

International Student Handbook



Mailing Address:

International Student Program & Services
P.O. Box 10263
211 Redbird Lane
Beaumont, TX 77710 U.S.A.

Phone/Email:

Phone: 409-880-7635 Fax: 409-880-8414

Email:

General Inquiries

international@lamar.edu

OPT, CPT, STEM
Requests/Updates
intlwork@lamar.edu

Office Hours & Location:

Monday - Friday:

8:00 am - 5:00 pm

Wimberly Building 117

Walk-In Advisement Hours:

Tuesday - Friday:

2:00 pm - 4:00 pm

Welcome to Lamar University!

We are pleased that you have chosen Lamar University (LU) as the stepping stone to your educational goals, and we are dedicated to helping you in every way possible to be successful.

This *International Student Handbook* will help to orient you for that success. It contains important information about student life at LU. It provides insight for cultural adjustments to the United States, LU academic and student conduct policies, and guidance for maintaining your status as an international student. It is just one resource, but please remember and be assured that you can ask your professors, academic advisors, and your international student advisors about anything you don't understand.

The Office of International Student Programs & Services, the International Student Council, and Global Goodwill Ambassadors Programs are all units of the Division for Global Diversity, Inclusion, and Intercultural Affairs. We work together to offer social, educational, and cultural programs to all our students and scholars—international and domestic. Please take advantage of our events and programs to meet other students and make lasting friendships.

As you embark on an exciting college education journey, you will have many enriching academic and nonacademic experiences at LU. We look forward to celebrating your academic achievements as you will forever be changed and affect change at LU by your presence and campus community engagement.

Again, welcome to Lamar University International Community–we're so happy you're here!

Sincerely, Mustapha Jourdini, Ed.D., PDSO/RO Director of International Student Programs & Services





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Quick Campus Directory

Resource	Phone	Location
Admissions	409-880-8888	John Gray Center; Bldg. A
Bookstore	409-880-8342	Setzer Center; Ground floor
Campus Police (Emergency)	409-880-7777	211 Red Bird Lane
Campus Police (Non-Emergency)	409-880-8307	211 Red Bird Lane
Cardinal One Card (ID)	409-880-2236	Wimberly Bldg. Rm.116
Career & Professional Development	409-880-8878	Galloway Bldg. Rm.102
Cashiering (Fees/Payments)	409-880-8390	Wimberly Bldg. Rm.114
College of Graduate Studies	409-880-8229	Wimberly Bldg. Rm.219
Computer Help Desk	409-880-2222	Library; Ground floor
Disability Resource Center (DRC)	409-880-8347	Communications Bldg;Rm105
Financial Aid	409-880-8450	Wimberly Bldg., Rm216
Health Center	409-880-8466	857 E. Virginia
International Student Programs and	409-880-7635	Wimberly Bldg., Rm.118
Services (OISPS)		
Lamar Alive	409-880-2395	Setzer Center, Rm.212
Library	409-880-8134	
Math Lab	409-880-8093	Lucas Bldg., Rm.211
Parking Office (Parking Permits)	409-880-8308	Wimberly Bldg., Room 118
Pathways	409-880-7511	Montagne Center;Rm.106A
Photo ID	409-880-8917	Wimberly Bldg., Rm.118
Psychology Clinic	409-880-7783	Social Behavioral Sciences Bldg., Rm.200
Post Office	409-880-8485	Carl Parker Bldg., Rm.101
Recreational Sports and Intramurals	409-880-2306	Sheila Umphrey Recreational Sports Ctr.
Registrar	409-880-2113	Wimberly Bldg., Rm.108
Residence Life	409-880-8550	Cardinal Village
Scholarships	409-880-1714	Wimberly Bldg., Rm. 200
Shuttle Services	409-880-8696	Carl Parker Bldg;Rm.109
OFF CAMPUS		
Emergency (Ambulance, Fire, Police)	911	
Beaumont Police (non-emergency)	409-880-3864	
Community Mental Health Center	409-839-1000	After 5pm: 838-1818
Rape & Suicide Crisis Center of SE Texas	409-835-3355	



BUILDING & PARKING MAP 2018-2019

The LU campus map is provided for reference and every effort is made for accuracy. Changes will occur during the course of the year, it is not intended for any official, legal or surveying use



LAMAR UNIVERSITY PARKING LEGEND			
TYPE OF PERMIT	LOT NUMBERS		
All Permit Parking/No Letter Permit			
	Lots A-4, A-6, D-6, D-7, F-7, G-2, G-6, G-9, H-1, H-6, H-7, J-5 A-3, C-4, C-5, D-5, D-8, E-1, E-2, E-3, E-5, F-4, G-1, G-4, G-5, G-8		
VISITOR PARKING	Lots D-3, D-4, E-2, E-4, F-3, F-6, F-7, G-3, G-7, G-9, H-1, H-3, H-4, H-5, H-6, H-7		
TEMPORARY ALL PERMIT PARKING	Lots T-1, T-2, T-3, T-4, T-5, T-6, T-7, T-8, T-9, T-10		
MOTORCYCLE PARKING	ELECTRIC CAR CHARGING STATION A-5 Available in Lot C-1, C-3, E-4		

TIME LIMIT Post Office, Lot E-4 Plummer Building

	gency Phones
ot Building amphel Hall	Southeast Corner of Building
amphel Hall	
ampheli Hall hery EngineeringMass Building	
ombs Hell	
auchin Athletic Complex	
Ining Hall	
ducation Building	
arrilly & Consumer Sciences Library	Southwest Corner of Building
alloway Building	
entry Hall & Morris Hall.	Between Buildings in Cabena
inves Biology/Chemistry Buildings	Michelly Retireet Buildings
eath Center	Southwest Corner of Building
ames M. "Jimmy" Simmons Music Bid;	 South Side of Building
at 8A-5.	
at #0-2	East Side of Lot by Curb
at #E-1	Fast and West Sides of Lot
at #F-Q.	Fast and West Sides of Lot
at#G-2	Middle of Lat
areG-9	Middle of Lot
##+0.	
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forme Hall	Northwest Corner of Building
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tudy C. Williams Bldg.	Southeast Side of Building
etzer Student Center	Northwest Corner of Building
helia Umphrey Recreational Center	Northwest Corner of Building
ALH Building	
Vayne A. Reaud Building	Northeast Side of Building

	an lies Building) (C;6)
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Art Library (D. 2)	
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Earth & Space Sciences (C.2)	
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NUMERICAL					
	Abbr.	Building Name		Abbr	Building Name
4	WARR	Wasne A. Regud Building	20	PCS	Family & Consumer
		Administration			Sciences
		Regard Honors College	37	GL	Many & John Gray Library
2	CICE	Center for innovation.	26	DH	Brooks-Shawes Dining Hall
		Commercialization	36		Reptilet Student Center
		& Entrepreneurable	40		Wesley Foundation
3	PC	Planning & Construction	41	CVG	Comba Half
4		Police Department	40		Music Annex
6 7 8		Digital Learning Center	40		Thompson Family Tennis Center
10		Custodial Services	#		Ty Terrell Track
-		Sooper Field	•		Latter Day Saints
ē		SomerSofthall Fieldhouse Softhall Field	-		Student Center
10					Facilities Management
		Vincent-Seck Stadium	47	SUR	Shela Umphrey
11		H.D. 'Tex' & Grone Strait			Recreational Sports Center (McDonald Gynt)
12		Resebell Training Facility Spindietop Gladys City	-	COMM	Communication
14		Scortines Museum	•		Disphility Resource Center
40		Intramagai Field	-		Student Heath Center
14		Regregional Sports Annex	=	DAD	Carl Parker Building
	HID	Herman Sea Suiding	-		Post Office
		Admissions			University Press
		Study Abroad			Undergraduate
		Visitors Center			Admising Center
150	ROW	Rudy C. Williams Building	50		Visitor information
		Alumni Affairs Office	53	w	Windows Student Services Bids.
		Larger University Foundation	54		Galloway Business
		University Advancement	32		Archer Building
150		Building C	30	99C	Rames & Noble Bookstore
10		Residence	2	99C	Segar Student Center
17	CWI	Campbel Hall Maintenance & Coerations		GE	Geology Earth & Space Sciences
-10	CVS	Monte Hall	50	90.9	Social & February Sciences
20	STOM	Science & Technology	-	SA	Science Auditorium
	_	Building	en.	OH:	Chemistry
27 22 28	944	Speech & Hearing	62	HEFA	Health & Human
20		Hydraulica Lab	_		Performance Complex, Bidg. A.
29	MO	Mana Building	100		Art House
24	ED.	Education	54	HHP9	Health & Human
25	CVC	Morris Half			Performance Complex, Bitto, B
26	14	Revene Construction	4		Tiny House 88Q
		Management Laboratory	90	14	Hayes Dislogy Building
27	CV1	Gently Hall	47	MUS	James M. "Jimmy" Simmons
29	TAGG	Texas Arademy			Music Building
29	C	General Studies	-	TAR	Rothwell Recital Hall Theatre Art
-	-	Charty Engineering Building Chartes & Fleanor Garrett		I ARK	Studio Theatre
		Engineering Center		TH	University Theatre
30		Post Office (Future)			HVLU Public Radio
31		Newton Catholic Center	100	AT	Act
30		Church of Chine	- 30	DG	Distriction Art Museum
		Student Center	21	MMW	Marrie McFactin Ward
39		Human Resources			Health Science Building
34	P	Otho H. Planner Building	72:		Multi-Purpose Building
		Finance (Accounting,	73	SMR	Shipping & Receiving
		Accts Payable, Contracts	74	MONT	Montagne Center
		Payrol, Purchasing.	75		Provoit Limphney Stadium
-		Risk Mgmt.)	76		Douphin Athletos Complex
35	E.	Luces Building	100		Vernor Glass
					Field of Champions

The purpose of the International Student Handbook is to assist and provide information to the international student community at Lamar University. The handbook will provide important information to newly admitted students as well as continuing students and alumni. The information provided should assist F-1 Students and J-1 Scholars to maintain status.

We hope that once you arrive to campus, you will be involved and stay active with the programs offered by the Office of International Student Programs and Services (OISPS) and Lamar University. To stay up to date with all OISPS-related events and to enjoy the diverse social, cultural, and educational programs we sponsor and promote, join the OISPS Orgsync Page and like us on Facebook!

https://orgsync.com/163582/

https://www.facebook.com/LamarOISPS/

OISPS is located in the Wimberly Building Room 117. The office also contains an International Cultural Lounge that is available to welcome students and is utilized to provide workshops and events for the international student community on campus.







OISPS offers a variety of services to assist international students and scholars at Lamar University. These services cover academic and SEVIS related issues, employment, and travel. OISPS is made up of a team of five Designated School Officials (DSOs). The office has established appointment times available that can be made online as well as walk in hours for students that may need assistance.

OISPS Team

Dr. Mustapha Jourdini Director, PDSO/RO

Margo Hymer Assistant Director, DSO

> Joshua Kai Coordinator, DSO

Tracy Bourgeois Sr. Specialist, DSO

David Frederick Administrative Specialist, DSO

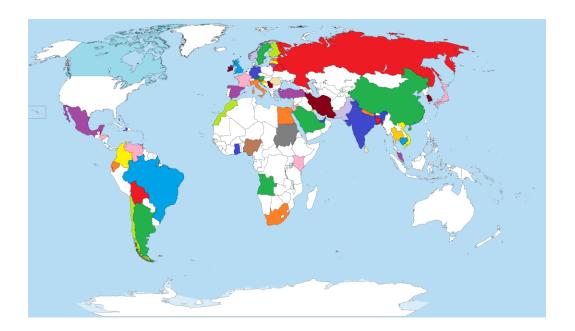
Office of International Student Programs and Services

Mission

The mission of the Office of International Student Programs and Services is to help students and scholars maintain their visa status while studying at Lamar University. Our objective is to assist international students and scholars with cultural adjustment and other issues they may face as new students to Lamar University and living in the United States. We also encourage students and scholars to take advantage of the many social, cultural, and educational programs and events to meet other international and domestic students, faculty, and staff.

Vision

The Office of International Student Programs and Services (OISPS) strives to be the primary resource for non-immigrant regulations for F-1 students, J-1 scholars, and Lamar University.



Currently, OISPS proudly serves nearly 1,300 F-1 and J-1 students and scholars from 62 countries spanning 5 continents, including gainfully employed international alumni.

Pre-Arrival Information

Nonimmigrant Student

The U.S. government uses the term <u>nonimmigrant</u> to refer to foreign nationals admitted into the country temporarily for a specific purpose. Once a nonimmigrant fulfills their purpose for coming to the United States, they need to either <u>change their status</u> or depart the country.

International students in the United States are considered nonimmigrants because their sole purpose for being in the country is to complete a <u>program of study</u> at a Student and <u>Exchange Visitor</u> Program (SEVP)-certified school.

- **F-1 nonimmigrant**: an international student in the United States to pursue a full course of academic or professional study (including a language training program) at an SEVP-certified school. An F-2 nonimmigrant is a foreign national who is the spouse or qualifying child of an F-1 student.
- **M-1 nonimmigrant**: an international student in the United States to pursue a full course of study at an SEVP-certified vocational or other recognized nonacademic institution. An M-2 nonimmigrant is a foreign national who is the spouse or qualifying child of an M-1 student.
- **J-1 nonimmigrant**: an individual approved to participate in work and study-based exchange visitor programs. All J-1 nonimmigrants must be sponsored by an organization that is designated by the Department of State.



SEVIS Form I-20 and Obtaining a Visa

https://studyinthestates.dhs.gov/2015/06/five-ways-to-prepare-for-your-visa-interview
https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html
https://travel.state.gov/content/travel/en/us-visas/study/exchange.html

Once all documentation has been submitted and the student has been accepted to Lamar University, Lamar Institute of Technology, Lamar State College – Orange, or Lamar State College – Port Arthur, a SEVIS Form I-20 will be issued. All F and M students that study in the U.S. need a Form I-20. The Form I-20 is an important document that you should keep safe, as you will need it throughout the international student life cycle.

The Form I-20 lists your program start date, 30 days before which you can enter the United States. F-1 and M-1 student visas can be issued up to 120 days in advance of your course of study start date. Your type of student visa must match the type of Form I-20 you have (e.g., F-1 or M-1). You are expected to have the original Form I-20 at your visa interview.

Once you have received the Form I-20 and paid the I-901 Student and Exchange Visitor Information System (SEVIS) Fee you may apply for your student visa and begin preparations for the visa interview. Visas will be issued by the U.S. Department of State at the U.S. Embassies and Consulates. https://www.usembassy.gov/

This interview is your opportunity to tell the consular officer about your plans while in the United States and what you will do when you have completed your studies.

Here are five things to prepare for and expect in your visa interview:

- 1. You must show proof of your acceptance to an SEVP-certified school. Your <u>Form I-20</u>, <u>"Certificate of Eligibility for Nonimmigrant Student Status,"</u> and school acceptance letter from the school you will attend.
- 2. You must show that you have the financial ability to pay for school costs plus living expenses (in the amount shown on your Form I-20 that you received from the school you will attend). For the interview, bring copies of the financial documents (such as bank statements) you provided to the school where you plan to enroll. You must also bring your <u>I-901SEVIS Fee</u> receipt to prove you submitted your payment to SEVP.
- 3. If you are applying for an F-1 visa, you should be ready to show you are prepared for the academic program in which you plan to enroll. To do this, the <u>Department of State</u> suggests that you bring copies of any standardized test scores, academic transcripts, diplomas or certificates from previous education that you provided in your application to the U.S. school where you plan to enroll.
- 4. You may be asked to confirm that your stay in the United States is temporary (i.e., you are not permanently immigrating).
- 5. The interviewing official may be interested to know how you intend to use the education you receive in the United States when you return home.

Financial Guarantee

International students who are not United States Citizens or Permanent Resident Aliens of the United States must submit a current financial guarantee for certain processes pertaining to SEVIS.

Financial Statements must be valid within six months of submitting the document for review and processing. Accompanying this form must be a bank statement certifying you have, or your sponsor has minimum funding required for an undergraduate and/or graduate student for each year of study at Lamar University. Each amount must be in U.S. Currency and is exclusive of travel funds. You will also need a Letter of Sponsorship from the party who will sponsor you, and your dependents, in the event the bank statement is not in your name. The letter should certify the sponsor's commitment to pay your and your dependents' expenses pertaining to education, living, health, and personal expenses until the completion of the program.

