time you will be in the United States; when you will need large amounts of money for tuition; and how much money your budget allows you to spend in a month.

It is not wise to carry large amounts of cash with you or to keep in your residence. Instead, deposit it in a bank.

EXPENSES

The total amount of room, board, tuition, fees and health insurance must be paid before you register for class each semester. You should see the Coordinator of Student Accounts in the Business Office in Montgomery Hall to make arrangements for payment. You will not be cleared for registration unless your bill is paid or you have made other arrangements.

Bills will go out two months before the beginning of each term and payment is due by the last day of the add/drop period. Payment must be in the form of a bank draft in U.S. funds (drawn on a U.S. Bank), a payment by credit card, or an international money order made payable to Muskingum University. If you prefer, you may also pay your bill by an electronic funds transfer. Please contact Valerie Smith for more information on electronic funds.



MONEY & MONEY MANAGEMENT



U.S. CURRENCY

American coins come in three colors and seven sizes. Unfortunately, smaller sized coins are not always lower in value than larger coins.

- The penny or cent, worth 1 cent, is the only copper colored coin
- The nickel, worth 5 cents, is silver colored and is larger than a penny
- The dime, worth 10 cents, is silver colored and is the smallest coin
- The quarter, worth 25 cents, is silver colored and is larger than the nickel
- The half-dollar, or 50-cent piece, is silver in color and larger than a quarter, but is not in common use
- The one dollar or golden dollar is the only coin that is gold in color, but is not in common use
- All U.S. paper money is the same size and the same color other than the new \$20 and \$10 bill, which has added colors. Denominations include \$1, \$5, \$10, \$20, \$50, \$100 and larger amounts. Paper money for amounts over \$100 is generally not seen in public circulation.

BANKING

There are three types of banking services available: Full Service Banks, Savings and Loan Associations, and Credit Unions. Their services are similar in that they offer savings and checking accounts and loans to qualified customers. The interest rates for these may be more competitive at Credit Unions and Savings and Loans, but they vary only

slightly. Banks offer additional services, such as the safety deposit boxes and international currency exchanges.

The Business Office (1st floor Montgomery Hall) will cash personal checks of amounts not exceeding \$25. Checks from the University may be cashed at the Century National Bank (Main Street in New Concord.)

Opening an Account

To open any kind of bank account you must go to the bank of your choice and tell the receptionist that you want to open an account. The receptionist will direct you to a person who can explain to you the kinds of accounts that you can open. Married people can initiate a joint account.

The banks provide a number of services and have a variety of different kinds of accounts that may be of great importance. You need to show identification of some kind—passport, student I.D. card, driver's license or Ohio I.D., Social Security card, etc. to transact business at a bank. The International Student Services Office will assist you in opening an account at a local bank upon your arrival.



MONEY & MONEY MANAGEMENT

Things you should ask about when choosing an account:

- What is the interest rate (if any)?
- Is there a minimum balance I must maintain?
- How much do checks cost?
- What is the monthly service charge?
- What is the “returned check” cost?
- What is the overdraft charge?

Banking Terms

Savings Account

A savings account earns interest at relatively low rates. You can withdraw money from the savings account either at the bank or by using an Automatic Teller Machine (ATM).

Automatic Teller Machine (ATM)

The ATM is a computerized device through which bank customers can make deposits or withdrawals any time of the day, any day of the week. To operate an ATM, the customer needs a particular plastic card and a personalized secret number that the bank provides. Instructions for operating the ATM are given on the machine itself. ATMs are all over the United States, not just in New Concord. However, there may be a service fee charged to your account if you use an ATM that does not belong to the bank where you have your account.

Money Order

If you do not have a checking account and need to send money through the mail, you can use a money order. The bank will take the money from your savings (or other) account and issue you a money order in paper form.

Traveler’s Cheques

Traveler’s Cheques are useful if you plan to travel. They can be replaced if lost or stolen and are available through the local banks or the AAA Travel Agency in Cambridge. The Traveler’s Cheques are provided free of charge at the AAA Travel Agency if you have made your travel arrangements through the agency.

Checking Account

A checking account allows you to receive “personalized checks” which you can write out and give to stores, companies, and individuals instead of always carrying cash. You should never send cash in the mail, therefore it is convenient for people living off-campus who have to pay many bills by mail to use personalized checks. Nearly all banking customers use personalized checks. Personalized checks have your name, address or other information you choose to have printed on them. You must pay a few dollars for your supply of personalized checks, so it is wise to wait until you have an address and phone number before you have your checks printed. In the meantime, the bank will issue you a temporary supply of bank checks.