These documents are required to process a SEVIS Form I-20 (F-1) or DS-2019 (J-1).

Arrival and Entry into the U.S.

http://www.cbp.gov/travel/international-visitors/know-before-you-go

Nonimmigrant visa holders may arrive into the country **no more than 30 days prior to the program start date provided on the SEVIS Form I-20**. The date of entry will be recorded in SEVIS.

The following documents should be carried with you, and NEVER packed in your checked baggage:

- Passport/Visa
- SEVIS I-20 or DS-2019
- Evidence of financial resources (cash, traveler check, money order, etc.)

Sometime before your arrival to the United States, the flight attendants will distribute customs declaration forms. Fill these forms out on the plane. You will submit them to the appropriate U.S. customs and immigration authorities after you land. If you do not understand a form, ask the flight attendant for assistance.

Once you have left the airplane, follow other passengers into the terminal area reserved for incoming passengers. You will be asked to get in line in front of the immigration inspection booths. As you approach, have your passport, I-20 or DS-2019 form ready for inspection by the immigration officer.

You are likely to be asked about your purpose for entering the United States and your destination. An appropriate response is "To attend Lamar University in Beaumont, Texas".

Secondary Inspection

If the <u>U.S. Customs and Border Protection</u> (CBP) officer at the port of entry cannot verify your information, or if you do not have all of the required documentation, a CBP officer may direct you to an interview area known as "secondary inspection." Secondary inspection allows inspectors to conduct additional research to verify information without causing delays for other arriving passengers.

The inspector will first attempt to verify your status by using <u>SEVIS</u>. In the event that the CBP officer needs to verify information with your school or program, we strongly recommend that you have the name and telephone number of the designated school official (DSO) at your school. If you will arrive during non-business hours (evening, weekends, holidays), you should also have an emergency or non-business hour phone number available for this official.

Under certain circumstances, the CBP officer may issue a <u>Form I-515A "Notice to Student or Exchange Visitor,"</u> which authorizes temporary admission into the United States for 30 days while you obtain and submit the necessary documentation to SEVP. Work with your school without delay to submit the proper documentation required by the <u>Form I-515A.</u>

Form I-94

The Form I-94 (Arrival Departure Record) is a vital record to maintain. It is proof that you have legally entered the United States and will provide your class of admission as well as your authorized period of stay.

If you arrive by a land port, you should receive a paper Form I-94. Arrival through port of entries by sea or air will result in an automated Form I-94 record and will be generated by U.S. Customs and Border Protection (CBP) officers. Your passport will be stamped by CBP officials. The electronic I-94 can be obtained online at www.cbp.gov/I94.

U.S. Customs

After passing through the immigration area, you will collect your baggage and then, with your baggage, pass through customs. A customs inspector will ask you to declare what you have brought into the country, inspect your bags, and review the customs form you filled out on the airplane. Penalties for concealing declarable items can be very severe, so be honest and make a full declaration.

Items for your personal use may be brought into the United States without paying duty. As a nonresident, you are also allowed to bring in gifts with a total value up to \$100 duty free. If the total value of such items exceeds \$100, you will need to pay duty.

You must declare the amount of money you have with you, but you do not have to pay duty on it. Money <u>in any amount</u> may be brought into and taken out of the United States, <u>but</u> anyone bringing more than \$10,000 into the country must file a report with the customs official. (By the way, do you know how much you're allowed to bring out of your country yet? If you don't, you should refer to Customs rules in your home country.)

Certain articles are forbidden or restricted. These include plants, fruits, meats, vegetables, clothing made from the skins of endangered animals, ivory, lottery tickets, obscene articles or publications, and switchblade knives. Drugs without a doctor's prescription or narcotics, such as barbiturates, amphetamines, and marijuana, are strictly prohibited.

For more information about US Customs, please refer to this link: http://www.cbp.gov/travel/international-visitors/know-before-you-go

Preparations and Checklists

As you make necessary travel arrangements, it is advised that you prepare for the following:

- Apply to your nearest U.S. embassy or consulate for a visa upon receipt of your I-20 or DS-2019 form. Do this well in advance of your departure date.
- Familiarize yourself the Lamar University Academic Calendar and important deadlines. https://www.lamar.edu/events/academic-calendar-listing.html
- Familiarize yourself with the International Student Handbook.
- Join the Lamar University Office of International Student Programs and Services Facebook page and OrgSync to connect with other students.
- Plan to attend the International Student Orientation. Information will be emailed to newly admitted and transfer students prior to the semester starting. It is required that students attend orientation.
- All F and J students are required to have **health and accident insurance** for themselves and all dependent family members in the United States. Insurance must be purchased at the University during the registration period. The insurance fee will be applied to your tuition and fees at the time of course registration.
- Satisfy immunization and health related testing requirements.
- Memorize your **student ID number**. Find the number beginning with "L20xxxxxx" on your acceptance letter.
- **Activate your LU e-mail address**. Your LU email address will be the primary source of contact from the University to you. Instructions are sent to the e-mail address you provided in your admission application. If you have any problems, please contact IT via email at servicesdesk@lamar.edu or 409-880-2222.
- **Apply for Housing**. If you plan to live in Cardinal Village on campus, start the housing application process by sending an e-mail to https://www.lamar.edu/admissions/housing/index.html for more information.
- Take a **Texas Success Initiative (TSI) Exam**. Unless exempt, undergraduate students must take a TSI assessment test such as the Accuplacer or THEA to determine their readiness for college-level work before being advised and registering for classes. Exemptions from TSI testing include qualifying SAT, ACT or TAKS scores. Contact the LU Dept of Career & Testing Services to register for the THEA or Accuplacer. You may reach them by telephone 409-880-7939 or refer to their link. http://www.lamar.edu/career-and-testing-services/testing/index.html
- Schedule an **appointment to meet with an academic advisor**. After you have attended International Student Orientation, registration holds should be lifted so that you can enroll in classes.

- Make payment arrangements prior to the semester start date(s). Pay at least half of your tuition and fees to avoid being dropped from your classes. You can pay in person at the Cashier Office, located in the Wimberly Building, Room 114 or online through your student account, using Self-Service Banner, accessed at https://ssbprod.lamar.edu/btdb/twbkwbis.P-WWWLogin. Your User ID is your student ID# (starting with L20xxxxxx). Your initial PIN is your six-digit birth date (MMDDYY).
 - o If you are unable to pay the entire tuition/fee amount, you may go to the Cashier Office and fill out a short-term emergency loan/promissory note. The short-term loan is not an actual loan but is a payment arrangement that divides the tuition and fees creating an installment plan to pay at different dates throughout the semester. Additional fees may be associated to this service.
- **Purchase required textbooks**; the Lamar University Bookstore can help you find new, used or electronic copies of the books you need for your first semester of classes.
- Download the LamarMobile app for your smartphone. The free app includes a directory, maps, course schedules and more to provide LU info on the go. Go to http://m.lamar.edu/ for details.
- Contact the **Disability Resource Center**, if you have disability-related academic access needs. The Center can be reached at DRC@lamar.edu or (409) 880-8347. Go to http://www.lamar.edu/disability-resource-center/ for details.
- **Mentoring programs** are offered through the Student Advising and Retention Services can help you navigate the challenges of college life. To sign up as a "mentee," stop by Communication 109.
- Make new friends, get involved, and attend events offered to students on campus!

New Arrival Information

Airport Pick Up

Lamar University offers a free airport pick-up service for new international students arriving at Houston or Beaumont airports. Arrangements for pick-up should be made prior to arrival in the US. Please fill out the <u>Airport Pickup Form</u> and email to <u>airportpickups@lamar.edu</u> to schedule your pick-up.

International Student Orientation

All newly admitted and transfer international students, (F, M, and J), are required to attend the International Student Orientation. Accepted students will receive written notification of the scheduled orientation date. The International Student Orientation is not the same as Departmental and/or Academic orientations. An orientation fee will be applied to your student account.

SEVIS Registration

SEVIS registration will be an online process initiated by the student once you have arrived in the US. Students will receive an email notification and will be provided a link where information can be uploaded.

Required Documents:

- SEVIS Form I-20 or DS-2019 (Pages 1-3)
- SEVIS Receipt (I-901 Form)
- Visa
- I-94 (available online https://i94.cbp.dhs.gov/I94/#/home#section)
- Passport Biographical Pages
- Address (even temporary accommodation)
- Dependent Information Required for *EACH* Dependent
 - o SEVIS Form I-20 or DS-2019 (Pages 1-3)
 - o SEVIS Receipt (I-901 Form)
 - o Visa
 - Passport Biographical Pages
 - o I-94 (available online https://i94.cbp.dhs.gov/I94/#/home#section)

Maintaining Immigration Status

https://studyinthestates.dhs.gov/maintaining-status

It is extremely important for a nonimmigrant to maintain his or her status while in the United States. Failure to maintain the terms and conditions of nonimmigrant status is a ground for removal from the United States (deportation) under INA § 237 (a)(1)(C)(i).

- Must have a valid Passport.
- Must have a valid SEVIS I-20.
- Attend the school which you are authorized.
- Enroll in full course of study:
 - Undergraduate: 12 semester hours in each Fall and Spring
 4 semester hours in each Summer session
 - Graduate: 9 semester hours in each Fall and Spring
 3 semester hours in each summer session
 - Summer: INS does not require you enroll in summer sessions. However, your major department may require you to—especially if you are receiving financial assistance.
- Report a change of address to the DSO within 10 days of the change, so that SEVIS can be updated.
- Abide by the rules requiring disclosure of information and prohibition on criminal activity.

^{*}If you have dependents that have entered the US, you will be required to complete the Health Insurance Dependent Agreement Form online. https://www.lamar.edu/forms/international/health-insurance-dependent-agreement.html

- Do not work, either on or off-campus, unless specifically authorized by a DSO.
- Maintain health insurance for yourself and any dependents.
- Work only with proper authorization. Contact OISPS before starting employment.
- Have your I-20 or DS-2019 signed by an international student advisor before traveling out of the U.S.
- Request an extension if your program takes longer than the date indicated on your I-20 or DS-2019. You must apply for a program extension before the end date on your immigration document.
- Notify Office International Student Programs & Services of changes in major or program (e.g. nursing to chemical engineering or bachelor's to master's degree).

Recognize and Avoid Status Violations

By violating the requirements that govern your immigration status, you may jeopardize your ability to remain in the United States as a student or exchange visitor. Examples of violations include the following:

- Failure to enroll by the date specified by your school or exchange visitor program.
- Unauthorized employment during your stay.
- Failure to leave the United States following completion of your course, exchange visitor program, or program-related employment.
- For academic students (visa category F-1): Failure to maintain a full course load without prior authorization for a reduction from your designated school official.

Please note that this is not a complete listing of potential status violations. Check with your designated school official or exchange visitor responsible officer for more information.

Note: Non-immigrant students or exchange visitors who Spring out of status for reasons beyond their control may be eligible to apply for a reinstatement of status. The student or exchange visitor must work with the school or program official to determine if reinstatement is an option.

SEVIS was established as part of ICE's objective to restore integrity to the immigration system. By more effectively managing status information on international students and exchange visitors in the United States, SEVIS plays a key role in ICE's homeland security mission while ensuring that all eligible international students and exchange visitors can experience the benefits of America's exceptional schools, educational programs, and cultural opportunities.

Online Classes

An F-1 student may only count *one* online or distance education course without the physical oversight of a school employee (or the equivalent of three credits) toward a full-course of study per academic term. F-1 students may be eligible to take more than one online class to maintain their status as long as the class is physically proctored or monitored by a school employee.

English language program students may *not* count online or distance education courses toward a full course of study.

On-Campus Employment

F-1 students are permitted to work 20 hours per week while school is in session, on the premises of the school that issued their currently valid I-20, while they are attending that school and maintaining their F-1 status.

On-campus employment may be full-time during vacation periods for student who are eligible and intend to register for the subsequent academic term.

If you would like an on-campus job, you should first inquire with your academic department to see if they have any openings. Departments usually hire students who are enrolled in their own degree program(s). If your department does not have any openings visit the Career and Testing Center in Galloway 102 or call (409) 880-8884. Alternatively, you can view openings on campus and resume tips on the Student Employment Center webpage:

http://dept.lamar.edu/careerandtestingcenter/student_employment_center.html

Government and Third-Party Sponsorship for F-1 Students

What is third party or sponsorship?

Students being sponsored by a government agency or another party that uses LU's third party billing system to pay the students' tuition and fees.

Students will submit information to the International Admissions Office to receive their initial SEVIS Form I-20 to secure a visa. This information is noted on the preliminary financial guarantee, stating they will sponsor the student pending acceptance.

Once the student has arrived on campus, he/she should enroll in courses and submit enrollment verification information to their sponsor. An updated guarantee should then be forwarded to OISPS and tracked accordingly, (necessary for updating our records), and then to the Finance Office (third party billing).

Government Sponsored students typically have health insurance provided to them. They do not have to participate in LU student health insurance.

Usually, sponsorship letters are valid for one year. (Dates will be provided on the letter.)

*If a student is enrolled in online courses, a financial guarantee must be received to reflect this information.

Holds

As a new student you will have a series of holds on your student account that will prevent you from registering. Three of the holds will be removed during or after your attendance of the International Student Orientation and/or SEVIS registration. Advising holds and other academic registration related holds will be removed once you have met with an academic advisor and completed any outstanding testing requirements, etcetera. For information regarding these holds, you can access it through your Self-Service Banner Account online.

Types of holds include but are not limited to the following:

- Financial Guarantee Expiration
- Health Insurance
- Orientation

- Immunization & TB Test
- Advising
- TSI or Other Testing Requirements

Lamar Electronic Account (LEA)

To login to any university computer and to access your lamar.edu email account you will need your LEA username. Your LEA username should have been emailed to the personal email account you used when you applied to the university. If you have lost this email, you will need to contact the IT Helpdesk at 409-880-2222. The email also includes instructions on how to login and change your password.

Once you have your LEA account activated you will be able to view your lamar.edu inbox. You are responsible for information sent to this email account, both the university and the International Student Services Office send important emails to this account.

Blackboard

Your instructors may use Blackboard as a tool in teaching their courses. You should be prepared to use Blackboard as a method of submitting assignments and downloading syllabi. You can view login instructions and a user-friendly guide here: http://dept.lamar.edu/cde/cdepages/students.html, just click on "Blackboard Tutorial."

Adjusting to Life in America

Culture in the United States

To understand some of the characteristics of U.S. society and the behaviors of Americans, one must first understand the prevalent cultural values in the United States. Some of these values may be similar to your home country and some are likely very different.

The Importance of Time

In the United States, time is treated like a tangible asset and is used carefully and productively. Being on-time and *promptness* for class or meeting with advisors, instructors, or even friends is very important.

The Work Ethic

Like people in many countries, Americans place a high value on hard work. However, they tend to feel personally responsible for their accomplishments and take personal credit for what they've done. It is believed that people achieve results based on how hard they work, so they often judge others by how hard they work and how task-oriented they are.

Achievement

A very high value is placed on a person's accomplishments and productivity. Individuals evaluate themselves and are evaluated by others in terms of their achievements and accomplishments.

Individualism

Americans tend to view themselves first and foremost as individuals with both freedom and responsibility to manage their own lives, make their own decisions and accomplish their own goals. Families and friends are important, but individuals are expected to consider their own needs, desires, and values. Americans seem to be less comfortable being obligated to or dependent on others. People are also held individually accountable for things they have promised to do, and international students may find that they are expected to do more of their work independently than they are accustomed to at home.

Direct Communication and Problem-Solving Style

While this varies greatly by region and family background, people in the United States generally place a higher priority on clear, factual communication. This means at times, Americans may choose to be direct even if it means possibly hurting or embarrassing another person.

Pragmatism

Americans can be pragmatic and oriented towards practical matters. They are attracted to things and ideas that are "useful." This goes together with the orientation toward work and achievement. There is a high value on being able to relate "theory" to "practice."

Interpersonal Relationships in the U.S.