MONEY & MONEY MANAGEMENT



Transfer of Funds to the U.S.

Most international students receive remittances periodically from their own countries. It is a time consuming process and is a source of difficulty at times. Someone at home goes to a bank and pays whatever sum of money is to be sent to you. The bank sends the money, sometimes after obtaining government approval, to an international bank in New York City, and then the money is sent to either your bank account directly or to the Business Office at Muskingum University. If you are having money transferred, make sure you start two or three weeks before you need the money.

THINGS TO KEEP IN MIND

Tax Returns

International students who earn money in the United States have to pay taxes. Many students earn so little that any income tax withheld might well be refunded. Examine all options for exemptions or rebates, and do not hesitate to seek advice from the Internal Revenue Service. Keep records of expenditures throughout the year so that filling out returns will be easier.

Credit

For many international students, this is the first exposure to credit on any scale. For those who arrive in the United States with few household possessions, it's very helpful, but beware of over-extending yourself. Remember that you may be paying from 13 to 20 percent per year in interest on some accounts. It is sometimes useful to have a credit card, but it is difficult to get your first card, since you have no "credit rating" to establish reliability in the eyes of the creditor.

Buy Used Rather Than New

Garage and yard sales advertised in the newspapers are frequent events and you can buy used appliances and household goods at very reasonable prices. Sell them the same way when you leave. Consignment shops and second-hand stores also offer cheaper items.



RELIGION IN THE UNITED STATES

Though the major religion in America is Christianity, there is no official religion or established church that is supported by the government. Indeed strong efforts are made to prevent any open governmental support for religious activities of any kind. The doctrine of “separation of church and state” is widely respected, and perceived deviations from it over such matters as prayers in public schools cause vigorous debate. Religion is generally considered a private matter. People have their own beliefs, and they may or may not discuss it with others. Americans are generally taught not to raise the subject of religion with people they do not know well. Visitors from abroad will find a wide range in religious practices of Americans in New Concord.

RELIGIOUS ORGANIZATIONS

There are many Christian churches and a Jewish synagogue in the New Concord area. Islamic, Buddhist and Hindu communities can be found in Columbus, Athens, Cleveland and Pittsburgh. For assistance in contacting these communities, students should talk with the International Student Services Office. There are non-denominational services held in Brown Chapel at 11:00am every Thursday. The Religious Life Office is available for assistance on finding a place to worship. A complete list of the names and address of the religious buildings are also in the Yellow Pages of the telephone book. The listings are classified by denomination.

INTERNATIONAL VISITORS AND RELIGION

If you want to see what happens in an American church, you can simply attend a service or go with a friend or acquaintance who attends a church or synagogue. Visitors are usually very welcome and this is a good way to learn more about American culture. You can visit without any intention to join, but do not be surprised if members enthusiastically invite you to come more often or participate in social activities. This is an excellent way to make friends in this area.



CULTURE SHOCK



CULTURE SHOCK: WHAT IS IT?

“Culture shock” is the name given to a feeling of disorientation or confusion that often occurs when a person leaves a familiar place and moves to an unfamiliar one. Coming to New Concord from another country, you will encounter a multitude of new things. The buildings look different, and so do the trees and the birds. The food is not the same as it is at home, and the people look, speak, and act differently from the people at home. Even the smells are different. Your English might not serve you as well as you expected it would. You might not be able to convey your full personality in English, with the result that you think other people are seeing you as a child. And your family and friends are far away. As a result of all this you may feel confused, unsure of yourself, and you may have some real doubts about the wisdom of your decision to come here. However, the real core of “Culture Shock” has to do with values and belief systems. You have been brought up believing in certain things and sometimes when you go to another country, their beliefs are different than yours. At this time, you may begin to question- who is right and who is wrong. It is this sense of misplacement or dislocation that is the crux of “Culture Shock.”

Symptoms

Culture shock can be manifested by various symptoms. Some people are more affected by culture shock than others. Those who do experience it tend to become nervous and unusually tired. They want to sleep a lot, and write many letters home. They may feel frustrated and hostile toward their host country. They may get excessively angry about minor irritations. It is not unusual for them to become very dependent on fellow nationals who are also in the new country. All these feelings may make it difficult to deal with residents of the host country and to use their language.