You may find that people in the United States have very different ideas than you do about making friends. Because of the value put on friendliness, Americans sometimes misread people from other countries who are reserved or formal as being cold or rude. In the U.S., saying "Good morning," "Hi," or "Hello," with a smile will usually indicate that you do not have any bad feelings towards the other person. Until you get used to it, this friendliness (smiling and being sociable) can be confused with an invitation for a friendship.

Americans are often much slower to form deep relationships than first impressions may indicate. They may shy away from international students out of respect for your privacy or to avoid offense, so you may need to be the one to initiate friendships. Because Americans are "doers," it is helpful when trying to make friends to ask someone to do something with you: go out for coffee, to a movie, shopping, bowling, etc. Another approach is to join a club or activity on campus.

Generally, dating among students is very casual due to the expense of going out. There are no set rules in terms of who asks for the date or who pays. In many cases the person who asks for the date will pay, but one should be prepared to cover their share of the expenses. Volunteering to cover some of the costs would be a nice gesture and probably appreciated by your date.

Adapted from American Ways by Gary Althen, University of Iowa

Perspectives on Friendships: U.S. and Contrasting Viewpoints

U.S. View	Contrasting View
A friend is anyone from a passing	A friend is someone with whom one is very
acquaintance to a lifetime intimate.	close.
Friends are often limited to an area of common	A friendship embraces the whole person.
interest, such as work, school, or recreation.	
Friends gather to enjoy an activity together.	Friends gather just to be together.
If someone has a problem, it is acceptable to go	Someone with a problem goes to a friend or
to a professional (counselor) for help.	family member for help at any time.
Friends may be "dropped" if they do not live	One tolerates a lot from someone who is a
up to our expectations or standards of	friend.
behavior.	
Friendships cross genders.	Friendships are made only with the same
	gender.
Friendships cross generations.	Friendships are made only with people of the
	same age.
One schedules time to see friends.	Friends are available anytime.
Americans act friendly and informally with	People who don't know each other maintain a
almost everyone.	formal relationship.

Adapted from American Cultural Patterns: A Cross-Cultural Perspective, by E.C. Stewart.

First Names and Titles

There are strong regional and cultural differences within the United States regarding formality and the use of titles with names. These include "Mr." (pronounced "Mister" and meaning male, married or single), "Ms." (pronounced "Miz" meaning female, married or single), "Mrs." (pronounced "Missus," meaning a married female), "Professor" (meaning someone who has a faculty appointment or tenure at a college or university), or "Dr." (short for "Doctor," meaning a medical doctor or someone with a Ph.D.).

In the Southern part of the United States, the culture is somewhat more formal than you will find in the Midwest or the West, for instance. Acquaintances of the same age can generally assume the use of first names is appropriate. However, when addressing professors and instructors one should use "Dr." or "Professor," unless invited to call the individual by their first name. When addressing others whom you do not know well, you should start by using "Mr.," "Ms.," or "Mrs."; or you may ask the individual what they preferred to be called. In the South it is also common to call a female (married or not) Miss + First Name, for example Jane Smith might be addressed as Miss Jane.

Finally, in the South it is also considered polite if one includes "sir" or "ma'am" in answering a question. For example, "Have you finished the assignment, Christopher?" The student, Christopher, would answer: "Yes ma'am (or sir, if the question asker were male), I have finished my assignment."

Culture Shock and Adjustment

'Culture shock' refers to the anxiety, disorientation, and stress experienced when functioning within a new culture. Recognizing culture shock is an important first step towards overcoming it. Identifying and addressing the source of your feelings of anxiety and stress will help you to work through them and eventually adjust to your new environment.

The Stages of Culture Shock

1. Initial Euphoria

- -Everything is new, intriguing and exciting
- -Focus on similarities of home and host cultures
- -Lasts about 3 weeks

2. Irritation and Hostility

- -Focus on differences between the home and host cultures
- -Begin to dislike the culture and react negatively to behaviors of host country members
- -Some people withdraw or isolate themselves, or experience other symptoms (see below)
- -Lasts 3-4 months

3. Gradual Adjustment

- -The individual becomes more comfortable, feelings of isolation decrease
- -More things become predictable, everything feels more 'under control'
- -Behaviors of people in host country are understood and accepted

4. Adaptation

- -Also called "biculturalism" this stage takes years to achieve
- -The individual adopts and prefers certain traits and behaviors of their host culture
- -The individual is considered fully adjusted and can function in both cultures

The Symptoms of Culture Shock

The symptoms of culture shock and their duration and intensity will vary from person to person and may include both physical and psychological symptoms.

Physical Symptoms

- -Concern over the cleanliness of food, bedding and dishes
- -Extreme stress over health and safety
- -Great concern over minor pains or minor illness
- -Craving "home cooking"
- -Use of alcohol or drugs
- -Decline in work quality

Psychological Symptoms

- -Insomnia, fatigue, disorientation
- -Isolation, loneliness, depression, self-doubt and nervousness
- -Frustration, anger, irritability and criticism of the host culture
- -Emotional and intellectual withdrawal

Adapted from Intercultural Communication by Fred E.Jandt, 2001.

Coping with Culture Shock

- 1. **Introduce Yourself to Other International Students**. Other international students may be experiencing the same problems that you are. By talking to them, you may be able to find out ways they are coping with problems.
- 2. **Make American Friends.** By having friends you can talk to, you are able to ask them questions about what you do not understand about U.S. culture.
- 3. **Stay in Touch.** Keep up contact with your friends and family at home. Allow yourself to feel sad about the things you have left behind, but don't allow those feelings to consume you.
- 4. **Be Open.** Be open to new experiences and ideas and understand that many things will be different from your home culture. Resist the urge to categorize these differences as positive or negative, most customs, ideas and habits are simply different.
- 5. **Exercise.** By finding an activity that you enjoy, you will be able to reduce stress and depression. Visit the Rec Center or join an intramural group.
- 6. **Get Involved.** Talk with your Classmates, Instructors or the staff at the Setzer Center to find out about community activities, religious services, or volunteer opportunities to help you become a member of the community while you are here.
- 7. **Work on Your English**. It is much easier to understand a culture when you can understand the language being used, ask about any slang terms that you do not understand.
- 8. **Maintain Your Self-Esteem.** Adjusting to a new culture is difficult and you will make mistakes with the language or become confused by unfamiliar customs. This is normal and is no reflection on your intelligence. If we didn't make mistakes, how would we learn?
- 9. **Focus on What You Can Control.** When we are suffering from culture shock, we usually feel out of control. Try not to spend energy on minor problems or on things you cannot change.
- 10. **Write it Down.** Record your thoughts and frustrations in a journal. This will give you a healthy outlet for expressing your feelings.
- 11. **Be Patient with Yourself.** Many international students experience culture shock in some way while they are here. Just recognize the problem and give yourself time to get over it and remind yourself that this is not permanent. If the issue continues or becomes more than you feel you can handle, contact Counseling Services at 880-7783.

Bringing Children to the U.S.

If you plan to bring children, it is a good idea to research American schools and resources available to parents prior to arriving in the U.S.

Schools

The public schools your children will attend are determined by the location of your housing in Beaumont. Please note that immunization records are required to enroll children in Texas public schools. School transcripts are also helpful (though not required) for placement of children in appropriate grade levels. For details regarding the public-school schedule for registration and classes, you may contact Beaumont Independent School District, 3395 Harrison Avenue, Beaumont, Texas 77706, telephone 409-617-5000, or check their web site at www.bmtisd.com.

Child Care

Day care centers, group day homes, private kindergartens, nursery schools and drop-in care centers are licensed by the Department of Human Services. To become licensed, the facility must meet certain minimum standards for a child's health and safety. These standards have been developed in consultation with licensed caregivers and experts in early childhood development education, fire safety, health, and sanitation. Licensed facilities are expected to maintain a well-managed, accountable organization, adequate supervision, a safe facility and a healthy environment and safe activities geared to specific age groups.

The following questions will help you evaluate different facilities to see if they meet your standards.

- Is the facility licensed?
- Is the facility neat, clean and well lit, with enough room for all the children in care? Is the caregiver/director firm and affectionate with children?
- Do planned activities develop your child's physical, emotional, creative and interpersonal skills, and are they geared to your child's age?
- Are there safe indoor and outdoor play areas and enough toys, games, art supplies and sports equipment?
- Are rules reasonable and fair, and are they consistently kept?
- Are parents allowed to drop in unexpectedly?
- Is the facility child-safe (for example, are electrical outlets and heaters covered?) Are snacks and meals adequate and nutritious?
- Can parents participate in activities? Are you aware of what decisions parents can participate?
- Is there flexibility in the hours of care to meet your needs?
- Does the facility accept mildly ill children?
- What will the caregiver do if your child becomes ill while in care?

Banking

Checks drawn on foreign banks may have to go through a collection process. This means that the money is not available until the U.S. bank has collected from the foreign bank. It may take several weeks before the money is credited. Students may want to consider having monies wired to their account. This process takes less time and is very safe.

In countries with restrictions on foreign exchange, students may need to provide their sponsor or family with a letter of certification of enrollment to receive monies from their home country. Visit the Registrar's Office to obtain a letter verifying your enrollment. Allow at least one week for processing.

Monetary Restrictions

The U.S. government does not restrict the amount of U.S. currency a nonresident, noncitizen can take or send to the United States for educational expenses.

The U.S. government requires that individuals, regardless of their immigration status, report the transfer (into or out of the country) of cash or other financial instruments valued at \$10,000 or more. Consult

with the U.S. embassy or consulate in your country for more information about this requirement. Many countries do have currency exchange restrictions.

If your country has such restrictions, you may have to submit certain documentation allowing you to take currency out of the country. For more information, contact the government office that issues passports in your home country.

Financial Institutions Located Near Campus:

Beaumont Area Educators Federal Credit Union 4695 Rolfe Christopher Dr.
Beaumont, TX 77705
(within walking distance of the University)

Community Bank 490 Park Beaumont, TX 77701 (409) 981-7000

Cashing Checks

To cash a check, two pieces of identification are needed. The primary piece of ID must be a driver's license or a State of Texas ID card. The second piece of ID is usually a major credit card.

Some stores will cash checks for students who shop there regularly and have a proper ID. Some stores may not accept the temporary checks that most banks issue to new account holders.

Non-drivers can be issued a State of Texas picture ID card at the Texas Department of Transportation. This ID is available **only to individuals that do not have a driver's license**. A valid passport is required for verification of person and date of birth. The State of Texas ID card is an accepted form of identification throughout Texas and is valid for four years. It can be used for identification when cashing a check or when opening a bank account. Please remember that this is not a driver's license.

Bank Cards

Many banks issue cards that make deposit and withdrawal services available 24-hours a day by use of an automatic teller machine (ATM). These machines, frequently located outside the bank, are convenient and allow access to cash after the bank closes or in an emergency.

Credit Cards

Credit cards are convenient, especially to cover unexpected major expenses. Medical fees, travel fares, and car repairs can be paid for with any major credit card. It is very easy to fall into debt. Be sure to understand all the terms of a credit card before signing anything. *A note of caution:* The issuing company should be notified about lost credit cards. A new card with a new account number will be sent. Furthermore, call the police department so that it may have the information needed in case any illegal activity occurs on the old account

Things To Do

The Beaumont area has several things to do throughout the year, including museums and historic sites, shopping, nightlife, and outdoor recreation. The Beaumont Conventions and Visitors Bureau has an up to date list of events and locations within the area. Visit them online at

http://www.beaumontcvb.com/things-to-do/. In addition to local boutiques, there are several locations for every day shopping needs located in and around the Beaumont, Texas area.

Walmart Supercenter #651 4145 Dowlen Rd. Beaumont, Texas

Open until 12 am

Walmart Supercenter #408 8585 Memorial Blvd Port Arthur Open until 12 am Walmart Supercenter #449 4999 N Twin City Hwy Port Arthur Open until 12 am

Target 5850 Eastex Fwy, Beaumont, TX 77708-4824 (409) 898-8270 Target 3100 Highway 365 Ste 90 Port Arthur, TX 77642-7796 (409) 729-3201

Beaumont 5 H-E-B Plus! 3025 North Dowlen Rd. Beaumont, TX 77706 Mid County H-E-B 4800 B Hwy 365 Port Arthur, TX 77642

Beaumont 6 H-E-B 3590 College St. Beaumont, TX 77701

Kroger 3845 Phelan Blvd Beaumont, TX 77707

#47 Market Basket 3955 Phelan Blvd Beaumont, TX 77707 #14 Mercado de Familia 1650 College St Beaumont, TX 77701 3965 Dowlen Rd Beaumont, TX 77706

Kroger

Cash Saver 655 Lavaca Beaumont, TX 77705

The LU Shuttle also provides services to transport students to area shopping locations.

https://www.lamar.edu/police/shuttle/index.html



Events Details Boomtown Film Festival

February
Beaumont
http://boomtownfestival.com/schedule

Mardi Gras! Galveston

February/ March Galveston http://www.mardigrasgalveston.com/

Southeast Texas Mardi Gras

February/March
Port Arthur
http://mardigras.portarthur.com/

Beaumont Blues Festival

March Beaumont http://www.beaumont-txcomplex.com/upcomingevents.html

Nederland Heritage Festival

March Nederland http://www.nederlandhf.org/

Houston Rodeo

March Houston http://www.houstonrodeo.net/

South Texas State Fair

Beaumont http://www.ymbl.org/fair.htm

Description

This February music and film lovers alike will come together in Southeast Texas to hear cutting-edge bands, see fiercely independent films, enjoy panel discussions and mingle with like-minded enthusiasts. The festival also gives attendees the chance to hear and learn from experienced filmmakers.

During Mardi Gras! Galveston, the island comes alive with extravagant parades, more than 50 galas and festive events, bead throwing, exhibits, live entertainment and the best Gulf Coast cuisine in the world. One of the most popular annual events to take place in Texas, the event is rich with laughter and celebration. There is something for everyone including a beachfront carnival, shopping, and nightlife featuring everything from Cajun and salsa to jazz and rock and roll.

What is Mardi Gras? Mardi Gras, "Fat Tuesday" translated from French, is the last chance before Lent for revelry and almost anything goes. Mardi Gras Southeast Texas is a family friendly festival. Carnival Weekend has many attractions and activities for the whole family. Come share the fun and help support Southeast Texas!

If you wish for an exhilarating musical ride with your favorite artist or are looking for a refreshing experience, concerts like Beaumont Blues Festival is sure to meet your expectations.

Since 1974, chili cook-off, music, arts and crafts, games, motorcycle show and much more. The streets of Boston Avenue and 17th are blocked off in front of Central Middle School to provide room for our Carnival and Craft and Collectable Market.

Going twenty days strong, Rodeo Houston is held at Reliant Park, and features bull riding, parades, carnivals, BBQ, wine tasting competitions, and loads of shopping!

The Fair offers hundreds of commercial exhibits, food concessions outstanding livestock and poultry shows and new and exciting attractions for the entire family.

Festival International de Louisiane

April/May Lafayette, LA

March/April

The annual 5-day festival is held during the last full week of April. Historic downtown Lafayette, Louisiana, is transformed into an entertainment complex featuring six music stages, food court areas, street musicians and animators, arts and crafts boutiques, art galleries, beverage stands,

http://www.festivalinternational.com/site.php

cultural workshops, international cooking demonstrations and a world music store.

Port Neches RiverFest

April/May
Port Neches
http://www.ci.port-neches.tx.us/about/riverfest.php

The annual Port Neches RiverFest is a 4-day festival of fun with "THUNDER on the NECHES" tunnel boat races. RiverFest is held on the Neches River at the Port Neches City Park in spring each year. Lots of family fun!

Texas Bar-B-Q Festival

April/May Vidor

http://www.vidorchamber.com/dyncat.cfm?catid=2214

The Last Week-end in April each year. For food, fun and friendly competition, and great entertainment you have come to the right place! The Texas Bar-B-Q Festival is not only a great barbeque cook-off contest; it also has carnival rides, vendors, games, live music and a scholarship pageant for young ladies from the Vidor area. Come out and enjoy some wonderful entertainment and hospitality

AIA Sand Castle Competition

June Galveston

http://www.aiasandcastle.com/event-map.html

For over two decades on the first Saturday of June, teams of architects, designers, and engineers have taken their tools to East Beach in Galveston for what is considered one of the world's largest sandcastle competitions. The Houston Chapter of the American Institute of Architects (AIA) has been organizing this competition every year since 1986.

City of Beaumont's Fourth of July Celebration

July
Beaumont
http://www.beaumont-tx-complex.com/upcomingevents.html

The city's Fourth of July Celebration will offer a rollicking salute to our nation's past with live performances in Riverfront Park, patriotic favorites at the Julie Rogers Theatre, and a firework display over the Neches River

Texas Pecan Festival

September Groves

http://www.texaspecanfestival.com/

A family-oriented celebration offering activities, sporting events, carnival, concessions and arts and crafts, and great recipes revolving around pecans.

Texas Rice Festival

September Winnie

http://www.texasricefestival.org/home.asp

The Texas Rice Festival is an annual harvest celebration held the first weekend of October honoring rice farming, which is a major economic activity in the region of Southeast Texas around the town of Winnie, Texas. The festival includes a carnival, two parades, livestock show, longhorn show, open horse show, BBQ cook off, nightly street dances, antique car show, rice cooking contest, pageants, and features food made with rice and flavors of the Cajun culture which is strong in the area. Typical fare includes rice balls, gumbo, etouffee, pistolettes, blooming onions, crab balls, boudin balls, funnel cakes and many other delicacies. The event is renowned for its outstanding cuisine.

City of Beaumont Holiday Festival & Parade

December Beaumont

http://www.cityofbeaumont.com/calendar_app/index.html#Master

Include the annual street parade and lighted boat parade, holiday-themed shows at downtown venues, a free children's holiday party, free outdoor movie, and the Main Street Market, hosted by the Beaumont Junior League.

Driving and Transportation

International Driver Permit

Texas residents cannot use International Driving Permits in the United States, and U.S. law enforcement agencies do not recognize the permit as a valid driver license for anyone. Law enforcement agencies do recognize a valid driver license that is issued by another country, state, or territory of which the license holder is a resident.

Foreign Driver Licenses

If you possess a foreign driver license, are between the ages of 18 and 75, and are now in Texas for an extended period or permanently, the state will recognize your license for up to one year following your arrival. This only applies for foreign nationals of countries that have reciprocity <a href="http://info.sos.state.tx.us/pls/pub/readtac\$ext.TacPage?sl=R&app=9&p dir=&p rloc=&p tloc=&p ploc=&pg=1&p tac=&ti=37&pt=1&ch=15&rl=91 with the United States – in other words, countries that offer a similar privilege to U.S. citizens who are in their nation.

Obtaining a Texas Driver's License

Do not drive in the United States without a valid driver's license, auto insurance, and valid license plates on your car. International students who intend to drive a vehicle should obtain a Texas Driver's License at the Texas Department of Public Safety (DPS). Access to a car, knowledge of Texas driving regulations, as well as testable driving skills are basic requirements for a driver's license. You must provide your own vehicle when taking the driving test.

Please take the following steps to obtain your driver's license:

- A. Study the information about traffic laws in the Texas Driver's Handbook, which is available in both English and Spanish, from the Department of Public Safety (DPS), as well as online at http://www.txdps.state.tx.us/InternetForms/Forms/DL-7.pdf
- B. Take the written and in-car examinations for driving at any DPS office. If you do not have a driver's license from another state, you must take both a written and a driving test. There is a \$24.00 fee, valid for three opportunities to take the test within a 90-day period. (The written exam is offered in English and Spanish).

The Beaumont DPS Office is located at:

7200 Eastex Freeway

Beaumont, Texas 77708-3830 Phone Number: 409-924-5400

Days and Hours: Monday, Tuesday, Wednesday, and Friday 8 a.m. - 5 p.m.,

Thursday 8 a.m. – 6 p.m.

C. You will need the following documents to complete your application: passport, I-20 or DS-2019, I-94 card, Enrollment Verification Letter, and Social Security Card (if you are eligible to obtain a Social Security number). If you are not eligible for a Social Security number (i.e. you are an F-1 student without an offer of employment) you will need to sign a "Social Security Affidavit" at the DPS office when applying for your Texas Driver's License.

Note: If you own a vehicle, but do not have insurance, you will NOT be permitted to apply for a driver's license. If possible, it is recommended that you apply for a driver's license before a purchase a vehicle.

Campus Parking

You must have a parking permit displayed in your vehicle to park on-campus.

- You can buy a permit online and pick up the tag in the Wimberly Building
- You will get a parking ticket and will have to pay money if you do not have one.
- There are designated areas on campus for parking. https://www.lamar.edu/finance-and-operations/administrative-services/parking/parking-traffic-regulations.html

https://www.lamar.edu/finance-and-operations/administrative-services/parking/index.html

Traffic Tickets

What will happen if I do not obey traffic laws while I am driving? The Lamar University Police Department and any officer within the Texas Department of Public Safety can give you a ticket if you do not obey traffic laws.

The police officer will stop you

- if you are going too fast (or too slow!)
- if you are driving dangerously
- if you are not following driving rules

The police officer will stand next to your window

- Roll down your window
- Put your hands on the steering wheel until the officer asks you for your identification
- Move slowly as you get your ID

- Be very polite. Call him "sir"; call her "ma'am"
- Do whatever he or she tells you to do. Do not argue.

The police officer will ask you for your driver's license and proof of insurance.

Lamar University Shuttle Service

The Lamar University Shuttle Service operates 7 days of the week during a regular semester. The shuttle provides transportation for students within a two-mile radius daily and provides Wal-Mart trips each weekend.

https://www.lamar.edu/international/current-students/life-at-lamar/transportation.html

Public Transportation

Public transportation is available in the Beaumont area. Information pertaining to schedules, routs, special events and fares can be located online at www.beaumonttransit.com or by calling (409) 835-7895 Monday through Friday from 8:00 AM to 9:30 PM. Monthly passes may also be purchased at two locations.

Beaumont Municipal Transit Services	Central Collections, Beaumont City Hall
500 Milam Street	801 Mail Street
Beaumont, Texas 77701	Beaumont, Texas 77704

<u>Amtrak</u>

2555 W. Cedar St Beaumont, TX 77704 (409) 866-3778

Avis Rent-A-Car

6000 Airline Drive Beaumont, TX 77701 (409) 722-0209

<u>Carte Blanche Concierge</u>

8480 Washington Blvd Beaumont, TX 77707 (409) 241-0222

Enterprise Rent-A-Car: I-10

1225 Interstate 10 South Beaumont, TX 77701 (409) 898-2878

Additional transportation and travel information can be located online at http://www.beaumontcvb.com/trip-planning/transportation/.

Housing Resources

On-Campus:

Cardinal Village PO Box 10040 Beaumont, TX 77710 (409) 880-8550

https://www.lamar.edu/residence-life/index.html

Temporary:

http://www.beaumontcvb.com/hotels/

Hilton Beaumont 2355 IH-10 S Beaumont, TX 77705 (409) 842-3600 Holiday Inn IH-10 Midtown 2095 N. 11th St. Beaumont, TX 77703 (409) 892-2222

Off-Campus:

The Edge 5230 S. MLK Jr. Parkway Beaumont, Texas 77710 (409) 225-5101 www.theedgeliving.com

Parigi Property Mgt, LTD 445 N. 11th St. Beaumont, TX 77702 (409) 833-9555 Apartment Management, Inc. 2910 Harrison Ave. Beaumont, TX 77702 (409) 892-5171

> Park Central Mgt. Co. 3501 Turtle Creek Dr. Port Arthur, TX 77642 (409) 724-0020

Burns Properties, Inc. 290 Dowlen Rd. Beaumont, TX 77706 (409) 866-2398

Scholarship Information

General Scholarships

Most scholarships are awarded based on academic achievement. Other factors such as academic major, leadership ability and specialized skills (athletics, marching band, music, etc.) also may be considered in awarding scholarships. Scholarships are offered through the Office of Scholarships and Financial Aid.

https://www.lamar.edu/financial-aid/scholarships/index.html

For priority consideration for most scholarships, apply no later than February 1 each year (some unique opportunities require earlier deadlines).

https://lamar.academicworks.com/opportunities#Scholarship%200pportunities

Please note, international students *are not* eligible to receive federal student loans.

Graduate Studies Scholarship

The Office of Graduate Studies offers \$1000 academic competitive scholarships based on recommendations from graduate Department Chairs. Masters/Doctoral students interested in a scholarship must contact their department to see if they qualify. The criteria required by your department may be higher than those set by the Graduate Office. The requirements for the Office of Graduate Studies are as follows:

- 1. Students who are awarded scholarships must be fully accepted into a graduate program, must be in good academic standing, and must be enrolled full-time (9 hours) in the Fall *and* Spring semesters.
 - *No student will be extended an additional scholarship if their grade point average is below 3.0 or if they fail to meet any other condition of their current year scholarship.*
- 2. Students who begin a scholarship in the Spring semester must be enrolled as full-time students and must enroll in a minimum of 6 credit hours in the Summer.
- 3. Non-thesis master's students in programs requiring 39 or fewer credits will receive at most two one thousand-dollar scholarships. All thesis master's students and non-thesis master's students in programs requiring 40 or more credits will receive at most three one thousand-dollar scholarships.
- 4. Students enrolled in thesis courses are not required to meet the minimum credit hour requirement for a scholarship.
- 5. Students may enroll for fewer than 9 hours during a long semester or 6 hours during a summer term but must provide the Graduate Dean with a signed one-time reduced course load *memorandum* from the Department Chair verifying approval. *Please note that a student is only eligible for one Reduced Course Load while on scholarship throughout their academic career*. International students may only enroll for a reduced load in their graduating semester.

- 6. Students removed from the scholarship list for any reason may submit to the Graduate Dean a letter of appeal that must be accompanied by a letter of support from the student's Department Chair. The final decision is made by the Graduate Dean.
 - *Out-of-State students receiving a Non-Resident Tuition Waiver must receive the full \$1000 scholarship to be in compliance with Texas Higher Education Coordinating Board regulations.*
- 7. The Graduate Office will not submit Tuition Waivers after the 12th class day of the semester.

Good Neighbor Scholarship Program (GNSP)

This scholarship is a 12-month award and is limited only to Texas public colleges and universities. To provide assistance for tuition to students from other nations of the Western Hemisphere (other than Cuba).

To be eligible for a Good Neighbor Scholarship, a student must:

• Be a bona fide native-born citizen and resident of one of the following eligible countries:

Guyana Argentina Antigua and Barbuda Haiti **Bahamas** Honduras Barbados Iamaica Belize Mexico Bolivia Nicaragua Brazil Panama Canada Paraguay Chile Peru

Colombia Saint Kitts and Nevis

Costa Rica St. Lucia

Dominica St. Vincent and the Grenadines

Dominican Republic Suriname

Ecuador Trinidad and Tobago

El Salvador Uruguay Granada Venezuela

Guatemala

- Have resided in the American Hemisphere for a period of at least five years
- Demonstrate that he/she is scholastic qualified for admissions are is in good academic standing at Lamar University
- Not hold dual citizenship with the United States
- Not be a member of the Communist Party
- Must be in lawful (legal) status with Immigration & Naturalization Service
- Must be recommended for a scholarship by an eligible institution

Education in the United States

Lamar University expects students to maintain high standards of academic integrity in all university work. University policy on academic dishonesty, including plagiarism, cheating, and collusion, may be found in the *Student Handbook* published online at www.lamar.edu/student-handbook.

Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

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

Advisers and Instructors: Asking for Advice

At the University, you will have two main advisers: an international student adviser and an academic adviser. You will also be in contact with professors and instructors. Listed below are the types of questions and concerns that each can address.

INTERNATIONAL STUDENT ADVISER

- Passport, visa, or Department of Homeland Security (DHS) matters
- Legal matters
- University policies, procedures, and services
- Transfers to other schools
- Work permission
- Government or agency scholarships or sponsorship

- Travel outside the United States
- Financial problems
- International and intercultural programs
- Academic concerns and problems
- Personal concerns: adjustment; day-today living; relationships with family, friends, roommates, etc.
- Social and cultural issues

ACADEMIC ADVISER

- Which classes to take, advice on schedules, and degree plans
- Detailed information on the registration process
- Short- or long-term academic requirements or planning
- Availability of graduate assistantships

 Probation/suspension and help for poor grades

Academic calendar

- How to transfer credits
- Majors or minors
- Grading system
- Academic terminology

PROFESSORS & INSTRUCTORS

- Course content
- Course schedule, syllabus, requirements
- Exams, papers, and grading

 Advice, assistance in comprehending course material, finding library resources, and assessing your progress

Characteristics of the U.S. Academic Environment

The U.S. cultural values listed in the previous section shape the academic environment in the following ways:

- 1. Active classroom participation is expected.
- 2. Time pressure is high- often there are many small assignments due each week and time management is an important skill to develop.
- 3. Critical thinking must be developed.
- 4. Independent thinking is highly valued.
- 5. Presenting ideas concisely in class is expected.
- 6. Assignments (reading, writing, homework, tests) are numerous.
- 7. Competition is a common mind-set.
- 8. Achievement and hard work are highly valued; the finished product is most important.
- 9. Students must be responsible for themselves.
- 10. Equality— all students should be treated equally.
- 11. Informality is normal.
- 12. Direct and straightforward communication is expected.
- 13. Friendship is usually based on doing things in common—sports, studying, etc.
- 14. Combining theory and practice—the practical application of ideas—is emphasized.
- 15. Problem-solving orientation— "If it's broken, we ought to be able to fix it!"
- 16. The scientific method and the use of logical proof are emphasized academically.

Developed by Dr. R.M. Paige and S.L. Smith, University of Minnesota.

Test Taking Tips

Test Preparation

- Review your notes at least four times a week.
- Form a study group with other classmates.
- Attend review sessions.
- Ask the professor for help. Do not wait until the last minute; plan ahead!
- Do NOT try to cram at the last minute. All-nighters are a waste. Get some sleep.
- Have a positive attitude—do NOT judge how prepared you are by comparing yourself to others.

Multiple Choice Test

- Read the ENTIRE question.
- Eliminate answers that are obviously wrong.
- Change your answer if you find information in another question, or you realize that you misread the question.
- Eliminate similar answers unless "all of the above" is an option.
- Do NOT get hung up on one question. Answer the questions you know well and then go back to work on the others.
- Attempt to answer all of the questions.

Essay Test

- Read the question carefully.
- Outline your response.
- Write your answers clear and concise.

Finals

- Look at the final exam schedule for the time, date, and location of your test. It most likely will not be the same time or place as your normal schedule.
- Final exams are just like any other test. Use the same method to study.
- Start reviewing your notes three to four weeks before the exam. Usually there is a great amount of material covered on the final because they are normally comprehensive.
- Set your alarm clock! Get a good night's rest and try to relax.

Note Taking Tips

- Sit near the front of the room during class. Concentrate on what the professor is saying.
- Listen for clues such as "the main idea is" or "in conclusion." Do not be afraid to ask questions.
- Use your own words and not your professors.
- Date and number all pages of your notes.
- Review your notes within 24 hours of taking them.
- Make note cards of ideas you have trouble remembering. Academic Honesty Policy

Lamar University expects students to maintain high standards of academic integrity in all university work. University policy on academic dishonesty, including plagiarism, cheating, and collusion, may be found in the *Student Handbook* published online at www.lamar.edu/student-handbook.

Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

Academic Policies

https://www.lamar.edu/students/academic-support/academic-policies.html
https://www.lamar.edu/catalog/general-academic-policies/index.html

Forms of Academic Dishonesty

The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials. Cheating includes:

- a. copying, without authorization from the instructor, another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs;
- b. using, during a test, materials not authorized by the person giving the test;
- c. collaborating, without authorization, with another person during an examination or in preparing academic work;
- d. knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of test or assignment that has not been administered or assigned;
- e. substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit:
- f. bribing another person to obtain a test not yet administered or information about such; and
- g. purchasing, or otherwise acquiring and submitting as one's own work any research paper or other written assignment prepared by an individual or firm. (This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist).

Plagiarism shall mean the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for credit.

Collusion shall mean the unauthorized collaboration with another per-son in preparing work offered for credit.

Abuse of resource materials shall mean the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials.