CULTURE SHOCK

Coping with Culture Shock

Different people react differently to culture shock. Some become depressed, or even physically ill. Others are stimulated by the new experiences that are open to them. Here are some ideas that might be helpful:

- Maintain your perspective. Try to remember that millions of people have come to the United States from other countries and have survived.
- Evaluate your expectations. Your reactions to the U.S. and New Concord and the University are products both of the way things are here and of the way you expected them to be. If you find yourself feeling confused or disappointed about something, ask yourself, "What did I expect?" "Why?" "Was my expectation reasonable?" If you determine that your expectations were unreasonable, you can do much to reduce the amount of dissatisfaction you feel.
- Keep an open mind. People in New Concord might do or say things that people at home would not do or say. But the people in New Concord are acting according to their own set of values, not yours. Try to find out how they perceive what they are saying and doing, and try to avoid evaluating their behavior using the standards you would use in your own country.
- Learn from experience. Moving into a new culture can be the most fascinating and educational experience of your life. It gives you the opportunity to 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.



CULTURE SHOCK



Adjusting to a New Culture

When you are in a new setting, you have to make certain adjustments or adaptations in your usual behavior and attitudes. It is important to observe your own reactions to being in a new culture, and to compare your reactions with those of other people who are from different countries. These observations can result in increased understanding of yourself and of the various factors that have made you the kind of person you are.

Furthermore, if you are able to keep the perspective of a person who is observing himself or herself while undergoing an unusual experience, you will be able to help prevent yourself from becoming anxious or depressed. You will learn more from the intercultural experience you are having. Many factors influence the way different people adjust to a new culture. One of these factors is, of course, the individual's personality- degree of self-confidence, sense of humor, ability to interact with other people, ability to tolerate ambiguous or frustrating situations, and so on. Other factors influencing people's adjustment to a new culture are the nature and quality of differences between their own culture and the new one; the comparative status of their own country and the new one; the nature of the person's past experience in foreign cultures, and the nature of the particular setting in which the newcomer to a culture is situated.

Social scientists who have studied the phenomenon of adjusting to a new culture have identified four phases of adjustment through which newcomers to a culture commonly pass. As summarized by Marjorie Eaein, those phases are as follows:

- Spectator Phase - The new person is excited and optimistic.
- Stress and Adaptation - Problems, disappointments, and internal conflicts emerge. Feelings of sadness, depression, anger, hostility, or rebellion might result.
- Coming-to-terms - Increasing involvement with the host society reduces the foreigner's generalized hostility and disappointment, and helps him or her find a relatively comfortable or at least acceptable position in the society.
- Decision to return home - This is a period of excitement and self-examination. If the foreigner has become detached from his or her own society, this phase brings about tension and feelings of ambivalence; if the foreigner still identifies strongly with his or her home country, this phase brings a feeling of release and pleasant anxiety.

This is only one way of looking at the process of "phases of adjustment". Not everyone goes through all these phases, and different people spend different amounts of time in those phases through which they do pass. It can be interesting for you to see whether you pass through phases like this yourself.



GETTING ALONG WITH AMERICANS

Like any other society, American society includes people who are friendly and people who are not, people who are intelligent and people who are not, and so on. American culture is unique, for various diverse ethnic groups of the world have come and settled here, resulting in America being called a “melting pot” or a “tossed salad” of different cultures. You may hold many stereotypes about Americans, given the way the human mind seeks to categorize and classify information, so it is not realistic to suppose you can forget your stereotypes. but you can work to become more aware of your stereotypes, and be ready to find exceptions to them.

CHARACTERISTICS OF AMERICANS

Individualism

Americans generally believe that the ideal person is an independent, self-reliant individual. Most Americans see themselves first as separate individuals, and only secondly as representatives of a family, community or other group. Some people from other countries view this attitude as selfishness, based on their own upbringing and cultural values.

Equality and Informality

Americans are taught that “all men are created equal,” but they often violate that idea in some respect or the other. They tend to treat each other in very informal ways, even their elders. From the point of view of some people from other cultures, this kind of behavior reflects “lack of respect”

but from the point of view of others, it reflects a healthy lack of concern for social rituals.

Time Consciousness

Americans place considerable value in punctuality. They tend to organize their activities by means of schedules. As a result, they may sometimes seem harried, running from one appointment or event to the next, and not able to relax and enjoy themselves.

Materialism

“Success” in American society is often marked by the amount of money or the quantity of material goods a person is able to accumulate. A person accumulates money and goods by means of such valued qualities as hard work, cleverness, and persistence.