Academic work shall mean the preparation of an essay, dissertation, thesis, report, problem, assignment, creative work or other project that the student submits as a course requirement or for a grade.

Responsibilities of Instructors

Instructors shall take reasonable and necessary precautions, including the careful administration and monitoring of examinations and assignments, to prevent acts of academic dishonesty.

Procedures for Discipline

Procedures for discipline due to academic dishonesty shall be the same as in other violations of the <u>Student Code of Conduct</u>, except that all academic dishonesty cases shall be considered and reviewed by the faculty member, and if necessary, the Department Chair, Dean, and Provost. The faculty member shall conduct a complete, thorough, and impartial investigation of the charge of academic dishonesty and determine whether or not the student was responsible for the violation. If the faculty member determines that the student was responsible for the violation, the faculty member may assess an appropriate and reasonable sanction. The student shall be entitled to a written notice from the faculty member of the violation, the penalty, and the student's right to appeal the determination of dishonesty and/or the sanction imposed. A copy of the faculty member's notice to the student shall be forwarded to the Provost.

If the student does not accept the decision of the faculty member concerning the determination of dishonesty and/or the penalty imposed, the student may appeal to the faculty member's Department Chair for review of the case. To do so, the student must submit, in writing, a request for an appeal to the Chair within five working days of notification of the right to appeal. The student shall be entitled to a written notice of Chair's decision and the student's right to further appeal.

If the student does not accept the decision of the Chair concerning the determination of dishonesty and/or the sanction imposed, the student may appeal to the Dean for review of the case. To do so, the student must submit, in writing, a request for an appeal to the Dean within five working days of notification of the Chair's decision. Prior to rendering a decision about an appeal, the Dean may request a review of the case and recommendation from the College's Student-Faculty Relations Committee. The student shall be entitled to a written notice of the Dean's decision and the right to further appeal.

If the student does not accept the decision of the Dean, the student may then appeal to the Provost for review of the case. To do so, the student must submit, in writing, a request for an appeal to the Provost within five working days of notification of the Dean's decision. Before rendering a decision, the Provost shall convene an ad hoc Student-Faculty Relations Committee composed of members from the standing Student-Faculty Relations Committees from the other Colleges to review the case and offer a recommendation. The student shall be entitled to a written notice of the Provost's decision. The decision of the Provost shall be final.

No disciplinary action against the student shall become effective until the student has received substantive and procedural due process as described above. A copy of the record pertaining to each case shall be forwarded to, reside in, and considered by the Office of the Vice President for Student Engagement where it shall be treated as a disciplinary record as described in the Student Handbook. If additional judicial action is necessary, as in the case of flagrant or repeated

violations, the Student Engagement Office shall initiate further action in accordance with the procedures for student discipline as described in the Student Handbook.

Academic Grievances

To provide for the resolution of alleged academic grievances in a prompt, fair, and equitable process throughout the university, departments and academic divisions of the university shall follow the grievance and appeals procedures. There shall be in each College a Student-Faculty Relations Committee. It shall be comprised of four faculty members, two undergraduate students and one graduate student. Department Chairs may not serve as a member of this committee. Members of the committee shall be chosen by procedures established by the College. The chair of the committee shall be selected from among the faculty members. Annually, the Dean of the College shall provide a membership listing to the Provost. In the event that any member of the committee is a party to an alleged grievance or is unavailable for an extended period of time, the Dean shall appoint a substitute member.

The Student-Faculty Relations Committee should be involved in an alleged grievance only after normal procedures for resolving issues have been exhausted. The initial step in the normal procedure should be for the aggrieved party (henceforth referred to as student), to discuss the issue with the offending party (henceforth referred to as instructor). If the issue is not resolved satisfactorily, the student's second step should be to consult with the instructor's Department Chair. If the Department Chair cannot resolve the issue satisfactorily, the matter should be referred to the Dean, who may convene the College's Student-Faculty Relations Committee. The grievance procedure should be initiated within ten working days of the alleged offense.

The aggrieved student should deliver a written statement of the alleged grievance to the Dean within one calendar week of the written response from the Department Chair. The Dean, at his or her discretion, may render a decision about the appeal or may convene the Student-Faculty Relations Committee. If the Dean chooses to convene the committee, the written statement shall be submitted to the committee in a timely fashion with the charge to the committee that it will fully investigate the alleged grievance and present appropriate findings and recommendations to the Dean of the College. To be forwarded, Committee findings and recommendations must receive a majority vote. The Dean shall notify all involved persons and the Provost by separate written communication of the committee's findings and recommendations, and his or her decision regarding the grievance. To assure prompt resolution of alleged grievances, the Student-Faculty Relations Committee shall make every reasonable effort to complete its report within two weeks from the date of receipt of the statement of grievance.

In the event that any party involved in the alleged grievance should seek to appeal the decision and/or recommendation of the Dean, a written appeal should be delivered to the Provost within one calendar week of receiving the Dean's decision. The Provost must appoint a review committee selected from the several College Student-Faculty Relations Committees to hear the appeal and offer findings and recommendations before rendering a decision.

Each review committee appointed by the Provost shall be composed of four members of the faculty selected from the Student-Faculty Relations Committees in Colleges other than the College from which the appeal originated, and three student members, one of whom shall be a graduate student, and all of whom shall be majors in Departments other than the Department from which

the appeal originated. The review committees shall include both men and women, and members shall elect a chair and assign other responsibilities and adopt appropriate rules of procedure before the initial presentation of the appeal.

Each review committee shall, at the conclusion of its considerations, report to the Provost one of the following:

- a. "In the considered opinion of the review committee, the alleged grievance is in fact a grievance resulting from an improper application or interpretation of an existing institutional policy, or arbitrary and/or capricious action contrary to standard acceptable academic practice, and the specific redress recommended by the committee is..." or
- b. "In the considered opinion of the review committee, the alleged grievance is not in fact a grievance resulting from arbitrary and/or capricious action contrary to standard acceptable academic practice, institutional policy or procedures, and the appeal is rejected."

The report of the review committee shall be completed within two weeks following the appointment of the review committee unless an extension is requested and granted by the Provost. In the presentation of recommendations by the review committee, reference to instructional personnel must comply with the established policies and procedures regulating tenure and the academic administrative procedures as published in this Handbook. The President and Board of Regents reserve the right to hear any further appeal.

Additional procedures of grievance /appeal are provided to University students in the following areas of University service:

- a. Student Conduct/University Discipline Code, including academic dishonesty (See <u>Student Handbook</u>)
- b. Traffic and Parking Regulations (See Student Handbook)
- c. Residency Appeals (See Student Handbook)
- d. Discrimination and sexual harassment (See Student Handbook)

Grades remain as recorded by the instructor of record and can be changed, normally, only by the instructor. In the absence of the instructor, the Department Chair and Dean are charged with the responsibility for changing grades. Grades may be changed by the Department Chair, Dean of the College or Provost if and when, as a result of the appeals process, it is determined that a faculty member has failed to implement a previously announced grade policy, awarded a grade in what has been determined to be an arbitrary or capricious manner, or violated a University or Texas State University System rule or policy.

All academic grades and grading methods are subject to review by the appropriate Chair and Dean when a review is requested by a student regarding a specific grade. The Chair and Dean must approve any change in grade requested by an instructor after final grades are recorded.

Academic Affairs Appendix I

Grievance Procedures for Filing, Processing, and Resolving Complaints of Alleged Discrimination Based upon Race, Color, Creed, Sex, Age, Handicap or National Origin.

1. Informal Proceedings

A complainant may bring an allegation of violation of this policy to any Dean, Vice President, Associate Vice President or any of the resource persons whose names, addresses, and telephone numbers are available in Student Engagement or the Human Resources Office. Notice of the allegation should be brought to the attention of the appropriate University Official within ten working days of the alleged violation.

This resource person will counsel the complainant as to the options avail-able under this policy and will direct the complainant to the appropriate authority to hear the complaint. In determining the appropriate authority to whom the complainant shall be referred, the person to whom the complainant initially brings the allegation shall consult with the Director of Human Resources. In selecting the appropriate authority, consideration shall be given to the level of authority required for such procedures and the channels of communication available to the complainant as well as the authority's ability to ensure that a thorough and timely review of the complaint shall take place.

Once designated, the appropriate authority will direct that the complaint be put in writing and will initiate an informal, preliminary inquiry to deter-mine whether a reasonable basis for the complainant's allegations exists. At this stage of the proceedings, the identity of the complainant shall not be disclosed without the consent of the complainant.

If the preliminary investigation reveals that there is a reasonable basis for believing that a violation has occurred, the person against whom the complaint was lodged will be notified, and the appropriate authority will conduct an administrative review of the complaint including:

- a) review of the allegations by the complainant;
- b) review of the response of the accused to the allegations;
- c) negotiations to resolve the matter in a manner reasonably acceptable to both interested parties.

All the parties involved at this stage should be cautioned not to publicize or divulge either the nature of the proceedings or the identity of the people involved.

If the administrative official determines that a violation of this policy occurred, the administrative official may issue an oral or written warning, demand a promise not to commit such an abuse again, impose mandatory counseling on the individual who violated the policy, or take any other sanction which appropriately reflects the severity of the violation of the policy.

2. Formal Proceedings

If, after the informal proceedings, the appropriate official concludes that there is no reasonable basis for the complaint, the complainant may pursue a formal complaint in accordance with the procedure outlined in this section.

In addition, after the informal proceedings, if the appropriate administrative official concludes that there is a reasonable basis to support the allegations of misconduct and that it will take

specific and appropriate steps to bring the matter to a satisfactory resolution, or if either the accused or the complainant is not satisfied with the resolution adopted by the administrative official, the administrative official shall initiate the formal proceedings. Formal proceedings hereunder shall take place in accordance with the following guidelines:

3. Student

A formal complaint filed against a student shall be directed to the Vice President for Student Engagement who should investigate the case and determine within five working days whether further investigation or a recommendation for sanctions is warranted. Under appropriate circumstances, the Vice President may convene an ad hoc committee to review the facts surrounding the case and to make recommendations for resolution of the complaint. The Vice President for Student Engagement shall notify the student and the complainant of the decision.

Authority to Suspend Students

In extraordinary circumstances the president may, at any time, during or after an investigation of a complaint, suspend an accused student from a specific class or from the university altogether. The President will take such action if, after review and investigation, he/she finds it reasonably certain that:

- a) the alleged offense has occurred and
- b) the accused would be in a position either to retaliate against, or in any way do serious harm to, the students or conduct of that particular class or to the university community.

Appeal from Sanctions

Appeals from recommended sanctions against students shall be directed to the campus discipline committee as described in the Student Handbook.

Grade Replacement Policy

Students will have one chance to replace a grade for a course. If a student repeats a course, the official grade is the second one made, although the original grade remains on the student's transcript. A grade once earned and entered on a student's record, cannot be removed. The repetition of a Lamar University course at another institution will not replace a grade in the grade point average (GPA) calculation of the Lamar University course. Any further grades earned by further repetition of the same course will be used in calculating the University GPA. Eligibility for all University honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar University.

Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The chair for the department offering the course will determine what constitutes a more advanced course. Before registering to repeat a course for grade replacement, a student must receive approval from the department chair or advisor.

This policy does not apply to classes repeated before the fall of 2000. Students may obtain a grade replacement form from the Records Office. Students are responsible for completing and filing the grade replacement form with the Records Office after talking to their advisor and registering for the course. In accordance with State law, additional tuition will be charged when a student enrolls in the same course for the third or subsequent time. This includes transferred courses and dropped courses. For more information, please contact the Registrar, 880-2113.

Once a degree has been conferred, a student may not use the Course Repetition/Grade Replacement Policy for any courses used to award the degree or calculate the cumulative grade point average.

Classification of Students

For information about classification of students and academic progress, see the <u>Lamar University</u> <u>Comprehensive Catalog</u>.

Other Grievances

(Those not addressed by the above policies/procedures for academic and student life complaints.)

Students are encouraged to resolve complaints (or grievances) at the appropriate level of dispute; however, should this approach fail or be inappropriate, students may submit written complaints through the online Student Complaint form to the Office of the Associate Provost. All pertinent information should be listed including date, time, location, parties involved, witnesses, any attempts to resolve the complaint, and desired resolution.

Forms submitted without contact information will not be processed. All official complaints must be made in writing and submitted through this form within five (5) business days of the alleged event(s) which led to the complaint. Once received, the complaint will be forwarded to the appropriate Vice President for review, and the complainant will receive an e-mailed response as soon as possible.

https://www.lamar.edu/students/academic-support/academic-policies.html

Probation/Suspension Policy

- 1. *Minimum Academic Performance.* A graduate student with a cumulative grade point average (CGPA) of 3.0 or higher is in good standing. A student with a CGPA below 3.0 will be placed on probation, suspended, or expelled.
- 2. *Probation*. Students with full graduate admission status who fail to achieve and maintain a CGPA of 3.0 at the completion of 9 semester hours of graduate enrollment will be placed on academic probation (P1). A P1 student who earns a grade point average (GPA) of at least 3.25 on all graduate courses in the next enrolled semester and whose CGPA is below 3.0 will be placed on (P2) probation. A P1 student who fails to earn a 3.25 GPA in the next enrolled semester and whose CGPA is less than 3.0 will be suspended. Students on probation may enroll in courses but may not apply for admission to candidacy or for graduation. The probationary status applies whether or not the student receives a letter of notification from the Graduate Office.
- 3. Suspension. A graduate student who has been placed on (P2) probation and who fails to raise his/her CGPA to at least 3.0 in the next enrolled semester will be suspended. Suspended students may enroll in graduate courses in the summer and undergraduate courses during spring, fall, or summer semesters; however, students must receive recommendation from their department chair, college dean, and approval from the graduate dean in order to enroll. Undergraduate grades are not used in the computation of the graduate CGPA. Suspension for the fall semester may be removed if the student raises the graduate CGPA to at least 3.0 during the summer term. The first academic suspension (S1) shall be for one long semester (fall or spring). A graduate student who has been suspended (S1) and who fails to raise his/her CGPA to at least 3.0 in the next enrolled semester will be suspended again (S2) and the second suspension (S2) will be for two long semesters. An S2 student who fails to raise the CGPA to 3.0 or higher in the next enrolled semester will be expelled.
- 4. Transfers to New Major Departments by Students on Probation/Suspension. Suspended students may be admitted to another department only after they have completed their suspension, provided that they meet the admission standards of the new graduate major. Students on probation may transfer to a different graduate program with the approval of the chair of the new program but will remain on probation and must raise their overall CGPA to at least 3.0 within the next 9 semester hours of graduate course work. A student on probation may transfer to a new major department only once.
- 5. *PB and PG Students and Probation/Suspension*. Post-baccalaureate and Pre-Graduate students taking graduate course work are not subject to probation or suspension until they have been admitted to the graduate college and a graduate degree program.
- 6. Grades Earned in Deficiency, Leveling, or Background Courses. A CGPA of 3.0 must be maintained for all undergraduate courses assigned as deficiency, leveling, or background courses by the student's major department. If the GPA earned on these courses is below 3.0, additional undergraduate courses will be required or courses with grades of C or lower will be repeated until the GPA earned on all deficiency, leveling, or background courses is 3.0 or higher. Such courses must be repeated if grades of "D" or less are received.
- 7. Additional Departmental Regulations. A department, with approval from the appropriate academic dean, may require its majors to meet additional standards with regard to probation, suspension, and expulsion. These may be found in the appropriate departmental section of this catalog.

Resources On Research And Writing To Help Avoid Plagiarism

- Visit the Writing Center
 https://www.lamar.edu/arts-sciences/writing-center/about/index.html
- Consult a publication manual from your discipline, such as the *Publication Manual of the American Psychological Association*, for specific guidelines on citing the written and spoken work of others.
- Ask in your department if a particular style or publication manual is used in your field.
- Look on the web for software tools for publishing and managing bibliographies.
- Attend thesis workshop

Campus Facilities, Services, and Student Life

Student Affairs

The Division of Student Affairs provides services and programs to enhance the educational opportunities of students and enrich student life on campus.

The Division includes the Setzer Student Center, Student Health Center, Residence Life, University Food Service, Student Publications, the Career Center, Recreational Sports, University Bookstore, the Montagne Center and the Student Government Association. The Vice President for Student Affairs, the Associate Vice President for Student Affairs and the Coordinator for Student Development and Leadership Programs are located in the Office of Student Affairs, 115C Wimberly Building. The office of the Assistant Vice President for Student Affairs is located in Setzer 212-B.

Student Affairs provides leadership in the formulation and administration of policies and procedures related to student life and to the rights and responsibilities that accompany student citizenship in the University community. The Student Conduct Code as well as other important information pertaining to student life is included in the *Student Handbook*. Significant sections in the handbook and other university publications clearly describe Lamar University's policies regarding such subjects as absence, AIDS, non-discrimination, drug-free schools, the Buckley Amendment, residency, hazing, sexual harassment, student's right-to-know and campus security. It is the student's responsibility to know established University policies and procedures that are contained in the *Student Handbook* and to comply with them. The *Student Handbook* is available online on the Office of Student Affairs web page at http://dept.lamar.edu/International/CurrentStudents.aspx.

Cardinal Village

At Cardinal Village you'll enjoy apartment living with a private bedroom in a furnished unit that is equipped with the necessities of college life: mini-refrigerator, microwave, computer desk, telephone outlets in every room, cable TV ready, and easy connectivity to the University's network. Beyond your door, you'll find all the amenities that help make Cardinal Village more than a place to live — a place you'll be glad to call home. Cardinal Village offers community centers, study areas, meeting rooms,

fitness centers, swimming pool, on-site laundry facilities, basketball and volleyball courts, social lounges, and ample parking. On-site management and maintenance, controlled card access entry, security monitoring and fire alarm and sprinkling systems add to your safety. Visit the website at: http://beacardinal.lamar.edu/housing

Career and Professional Development

The Center for Career and Professional Development promotes student growth by developing skills and providing opportunities to inspire confidence. They assist all students and alumni with the transition toward professional and educational goals, creating a favorable advantage in their future endeavors. The center provides valuable workshops and advice on career and job-search related topics.

In addition, the Center adheres to the promotion of professionalism and quality in the administration of testing services and programs. The Center for Career and Professional Development at Lamar University is a national testing site for Prometric and Pearson Vue. The Center for Career and Professional Development offers a full range of aptitude and achievement testing services and coordinates testing required by the university and national testing institutions.

https://www.lamar.edu/career-and-testing-services/staff.html

Dining Facilities

There are several dining options available, on and off campus. The main dining hall offers several options and different cuisines at each mealtime. To view the menu and other information, go to: https://www.lamar.edu/student-life/places-to-eat.html

A snack bar located in the Setzer Student Center offers pizza, Mexican food, sandwiches, and a salad bar. A snack bar is also located in the Beeson Building on the LIT campus.

Mail Center

The University Mail Center is a full service federal postal facility where mail is delivered twice daily. The center is a convenient place to pick up and drop off your federal and express courier mail or parcels. View their website at: http://dept.lamar.edu/mailcentre/

Mary and John Gray Library

The Library collection exceeds 1,000,000 volume-equivalents, including microforms. The subscription list includes 1,900 current periodicals. The library is a selective depository for state and federal

documents. Resources beyond the collections may be located through library participation in consortia and library networks.

Students, faculty, and staff use computer terminals to locate titles in the on-line catalog. Reference librarians offer computer database search services and commercial databases. Students may search selected databases at no cost. Internet and e-mail access are also available to students. A service-oriented library staff provides assistance in the use of reference materials, documents, special collections, and instructional media.

The library provides rooms for group study, and there is a book-return slot located at the front of the building for use when the Library is closed. Coin-operated copy machines are available. The University ID card serves as an individual's library card. Library hours are posted and are available by a recorded message by dialing 880-8117. Or you may visit the website at: http://library.lamar.edu/

Note: To borrow material and to use some services requires a valid Lamar ID. Fines are imposed if materials are returned after the due date.

Disability Resource Center (DRC)

The DRC offers a variety of services designed to assist students with disabilities in becoming full-participating members of the university community. Documentation of disability is required to receive accommodations/academic adjustments/services. Persons with disabilities should notify DRC prior to registration in any University program. A meeting between the student and the DRC Director will be arranged in order to assign appropriate accommodations/academic adjustments/services.

Contact the DRC as early as possible to discuss reasonable accommodations. $409\text{-}880\text{-}8347~TTY\ /\ Voice$

https://www.lamar.edu/disability-resource-center/index.html

Student Health Center

If you are not feeling well, have a minor injury or are experiencing depression or other psychological difficulties, the on-campus Student Health Center provides care administered by a physician, nurse practitioner or mental health counselor. The center provides basic care for all enrolled students while the university is in session. You can visit their website here: http://dept.lamar.edu/healthcenter/ or you can view more details about their services in the Health and Safety section of this handbook.

Setzer Student Center

The Setzer Student Center ("SSC" or "The Set") is the center of campus activities at Lamar. The Setzer Student Center houses several types of facilities, which meet the varying needs of all students. You can view their website here: http://lamar.orgsvnc.com/About

- *Ballroom* This room is used for dances, films, banquets, speakers, and large meetings. It is located on the 1st floor.
- *Game Area* This area contains pool tables, electronic games, and card tables. Game areas are located on the 1st and 2nd floors.
- *TV Room* A color television enables students to view their favorite programs. It is located on the 2nd floor.
- Reading Room A quiet place to relax is located on the 2nd floor.
- *Cardinal Nest* The Nest is a short-order snack bar where many students have breakfast or lunch and gather between classes.
- *Mirabeau's* Mirabeau's is an on-campus café. Live bands and other entertainers perform periodically.
- Lamar Alive! This group plans events for the entire student body. Spring Fest, Homecoming, Mardi Gras celebration, Cardinal Daze, concerts, lectures, and comedy acts are some of the events sponsored. It is located on the 2nd floor.
- Automatic Teller Students enjoy the convenience of using any bank card via the Automatic Teller (ATM) to take care of banking needs. It is available 24-hours, and is located outside, on the west side. A service fee may be charged for using the ATM.
- Lounges Various lounges for quiet study, reading, and discussions are located in various spots throughout the Center. They are located on the 1st and 2nd floors.
- Meeting Rooms Several rooms of varying size are available for use by recognized campus organizations. They are located on the 1st and 2nd floors.
- *Reservations* This office reserves facilities in the Center and accommodates group meetings and events in the facility. It is located on the 1st floor.
- *Student Organizations* Student club banking services, and student organizational mailboxes are located in the Setzer Center. Located on the 1st floor.

The Sheila Umphrey Sports and Recreation Center

The \$19 million-dollar, 129,550-square-foot facility offers a cardiovascular and weight training fitness center; rooms for aerobics, yoga, martial arts and dance; a jogging track; five racquetball/squash courts; 43-foot climbing wall; putting green; a health food and juice bar, and courts for basketball, volleyball, badminton, indoor soccer, roller hockey and indoor tennis. The sports center is the capstone of the university's recreational sports program, which includes a number of other first-class facilities for sports and fitness: Ty Terrell Track and Field, the golf practice range, tennis courts, Vincent-Beck baseball stadium and the 10,000-seat Montagne Center sports arena. Recreational Sports supports a wide variety of programs including group fitness classes, aquatics, personal training, and intramural activities: http://dept.lamar.edu/recsports/index.asp

The Writing Center

The Writing Center offers free tutoring for students who need help writing a paper or have specific questions on style or grammar or just want to improve their writing skills. Visit the Writing Center's website at: http://dept.lamar.edu/writingcenter/index.php

Student Tutoring and Retention Services

The Mission of Lamar University's Student Tutoring And Retention (STAR) Services is to provide educational resources to assist students in reaching their academic, personal, and professional goals. Through a positive and supportive environment and partnerships between staff and students, we empower learners to cultivate their skills, strategies, and behaviors to become successful lifelong learners. Through the STAR Services Office, undergraduate students will have access to the LU Tutoring Center.

The LU Tutoring Center offers appointment-based and walk-in tutoring for Lamar University undergraduate students. https://www.lamar.edu/student-tutoring-and-retention/index.html

Student Life

The best way to experience student life is to get involved on campus. Lamar University offers many opportunities for students to get involved – from student organizations to intramural sports to athletic events. Lamar University now has 181 registered student organizations, approximately 10 of those organizations are specifically directed at international students.

A wide variety of university related activities are hosted on campus and in the community.

https://www.lamar.edu/student-life/clubs-and-organizations.html

Sports and Recreation

All currently enrolled students, faculty, and staff have access to the University's recreational facilities. The Office of Recreational Sports is responsible for organizing activities, which are arranged into levels of involvement and competition. The University offers team and individual sports. Most activities are free, but a valid Lamar ID is required to use University equipment and facilities.

The intramural program provides an opportunity to participate in supervised, competitive sports among groups within the University community. Persons not involved in varsity athletics are given further opportunities to develop skills learned at the high school level. The stated purpose of the intramural program is to promote human understanding, fair play, and behavioral control through interrelationships that occur in athletic competition. To view Recreation Center hours, activity schedules and intramural information go to: http://dept.lamar.edu/recsports/index.asp

Lamar University Athletics

A great way to get involved and feel like a part of your campus is to support the Lamar athletics teams by attending the games. Lamar University is the home of the Cardinals who play on NCAA division 1-A teams – the highest level of intercollegiate athletics for the Southland Conference.

Men's Sports:	Women's Sports:
Baseball	Basketball
Basketball	Cross Country
Cross Country	Golf
Football	Soccer
Golf	Tennis
Tennis	Track and Field
Track and Field	Volleyball

Students with a valid ID may attend all ticketed athletic events free.

- For baseball, basketball, volleyball and soccer: Just show your Cardinal One card at the gate to gain entry.
- For football: Tickets must be picked up in advance at the Montagne Center Ticket Office or at the ticket table in the Setzer Center lobby the week of the game.

For game schedules and more information about Lamar athletics, visit: http://www.lamarcardinals.com/

Performing Arts

The Departments of Communication, Music, Theatre and Dance, and Health and Kinesiology, maintain active programs of plays, musicals, operas, concerts, and dance performances. All rely primarily on student talent and hold open auditions for students.

The Symphonic Band, Concert Band, Jazz Band, and Lamar Chamber Orchestra give campus concerts and perform at community events as well. In addition, numerous small groups, such as brass, woodwind, and string ensembles, provide performing opportunities for student musicians.

The A Cappella Choir and Grand Choir also perform both on and off campus. In addition, the Cardinal Singers are a popular attraction with audiences statewide. The Opera Theatre program presents an opera production every year.

Lamar maintains a dance company featuring jazz, modern, ballet, and Afro-Caribbean. Dance company members perform in musical theatrical productions and in smaller groups.

Musicals and plays, both dramatic and comedic, are presented each semester. Aspiring actors also have performing opportunities with dinner and children's theatre groups. A unique outlet for performers is the Signing Cardinals, a group that has become nationally known for its signing interpretations of popular tunes.

Most performing arts productions are staged at the University Theatre or at the Studio Theatre. For information on performances: http://dept.lamar.edu/cofac/calendar.asp.

Religious Life

Freedom of worship is one of the most fundamental rights in this country. The diversity of religious life in the university community reflects the commitment of all religious groups on campus to respect this right. A partial list of churches and religious groups is listed below. For additional listings consult your phone book or call Student Center Services (Room 212 in the Setzer Student Center) at 880-8722.

Campus Ministries:

Baptist Student Ministries 838-1450 Catholic Student Center 835-3972 Church of Christ Student Center 832-4498 St. Matthew's Episcopal Center 833-5642 Student Association-Latter Day Saints 838-1622 Wesley Foundation 833-4329

Student Organizations

Why GET Involved?

Joining a student group is a great way to meet new friends and can help you to adjust to campus life.

Students who get involved on campus are better prepared for a career because employers are aware of the experiences gained through involvement and seek these traits in prospective employees.

Working in an organization is a wonderful way to develop and improve skills in problem solving, decision-making, and time management.

Being involved helps students build relationship and communication skills, which can be as valuable as academic skills.

Develop a sense of pride in your university!

How to GET Involved...

Join OrgSync, the online tool for connecting with student organizations. For more information on joining OrgSync, stop by Setzer Center, Room 112 or call the Office of Student Organization Services at x8739.

Don't limit yourself to any one mutual interest organization. Find which one or two best fit you.

When you find one that you like, become a member by paying that organization's dues.

Go to their community service/night-time events and volunteer to help.

Go to their meetings and give your in-put on upcoming events.

Co-chair for a position to learn more about leadership in the organization.

Or, start your own organization! Contact the Office of Student Organization for procedure x8739.

Departmental/Professional Organizations

ADN Class of May 2013 Lamar Dance Association

AND Class of May 2012 Lamar Percussion and Drumline

Alpha Kappa Psi (Business)

Lamar Pre-Medical Student Organization

Alpha Omega Epsilon Lamar Student Education Association

Alpha Sigma Beta Lamar University Geological Society

American Institute of Chemical Engineers Lamar University Speech Team

American Marketing Association

Lamar Toastmasters

American Medical Student Association

LU Student Chapter of the National Association

American Society of Civil Engineers of Black Accountants

American Society of Interior Designers LU Student Chapter - Texas Academy of Science

American Society of Mechanical Engineers LU Student Dietetics Association

American Student Dental Association

LU Texas Nursing Student Association

Artist Common

LU Chapter Student Academy of Audiology

Association for Computing Machinery

LU Mathematics Club

BSN Class of 2012

LU Power Movers

Fashion Merchandising Association

LU Pre-Law Society

Finance Association

LU Society of Human Resource Management

French Circle of Lamar

LU Society of Plastics Engineers

GAINS (Graduate Association of Interns and

LU Student Chapter, National Assn. of Teachers

Nutrition) Lo Studen of Singing

Health & Kinesiology Majors' Club
Minority Health and Medical Student

Honors Student Association Association

Institute of Electrical & Electronic Engineers National Art Education Association

Kappa Omicron Tau National Society of Black Engineers

Lamar Advertising Federation National Student Speech, Language and Hearing

Association

Lamar Construction Management

Pre-Optometry Professional Society (POPS) Society of Physics Students

Pre-Pharmacy Interscholastic League of Society of Women Engineers

Students

Professional Communication Association Student Affiliates of the American Chemical

Psychology Association of Lamar Society

Sigma Phi Delta Student Council on Family Relations

Social Work Student Association (T) Surrender to the Screen

Society of Automotive Engineers Tau Beta Sigma

Society of Hispanic Professional Engineers – The Lamar MBA Club

Lamar University

Walter Prescott Webb State Historical Society

Spanish Circle of Lamar

Honors Organizations

Alpha Kappa Delta

Alpha Phi Sigma Mutual Interest Organizations

Beta Alpha Psi (Accounting)

African Student Association

Beta Beta Beta Association of Chinese Students & Scholars

Beta Gamma Sigma Bangladesh Student Association

Chi Epsilon Black Dynasty, Inc.

Delta Alpha Pi Black Student Association

Eta Sigma Gamma Bruised But Not Broken

FMA National Honor Society (T) Cardinal Currency Traders

Kappa Delta Pi (Education) Cardinals For Life

Kappa Omicron Nu Cardinal Image Architects

Omega Chi Epsilon (Chemical Engineering)

Caribbean Student Organization

Phi Alpha Theta (History) College Democrats

Phi Kappa Phi (T) Eco Tech

Pi Delta Phi National Honor Society (French) Friends of India Association

Psi Chi (Psychology) German Union

Sigma Delta Pi Habitat at Lamar

Tau Beta Pi (Engineering) Hispanic Student Association

(T) International Socialist Organization Man Up

Japanese Entertainment and Culture Club Omega Theta Alpha

Lamar Baseball Sweethearts Poetic Souls

Lamar Fine Art Film Society Praxis Theory Group

Lamar Gamers Public Affairs Society

Lamar Health & Environmental Education Saudi Students Association

Corps

Lamar Recycling Project Group (LRPG)
Students for the Dream Act

Lamar University Chinese Club

The Walt Disney World College Program Alumni

Lamar University NAACP College Chapter Association

League of International Leaders Up 'Til Dawn

LU Purple Rhino Project Woman to Woman

LU Recreational Leadership Club Young Republicans of Lamar University

Religious Organizations

(T) A Pros. Chap. Of Sigma Lambda – Sisters for Refe

the Lord

Alpha Lambda Omega Christian Sorority, Inc.