THE COMMUNICATIVE STYLE OF AMERICANS

Preferred Topics

In casual conversation, Americans prefer to talk about the weather, sports, jobs, people they both know, or past experiences, especially ones they have in common. As they grow up, most Americans are warned not to discuss politics or religion, at least not with people they do not know well, because politics and religion are considered controversial topics. Sex, bodily functions, and perceived personal

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inadequacies are considered very personal topics, and are likely to be discussed only between people who know each other very well. (Younger people generally discuss sex more freely than older people do.) By contrast, people in many other cultures are taught to believe that politics and/or religion are good conversation topics and they may have different ideas about what topics are too “personal” to discuss with others.

Favorite Form of Verbal Interaction

In the typical conversation between Americans, no one talks for very long at a time. Participants in conversation “take turns” frequently, usually after the speaker has spoken only a few sentences. Americans prefer to avoid arguments and are generally impatient with “ritual conversational” exchanges. Only a very few of them are common: “How are you?” “Fine, thank you; how are you?” This is very different from other countries with many ritualistic conversations that require a lot of listening and speaking. Also, some international students come from countries where they enjoy arguing, but some Americans might feel uncomfortable in this setting.

Depth of Involvement Preferred

Americans do not generally expect very much personal involvement from conversational partners. “Small talk” - without long silences, which provoke uneasiness-is enough to keep matters going smoothly. It is only with close friends that Americans generally expect to discuss personal topics.

This could be much different than your culture.

Nonverbal Communication

When we think about communicating with people from another country, we think first about their spoken language. But much communication between people is nonverbal, involving dress, ornaments, facial expressions, gestures, postures, and body positioning. These nonverbal aspects of communication differ widely across cultures.

Eye Contact

When they are talking to someone, Americans generally alternate between looking briefly into the listener’s eyes and looking slightly away. When they are listening to another person, they look almost constantly at the speaker’s eyes. Americans tend to distrust people who do not look into their eyes when talking to them.

Touching

People in some countries touch their conversation partners far more frequently than Americans do; American men rarely touch each other except when shaking hands. Women touch each other during conversations more often, and sometimes walk hand in hand or arm in arm like women in many other countries.



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HYGIENE

As you can tell from television commercials, Americans have been taught that the natural smells of their body and breath are unpleasant. Most Americans bathe daily, use an underarm deodorant to counteract the odor of perspiration, and brush their teeth with toothpaste at least once daily and usually more than that. In addition, they may rinse their mouths with mouthwash and chew mints in order to be sure that their breath is free of food odors. It is very common for women to shave their legs and underarms and to use perfume every day; many men use cologne or aftershave to impart what they believe is a pleasant smell.

Some foreign students and scholars come from places where the human body's natural odors are considered quite acceptable, and where efforts to overcome those odors are considered unnatural. Still other students and scholars come from places where personal cleanliness is considered more important than Americans consider it to be, and they may view Americans as dirty.

OTHER GUIDELINES

In a thoughtful and concise introduction to American society and culture, Cornelius Grove of AFS International/Intercultural Programs offers these points:

- Americans have no taboo of any kind associated with the left or right hand.
- Americans have no negative association with the soles of their feet or with the bottom of their shoes.
- A common way to greet young children in the U.S. is to pat them on the head.
- People in the U.S. often point with their index finger and wave it around in the air as they make especially important points in conversation.
- Americans show respect and deference for another person by looking him/her in the eyes, not by looking down.
- Americans are generally uncomfortable with silence; they expect to engage in conversation when in the presence of others.
- Punctuality-being on time-is important to many U.S. people; they are likely to become annoyed if forced to wait more than 10 minutes beyond the scheduled time for a meeting or appointment.

GETTING ALONG WITH AMERICANS



RELATIONSHIPS WITH AMERICANS

Assumptions and values about relationships, whether they are friendships or romantic relationships, differ markedly from culture to culture, therefore misunderstandings can easily occur. Misunderstandings arise because people from different cultures often have different answers to such questions as these: Under what circumstance can one appropriately initiate interaction with someone else? What interactions are socially acceptable, considering such variables as age, sex, marital status, differences in social status, and the setting where the encounter takes place? How much is appropriate to let the other person know about you?

A particular area in which the assumptions and values differ between cultures is that of friendship. Friendships amongst Americans tend to be shorter and less intense than those among people from many other cultures, because Americans are taught to be self-reliant, because they live in a very mobile society. Furthermore, Americans compartmentalize their friendships, having their work friends or school friends and so on. The result of these attitudes and behaviors is sometimes viewed by foreigners as an “inability to be friends.”