Baptist Student Ministry

Catholic Student Center

Christians on Campus

(T) Crash

Fellowship of Christian Athletes

Gamma Phi Delta Christian Fraternity, Inc.

Kappa Upsilon Chi

Lamar Ministry of Praise

Lights at Lamar

Muslim Student Association

Psalm 150 Gospel Choir

Refuge Temple Ministries Campus Crusade

Release at Lamar

Singing Cardinals

Wesley Student Center

WONE Ministry

Young Life Quest

Service ORganizations

Circle K International Lamar University Chapter

Engineers Without Borders - USA, Lamar

University

Lamar Ambassadors

Lamar University Lions Club

Men of the Rising Sun

Rotaract Club of Lamar University

Spirit Organizations

L'Raisers

Social Organizations

Alpha Chi Omega Psi Phi

Alpha Delta Pi Phi Beta Sigma

Alpha Kappa Alpha Phi Iota Alpha

Alpha Phi Alpha Pi Kappa Alpha

Delta Sigma Theta Sorority, Inc. Sigma Gamma Rho

Kappa Alpha Order Sigma Nu

Kappa Alpha Psi Sigma Phi Epsilon

Kappa Delta Chi Zeta Phi Beta

Kappa Sigma Zeta Tau Alpha

Sports Organizations

Cardinal Tennis Club LU Soccer Club (Men's)

Collegiate Anglers of Lamar University LU Wake

Lamar Rugby Club Martial Arts of LU

LU Club Volleyball (Men's)

Men's Club Basketball

LU Women's Club Volleyball Women's Club Basketball

Health and Safety Information

Student Health Center

If you are not feeling well, have a minor injury or are experiencing depression or other psychological difficulties, the on-campus Student Health Center provides care administered by a physician, nurse practitioner or mental health counselor. The Student Health Center provides care for students only when university is in session. There are no services available on weekends, holidays, or after hours. Students in need of counseling or medical services during these times are urged to contact one of the local medical or counseling facilities.

Medical and Counseling services include:

- Examination, diagnosis, and treatment of acute illness or injury
- Diagnostic laboratory procedures
- Gynecological/Well Woman exams
- Clinic pharmacy
- Over-the-counter pharmacy items
- Confidential STI (sexually transmitted infection) testing and treatment
- HIV/AIDS testing
- Immunizations, titers, TB (tuberculosis) testing
- Contraceptive counseling
- Mental health counseling with licensed counselors
- Substance abuse counseling
- Information about referrals
- Nursing and Allied Health physicals
- Health education (individual or group)
- Sutures, wound care, and splinting
- Emergency Contraception (Plan B)
- Pregnancy testing and referral
- Gynecological/Well Woman exams, and pap smears
- Menstrual cramps, PMS (premenstrual syndrome)

- PMDD (premenstrual dysphoric disorder)
- Confidential STI (sexually transmitted infection) testing and treatment
- HIV/AIDS testing
- Diagnose and treat urinary tract infections
- Diagnose and treat yeast infections and bacterial vaginosis
- Contraceptive counseling
- Breast exam and instruction in selfexamination
- Referrals as needed
- Stress Management
- Test Anxiety
- Effective Communication
- Procrastination
- Anger Management
- Crisis Intervention
- Group Grief Debriefing
- TIPS Training
- CA Training
- Classroom Presentations
- Greek Presentations
- Crisis Intervention

For more information regarding the Student Health Center and services offered please use the following link. https://www.lamar.edu/students/student-engagement/student-health-center/index.html

Health Insurance

All F, M, and J students are required to have health and accident insurance for themselves and all dependent family members in the United States. Insurance must be purchased at the University during the registration period. The insurance fee will be applied to your tuition and fees at the time of course registration.

Effective May 23, 2013, F-2 dependents will no longer be required to purchase health insurance coverage with Lamar University's (LU) current health insurance provider, Academic Health Plans (AHP). https://www.lamar.edu/forms/international/health-insurance-dependent-agreement.html

While we strongly recommend AHP as your dependent(s) health care provider, you now have the option of choosing a more affordable health insurance plan that is more cost efficient and will meet your health insurance needs.

As a condition of this agreement, you are required to abide by the following:

- Required to submit proof of health insurance coverage to the Office of International Student Program and Services (OISPS) prior to registration each academic semester.
- Required to notify the OISPS immediately if the health insurance is cancelled or terminated for any reason.
- Required to purchase health insurance with LU's health insurance program if the current health insurance is canceled or terminated.

Students who have purchased insurance independently may request a waiver from the University insurance requirement. All requests are to be submitted to the Student Health Center prior to the first day of class. Upon review of the policy it will be determined that the policy is compatible with U.S. required coverages for F and J Visa holders.

Health and Hygiene

This section provides basic information about health concerns in the United States. Although this will not be new information to most international students, there are some who find it helpful.

Cleanliness

Americans place a strong emphasis on cleanliness. Daily bathing, use of deodorant, and brushing one's teeth twice a day is recommended. Many people in the United States become uncomfortable when they are in close contact with someone who has noticeable body or mouth odor. Though Americans communicate directly on many topics, they will probably avoid that person rather than discuss the problem.

Personal care products such as soaps, deodorants, shampoos, toothpaste, mouthwash, and feminine hygiene products can be purchased at the grocery, pharmacy, or stores such as Target and Walmart.

Pharmacies are the best place to ask questions about specific product information. If the clerk is unable to help you, talk directly with the pharmacist.

Public Restrooms

Toilet facilities are known by many names. You will be understood if you ask for the restroom, toilet, ladies' or men's room or bathroom. Many public restrooms have two separate facilities, one for men and one for women, but some facilities may be "unisex," meaning they are used by both males and females. Toilet paper may be put in the toilet, but paper towels and feminine hygiene products should not be flushed down the toilet.

Contraceptives

Protection against unwanted pregnancy is available in both prescription and nonprescription form. The "ob/gyn" (obstetrics/gynecology) department in any clinic can provide information on the effectiveness of various birth control methods and help you determine what would best meet your needs. You will be required to have a pelvic exam before any prescription contraceptives can be given. Nonprescription contraceptives include condoms and spermicides. All nonprescription contraceptives can be purchased in a pharmacy. Proper use of a contraceptive and knowledge of its effectiveness are important factors in preventing pregnancy. Abortion is legal, though controversial, in the United States. An abortion can be performed most easily within the first 13 weeks of pregnancy.

Title IX/Sexual Misconduct and Attitudes Towards Sex

The Texas State University System and Lamar University are committed to creating and maintaining educational communities in which each individual is respected, appreciated and valued. Lamar University diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels in academia. Lamar University's focus on tolerance, openness, and respect is key in providing every member of our community with basic human dignity free from harassment, exploitation, intimidation or other sexual misconduct.

Sexual Misconduct is a broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes but is not limited to sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between or among people of the same or opposite sex.

Lamar University is firmly committed to maintaining an educational environment free from all forms of sex discrimination. Sexual Misconduct is a form of sex discrimination and will not be tolerated. Lamar University promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Lamar University will take prompt and appropriate action to eliminate Sexual Misconduct when such is committed, prevent its recurrence, and remedy its effects.

If you are incoming student, completing your first semester in college, you must complete Title IX training before you can register for classes. An email will be sent to your <u>Lamar University</u> account detailing the actions you should take.

Log in to your <u>LU email account</u> using your LEA username and password. Open the email from Lamar University titled "Title IX: Required Online Training" and follow the instructions inside. You will be taken to a site called Campus Clarity to complete "Think About It", an online course on healthy relationships, personal safety, substance abuse, sexual violence, and more.

Generally, Americans may seem very open about sex, but this openness does not necessarily mean that they are promiscuous or even sexually active. Because of AIDS and other sexually transmitted diseases, as well as unplanned pregnancy, it is important that individuals share responsibility with their partner in having protected sex. "Safe sex" is highly promoted in the United States – you will see television, magazine, and newspaper ads for it. The use of a latex condom is regarded as essential to safe sex. Condoms can be purchased in drug stores or stores such Walmart or Target. Women, as well as men, may carry condoms.

https://www.lamar.edu/titleix/index.html

Bacterial Meningitis Vaccination

Proof of bacterial meningitis vaccination or exemption. You can take the test in your home country, or in US. *You must do this no later than 10 days prior to the first class day before you can register for classes.* State law requires all new students under age 22 who attend on-campus classes to either receive a bacterial meningitis vaccination or meet specific criteria for declining the vaccination. You may find information regarding the bacterial meningitis vaccination requirement by using the following link. If you have any additional questions regarding this requirement, please contact the Records and Registration Office directly. Their contact information is available by using the link that has been provided below.

https://www.lamar.edu/admissions/accepted-students/bacterial-meningitis-vaccination.html

This vaccination is valid for a five-year period. Make sure that yours has not expired. Take action now in order to register on time.

WHAT ARE THE SYMPTOMS?

High Fever Vomiting
Stiff neck Light sensitivity
Severe headache Lethargy
Nausea Rash or purple p

NauseaRash or purple patches on skinSeizuresConfusion and sleepiness

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. Living in close conditions (such as sharing a room/suite in a dorm or group home).

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

Death (in 8-24 hours from perfectly well to dead) Learning disability Blindness Hearing loss Gangrene Permanent brain damage Kidney failure Convulsions Coma Limb damage (fingers, toes, arms, legs)

requiring amputation

CAN THE DISEASE BE TREATED?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

Vaccinations are available and should be considered for: Those living in close quarters & College students 25 years old or younger.

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (But does not protect against all types of meningitis).

Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.

The cost of vaccine varies, so check with your health care provider before departing for the U.S.

Vaccination is very safe - most common side effects are redness and minor pain at the injection site for up to two days.

Vaccination is available by appointment at the Lamar Student Health Center.

HOW CAN I FIND OUT MORE INFORMATION?

Contact your own health care provider **before** departing for the U.S.

Contact the Lamar Student Health Center at (409) 880-8466 upon your arrival on our campus.

Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

TB (Tuberculosis) Test

Lamar University requires Tuberculosis (TB) testing for all Non-US Citizen/Non-Permanent Residents, Texas Intensive English Program students, and any student, faculty, or staff meeting high risk criteria. Anytime a student enters the U.S. as a new student or returning from travel outside the U.S. must provide Lamar University with **TB (Tuberculosis) testing results** *prior* to your class registration and/or upon your return. *It is recommended to do this no later than 10 days prior to the first class day before you can register for classes.*

The TB test is a two-part process; immediate results will not be available. The first visit involves the injection, and the second visit is to check for a reaction to the injection. It is most beneficial to have this done prior to arriving the U.S. so that the hold can be removed on or preferably before your arrival by the Student Health Center.

https://www.lamar.edu/students/student-engagement/student-health-center/tb-testing-policy.html

Students must meet the following criteria to be eligible for enrollment. Students are not eligible to register for classes unless they have provided evidence of having had one of the following no greater than 6 months prior to their arrival to the University:

- Negative TB skin test
- Negative TB blood test
- Positive TB skin test with a negative TB blood test
- Acceptable TB blood tests (interferon-gamma release assays or IGRA's) include: QuantiFeron®-TB Gold in-Tube Test (QRF-GIT) or T-SPOT®. TB TEST (T-Spot). It is not required that the testing be done in the United States.
- Sputum or negative x-rays are not acceptable.

<u>Documentation must be submitted through the Student Health Center Patient Portal.</u> If you do not meet one of these criteria, please contact the Student Health Center at 409-880-8466 for an appointment.

All students with a positive TB skin test and/or TB blood test will be referred to the Beaumont City Health Department.

- Subsequent testing is required if the initial skin/blood test is positive in order to rule out Latent TB.
- All charges incurred at the Beaumont City Health Department or any other outside medical facility will be the responsibility of the student, faculty, or staff.
- Failure to complete this step will result in the student being withdrawn from class.

Campus Safety

The Lamar University Police Department is an integral part of providing a safe and secure community for our on-campus residents. Full time officers are assigned regular shifts for each phase of university housing. In addition, security cameras, strategically located across campus, as well as the Cardinal Village complex and adjacent parking lots, are monitored by the University Police Department 24 hours a day.

Lamar University police officers, unlike "security officers" on many campuses, are certified Texas Peace Officers with statewide jurisdiction to enforce local, state, and federal laws. The department employs a 24-hour staff or trained dispatchers, patrols and handles all investigations of offenses on the LU campus and monitors and records off-campus University-related activities through contact with local authorities.

If on-campus assistance is necessary, a mutual-aid agreement with the City of Beaumont Police Department and Jefferson County Sheriff's Department guarantees quick response form additional officers.

The LUPD ensures the enforcement of Lamar University and Texas State University System regulations and all state, local, and federal laws. LUPD officers are licensed peace officers for the state of Texas. They have county-wide jurisdiction per the Texas Education Code Section 51.203.

https://www.lamar.edu/students/safety-and-security/index.html

Important Phone Numbers

For **emergencies from an on-campus telephone**, contact the University Police Dept. (LUPD) by calling 8311 or 911.

For **off-campus** emergencies, call 880-8311 or 911

For **emergencies** during a campus power outage (no phone or electricity), call 838-7023 or 838-7024 for police dispatcher.

Non-Emergency calls on-campus, Dispatcher 8307, Administrative Office 8305 or TDD Phone 7305.

Effective Crime Prevention

Effective crime prevention is often a matter of common sense and being aware of one's surroundings. Some basic ways NOT to be victim follow:

- Walk with friends in well-lighted areas.
- Utilize the Shuttle Service (details below).
- Always lock your car.
- Park in well-lighted areas.
- Have your keys ready when you approach your car and check the front and back seats before entering.
- Keep your keys secure, lock your room or apartment, and do not leave personal belongings unattended.
- Engrave your name or identification on personal property.
- Be alert for strangers.
- If you are followed, cross the street, change direction and go to a well-lighted public area.

- Report the loss or theft of keys and valuables immediately to the University Police Department, 880-8311
- Report crimes, suspicious situations and security concerns immediately to the University Policy Department, 880-8311
- Attend organization- and University-sponsored programs on such topics as acquaintance rape, crime prevention and the use of alcohol and other drug. Programs, both open to the public and by request only, are offered throughout the academic year. For information, call University Police at 880-8305.

If you see any suspicious activity on campus – report it to LUPD by using the on-campus emergency phones (See campus map for locations). From an on-campus telephone, call 8311. From off-campus, call 880-8311.

Lamar University Campus Shuttle Service

The campus shuttle's purpose is to transport students to and from the library after business hours. This is a free service to all students attending the University operating begins at 5:30 pm and the shuttle stops running in correlation with library hours and holidays. We also travel to Wal-Mart and Central Mall on Saturdays between 12:00 am- 4:00 pm. Please check the shuttle website for any schedule changes: http://students.lamar.edu/student-services/index.html. There is about a 15-minute wait time for pick-ups.

Evacuation and Lockdown Notifications

If a *life-threatening situation* has occurred or is known to be in progress or there are strong indications of probable *immediate life-threatening* situation on or near campus, there may be a call for individuals to evacuate from campus or possibly shelter in place. Therefore, every member of the campus community is encouraged to sign up for the emergency notification system (Connect-Ed). Members of the Lamar and Lamar Institute of Technology community should sign up for access to the emergency notification system.

The Connect-ED system is capable of contacting individuals on cellular, home or office phones, PDAs, voice mail, and by text message, e-mail and TTY/TTD. Through the Connect-ED system, Lamar University can contact thousands in minutes. Presently, the Connect-ED system will call two phone numbers and send messages to two e-mail addresses form what is posted in the student and employee information systems. University employees and students are encouraged to add an off-campus phone number, such as a cell number, to their records in the myLAMAR employee information and Web for Students areas. Students may also add an off-campus email address.

https://www.lamar.edu/police/ files/documents/misc/Updating%20Emergency%20Message%20Information.pdf

If You Are a Victim of a Sexual Assault

- ❖ Tell someone
 - Collect your thoughts, then call the:
 - University Police Department (880-8311)
 - Rape Crisis Center (835-3355)
 - Student Health Center Counselor (880-8466)

Get Medical Care

As soon as possible, seek medical care from a hospital emergency room or a private physician. A general examination by a rape/sexual assault nurse is advised to collect information for documentation of evidence should you decide to prosecute. The examination may also include testing and treatment to help prevent sexually transmitted diseases. Medication to help prevent pregnancy may be administered up to 72 hours after the sexual assault.