ROLE OF WOMEN

There is a strong feminist movement, or women’s liberation movement, in the U.S. which aims to ensure that women have equal responsibilities and opportunities to those of men. Although there are still many aspects of society in which women have not achieved this equality, women play a much more public and visible role in the country and have much more responsibility and authority than in many other countries. You may also find that the dress and behavior of women in social situations here are quite different from those in your own country. Some international students have difficulty adjusting to situations in which a woman is in a position of authority because their experiences have not prepared them for that. They need to be sensitive to this difference in the role of women.



CLOTHING SIZE CONVERSION TABLES

WOMEN'S CLOTHING

Dresses, Suits and Coats

British	30	32	34	36	38	40
Continental	36	38	40	42	44	46
American	8	10	12	14	16	18

Blouses and Sweaters

British	34	36	38	40	42	44
Continental	40	42	44	46	48	50
American	32	34	36	38	40	42

Dresses and Coats (Children's and Junior Misses)

British & Continental	1	2	5	7	9	10	12
American	2	4	6	8	10	13	15

Stockings

Continental	35	36	37	38	39	40	41
American & British	8	8.5	9	9.5	10	10.5	11

Shoes

British	4.5	5	5.5	6	6.5	7
Continental	36	37	38	38	38.5	39
American	6	6.5	7	7.5	8	8.5

MEN'S CLOTHING

Suits, Sweaters, and Overcoats

Continental	44	46	48	50	52	54	56
American & British	34	36	38	40	42	44	46

Shirts

Continental	36	37	38	39	40	41	42
American & British	14	14.5	15	15.5	16	16.5	17

Socks

Continental	39	40	41	42	43	44	45
American	9.5	10	10.5	11	11.5	12	12.5

Shoes

British	6.5	7	7.5	8	8.5	9
Continental	39	40	41	42	43	44
American	7.5	8	8.5	9	9.5	10

METRIC CONVERSION TABLES



WEIGHTS & MEASURES

Linear Measures

1 inch	2.54 centimeters
1 foot (12 inches)	30.48 centimeters
1 yard (3 feet)	0.91 meters
1 mile	1.61 kilometers
1 centimeter	0.20 inches
1 meter	39.37 inches or 1.1 yards
1 kilometer	0.62 or 5/8 mile

Volume

1 quart (2 pints) dry	1.10 liters
1 quart liquid	0.95 liters
1 gallon (4 quarts) dry	4.40 liters
1 gallon liquid	3.80 liters
1 liter	0.91 quarts dry
	1.06 quarts liquid



Weights

1 ounce	28.35 grams
1 pound	0.45 kilograms
1 gram	0.035 ounces
1 kilogram	2.2 pounds



METRIC CONVERSION TABLES

TEMPERATURE & CONVERSION FORMULAS

Fahrenheit (F)	Centigrade (Celsius)
212	100
100	37.8
90	32.2
80	26.7
70	21.1
60	15.6
50	10.0
40	4.4
32	0.0
0	-17.2

Conversion Formulas

Fahrenheit to Centigrade

Degrees C = (degrees F - 32) x 5/9

Centigrade to Fahrenheit

Degrees F = (degrees C + 32) x 9/5

BODY TEMPERATURE

Normal body temperature (by oral thermometer) is 98.6 F or 37.0 C.

Normal body temperature may vary between 97.6 and 99.6 F.

KITCHEN MEASURES & TEMPERATURES

Dry Measure Equivalencies

1 dry cup	approximately 250 grams
1 teaspoon (tsp or t)	approximately 5 grams
1 tablespoon (tbsp or T)	approximately 15 grams

Oven Temperature

	Degrees F	Degrees C
Slow	300	150
Slow	325	160
Moderate	350	180
Moderate Hot	375	190
Hot	400	200
Hot	425	220
Very Hot	450	230
Very Hot	475	240
Extremely Hot	500	250



GLOSSARY OF MUSKINGUM UNIVERSITY TERMS



TOC

Top of Quad Center.



BOC

Bottom of Quad Center.



THE PIT

Bottom gym in John Glenn Gym.



RA

Resident Assistant, see housing section.



AC

Area Coordinator, see housing section.



MUSKIE

In reality, the Muskie is a big fish, but around this area it is the mascot for both the local high school and the university. Every student is a "Muskie".



CENTERBOARD

The organization/club on campus that handles campus programming.



KIANU, THETA PHI, ALPHA SIG, DELTA, ETC.

Sororities on campus, also used to describe a sorority girl.



MACE, STAG, ULSTER, ETC.

Fraternities on campus, also used to describe a fraternity boy.



COFFEEHOUSE

Refers to the Kelly Coffeehouse in the Kelly Residence Hall and connected to Patton Dining Hall.