Report the Assault

It is your decision whether to report the rape to police; however, most rapists are repeat offenders and your report may prevent future attacks from occurring. If you plan to file a report, do not clean up the area or alter it in any way prior to LUPD's arrival, and do not bathe, shower, douche or change clothes prior to the medical examination.

Seek Counseling

The Rape Crisis Center and the Lamar Student Health Center are staffed with counselors who are well trained and compassionate. They can assist you in dealing with the emotional trauma and pain associated with a sexual assault. University officials will also help you change academic and living situations if that is your choice and such options are reasonably available.

Legal Issues

While many internationals may expect the U.S. to be "land of the free", it does not take long to realize that this is a country of many rules and regulations. As you will see from the following description of some of the laws that may affect you, the rules and regulations are intended to protect the rights of the individual – the basis for our legal system.

Alcohol and Tobacco

Smoking in public buildings in Beaumont is prohibited. Smoking is generally allowed outdoors (at least 20 feet from building entrances) and in one's home. Smoking is not allowed in bars and restaurants in Beaumont. If you want to smoke, first look for "no smoking" signs or ask an employee to find out if smoking is allowed. When in someone else's home, you should step outside to smoke. Cigarettes and other tobacco products may not be purchased or used by individuals under the age of 18.

Alcohol use in the United States is also regulated by law. In Texas, alcohol may not be legally purchased or consumed by anyone under the age of 21, and it may not be consumed while driving or riding in a car. Driving under the influence of alcohol is a serious crime, punishable by large fines, jail sentences, and the loss of driving privileges. Bartenders and others who serve alcohol (such as hosts of parties) can be held legally responsible if a guest becomes intoxicated and injures another person. It is also a serious crime to offer or provide alcohol to anyone under the age of 21.

Drugs and Medications

Street drugs, such as marijuana, cocaine, amphetamines, barbiturates, and other mood-altering substances that are not prescribed by a medical doctor, may not be possessed or sold legally in Texas. Strict laws and penalties such as jail time and fines apply. Medications prescribed by doctors may not be sold or used by anyone other than the patient.

Sexual Harassment and Stalking

Sexual harassment and stalking laws legally protect individuals from being victims of sexual and other harassment. These laws apply to all within the U.S. – citizens, residents and visitors.

Sexual harassment is the misuse of power that has sexual overtones and generally Springs under the following circumstances: as a condition of an individual's employment or academic advancement, or in a situation that unreasonably interferes with an individual's work or academic performance. Sexual harassment can be verbal or physical.

It is also illegal to "stalk" an individual by following the person, continually making unwanted phone calls or other unwelcomed attempts to contact another person. If you force unwanted physical or verbal contact on another person, you may violate Texas laws, as well as social norms. If you believe you are being stalked, you should contact the police.

Domestic Assault

Texas law prohibits individuals from inflicting bodily harm on their spouse or partner and children. Police have the ability to arrest and jail a person, even if the victim does not want to press criminal charges. Often police will proceed with such action.

U.S. Criminal Sexual Conduct Laws

It is important to have an understanding of U.S. law in the Criminal Sexual Conduct Code. Individuals have the right to stop sexual contact at any time. This means when a person says "no" to any type of sexual contact, it violates the law if the partner attempts to emotionally or verbally coerce or physically force that person into continuing the sexual contact. Violation of the Criminal Sexual Conduct Code ranges from forced rape to improperly (without consent) touching the clothed or unclothed intimate body parts of another person. Violation of these laws can result in imprisonment and/or fines of thousands of dollars.

Guide and Forms

Nearly all services offered by the Office of International Student Programs and Services, (OISPS), can be found online. Anytime a student has a question, he/she may contact the OISPS at their convenience. Online forms can be accessed by using the following link.

https://www.lamar.edu/international/current-students/guide-and-forms/index.html

Before requesting an appointment, review the relevant informational guide for your appointment type and complete any necessary forms. If you make an appointment without completing a form or bringing the appropriate documents, you will need to reschedule.

If you have questions, contact us at 409-880-7635 or by email at international@lamar.edu.

H-1B Cap Gap Extension of OPT

The H-1B work visa is an employer-sponsored application submitted by the employer on your behalf. To begin the process of applying for H-1B and becoming eligible for an extension of OPT, you must first speak to your employer.

The H-1B Cap is the congressionally-mandated limit on the number of individuals who may be granted initial H-1B status during each fiscal year. The cap is currently set at 65,000 plus 20,000 more for those with higher degrees (U.S. Master's degree or higher). Employees who will work at institutions of higher education or a related or affiliated nonprofit entity, or at nonprofit research organizations or governmental research organizations, are exempt from the fiscal year cap.

The H-1B Fiscal Year for Cap-Subject employers runs from October 1st to September 30th each year. An F-1 student graduating in the Spring Semester with a standard 12 months of post-completion OPT will find that their work authorization will expire in June or July one year after graduation, leaving a gap in work authorization until October 1st when H-1B status can begin.

The Cap Gap Extension of OPT through September 30th of the current year is granted if an H-1B petition has been filed by a Cap-Subject employer before the current period of OPT expires. The first day to file for H-1B is April 1st.

H-1B must be filed between April 1st and before the expiration of your OPT.

If your OPT expires before April 1^{st} and you are in a valid 60-day grace period on the first day to file an H-1B petition, your legal status to remain in the U.S. is extended to October 1^{st} , but you are not eligible to work for this gap period.

While on Cap Gap

Work authorization on Cap Gap is valid until September 30th unless the H-1B petition is denied, withdrawn or revoked.

Evidence of work authorization for the extended period is reflected on a new I-20. There will be no new EAD card issued for Cap Gap Extension. OISPS will be able to provide you with an updated I-20 if you notify us and provide evidence of a timely filed H-1B petition (receipt or approval notice)

by completing the Cap-Gap Extension I-20 Request Form. The form and supporting documents must be emailed to OISPS with the subject "Cap Gap I-20."

Travel is NOT advised during the Cap Gap period.

Change to F-1 Status (April 2018)

If your original reason for coming to the United States changes, you may be required to change your nonimmigrant status to a different one before you lawfully begin to engage in the activities you want to pursue. See 8 CFR \S 248.1(c). Eligibility

A nonimmigrant is eligible to change to an F-1 status in the following circumstances:

- I do not currently have a C, D, K, M, or S visa.
- I am not in the United States under the visa waiver program.
- If I am currently in J-1 status, I am not subject to a 2-year home country residency requirement.

To Apply

Schedule an appointment with an international student advisor. Be sure to bring:

- 1. Completed Form I-539
- 2. A credit card to pay I-901 fee (SEVIS fee)
- 3. Current I-94 printout . If you entered the U.S. before May 2013, the card is likely stapled inside your passport
- 4. Current, valid passport
- 5. Current, valid visa stamp (inside passport, unless stamped in old passport)
- 6. Evidence of financial support sufficient to meet expenses detailed on I-20
- 7. Truthful written statement (type and save file to bring with you) to USCIS explaining why you want to become a student after arriving to the U.S. in another visa category and why you deserve a change of status. You must establish that your original
- 8. Check or money order (money order preferred) for \$370 addressed to "U.S. Department of Homeland Security"
- 9. Admission letter from Lamar University

NOTE: If you are in any dependent status (F-2, J-2, or H-4) bring the principal visa holder's immigration documents to your appointment in addition to the above-listed documentation.

Change to F-2 Status Guide (April 2018)

If your original reason for coming to the United States changes, you may be required to change your nonimmigrant status to a different one before you lawfully begin to engage in the activities you want to pursue. See 8 CFR § 248.1©.

Eligibility

A nonimmigrant is eligible to change to an F-2 status in the following circumstances:

- My spouse is an F-1 student (the "principal").
- My spouse has changed to F-1 status from another nonimmigrant classification.

To Apply

- 1. Completed Form I-539 (type your answers and save as PDF)
- 2. Current I-94 number print out for you and your spouse
- 3. Current, valid visa passport for you and your spouse
- 4. Current, valid visa stamp (inside passport, unless stamped in old passport) for you and your spouse
- 5. Copy of I-20 document for you and your spouse
- 6. Truthful written statement to USCIS explaining why you want to change your status to F2. You must explain that obtaining F-2 status was not your original intent when you entered the United States. Type this and bring it with you to your appointment;
- 7. Copy of financial documents (bank statements or scholarship letter) to show that you can cover estimated expenses for one year
- 8. Check or money order (money order preferred) for \$370 addressed to "U.S. Department
- 9. of Homeland Security"

Change of Address

Although F-1 students had always been required to update USCIS within 10 days of an address change like any other aliens, the events of September 11, 2001 resulted in a renewed interest on the part of the government in enforcing this requirement. So, it is by **Federal Regulations** that F-1 students must inform the International Office located in the Wimberly Building, Room 117 of any change of address, within 10 days of change.

Must fill out a Form AR-11

*Please note that if you change your address in Lamar University's Banner system, you are still required to inform the International Student Services Office of your address change within 10 days of the change.

Change of Major

International students that may want to change majors should complete the change of major form and submit it to the International Student Services Office for approval. The form should be submitted prior to the beginning of the semester in which the change is to take place. Change of majors will not take effect during the middle of a semester.

New **graduate** level international students may begin the process of changing majors during the first semester but may not actually make the change until their second semester.

Students on academic probation may transfer to a different graduate program with the approval of the chair of the new program but will remain on probation until GPA is 3.0 or better. Student on academic suspension may be admitted to another graduate program only after they have completed their suspension.

Credit from former graduate majors may be applied toward the new degree only with the approval of both the new department chair and the graduate dean. When such transfer credits are applied toward the new degree, they must be part of the new degree's accepted degree plan or substantially equivalent to courses usually required for the degree. When this is not the case, graduate credits may be transferred only when the new degree plan calls for an equivalent increase in the normal number of hours required to complete the degree. For instance, a student with 12 semester hours of non-equivalent credits would need 48 semester hours to complete a 36-semester hour degree plan.

Concurrent Enrollment

An F-1 student may be enrolled in two different SEVIS-approved schools at one time as long as the combined enrollment amounts to a full-time course of study. See 8 CFR § 214.2(f)(6)(iv).

A student is eligible to concurrently enroll in the following instance:

- 1. The student will be registered less than full-time at Lamar and is relying on enrollment at another school in order to meet the full-time course load requirement (12 credits for undergraduates; 9 credits for graduates). The student's academic department at Lamar will accept transfer credit for coursework completed at the second institution, if necessary.
- 2. A student who is granted concurrent enrollment must provide OISPS with a copy of his/her registration at the second institution prior to the end of the drop/add period at Lamar. If the student is registered full-time at Lamar University, he/she does not need special permission to take additional courses at another school. If a student is on suspension from Lamar, he/she needs to contact an international student advisor.

If you meet the above requirements, complete the Concurrent Enrollment Request and ask the international student advisor at your other college or university (not Lamar University) to is assist in completion of the form.

Return the form to International Student Programs Services (OISPS) at Lamar before the end of Lamar's drop/add period for the semester of concurrent enrollment.

Curricular Practical Training (CPT)

An F-1 student may be authorized by the Designated School Official (DSO), to participate in a CPT program which is an integral part of an established curriculum. CPT is defined to be alternate work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. It is important to note that students who have received 12 months or more of full-time CPT are ineligible for post-completion optional practical training (OPT).

If you enroll in an internship course and does not complete the credit within the given semester, you will lose your F-1 status. If you receive an "I" (incomplete) grade or "W" (withdrawal) from the course, you have worked without fulfilling the obligations of CPT and will be in violation of your immigration status. You are not authorized for your internship until you receive the updated I-20 from the LU International Office. I-20s cannot be backdated to retroactively authorize CPT employment. Remember, if you work without authorization while in F-1 status, you will lose your F-1 status.

ATTENTION: GRADUATE STUDENTS RETURNING FOR A SECOND MASTER'S DEGREE: Student's returning for a second master's degree are required to satisfy the one full year (12 months) full time enrollment before they are eligible for Curricular Practical Training (CPT).

- A student may begin CPT only after receiving his or her I-20 with DSO endorsement.
 Students in English language training programs are ineligible for CPT. Below are the LU OISPS CPT policies:
- The International Office will only communicate using the Lamar University email account (MyLamar) regarding CPT Applications.
- Complete applications can take TEN BUSINESS DAYS for processing in the International Office.
- Provided CPT is approved, the first day of employment will be no earlier than the 1st day of class and will end on the last class day of the semester unless the employer states an earlier termination date.
- Because CPT is subject to wide varying interpretations and potential abuse, Lamar University takes a conservative view. CPT can be authorized only for a specific job with a particular employer for a specific length of time.
- CPT internship is not permitted for on-campus employment (employment by Lamar University). In this case, the student will be employed as a student assistant, graduate assistant, teaching or research assistant. CPT internships are designed for "off-campus employment".
- In addition to the department's approval, a CPT application may be denied by the P/DSO in the International Office due to discrepancies and/or unmet qualification(s) of DHS regulations.
- CPT employments must cease before the date of degree completion. *Continuing CPT employment beyond the actual completion date is illegal and is a violation of F-1 status.*
- Student must have been lawfully enrolled on a full-time basis at a SEVP approved school for one full academic year (9 months i.e. Fall & Spring or Spring & Fall; summer enrollment does not count).

- Students who are returning for a second Master's or Doctorate at the end of their OPT, are required to have been lawfully enrolled on a full-time basis for one full academic year (12 months) before they will be eligible for CPT. Students will not be eligible for immediate CPT upon their return for a 2nd degree.
- Student must have a Lamar University grade point average of 3.0 (graduate students) or 2.0 (undergraduates). The student's academic department may require a higher GPA.
- Student must be enrolled full time (9 hrs. for graduate or 12 hrs. for undergraduate) during a fall or spring semester; if the CPT is approved, the student will be eligible for part time (20 hrs. or less per week) employment during these semesters.
- College of Engineering Students: You are required to obtain an information sheet from the Dean of Engineering's administrative assistant in Cherry Bldg. Room 2000. You must obtain the Dean of Engineering's approval & signature before submitting the CPT petition to the International Office. Failure to comply with this policy will delay your CPT petition process.
- Provided the student has met the full academic year of lawful enrollment, the student may be approved for full time CPT during the summer sessions.
- The employment must be an integral part of an established curriculum in the student's course of study.
- Student must have an original and currently dated employment offer letter from the company that you will be employed by. The letter should follow the format of the "SAMPLE" employment letter in this packet.
- Student must register and receive a grade for the appropriate CPT course which is determined by the student's academic adviser or chairperson. The CPT course must be listed in the institution's catalog. The student must register for the CPT course before the DSO may approve/authorize the CPT. The student's department will determine how the student will receive a grade for the specific CPT course. Student must continue enrollment in the specific CPT course for each semester that the CPT is authorized.
- A student must be registered for the summer sessions and may begin employment no earlier than the 1st class day and must cease employment by the last class day of the semester.
- Student may engage in CPT only for the specific employer, location and period approved and recorded by the DSO on their I-20 Form.
- Use of full-time CPT for one year or more eliminates eligibility for OPT.
- It is the student's responsibility to receive written authorization from the DSO before the student may be employed.
- Failure to maintain lawful status (full time enrollment, valid Form I20, etc.) will result in immediate termination of employment.
- Full time CPT is permissible during summer sessions provided the student is eligible for this program. Student is required to enroll in the specific CPT course during the summer sessions.
- Students who have completed all required course work with the exception of the thesis, may engage in full or part-time CPT with their major department's approval.
- Students *may not* defer graduation because of employment benefits.

Students requesting CPT must submit official documents listed online to the International Office. Incomplete packets or documentation will not be accepted!

Departure Form

International Students are required to report to the DSO when they plan to return home after successfully completing their program. To properly update the SEVIS record, students are required to complete the International Student Departure Form.

The International Student Departure form is also required if the student no longer wishes to remain in the program. He/she will be granted an authorized early withdrawal by the DSO and may remain in the US for up to 15 days following the withdrawal noted in SEVIS to prepare to depart the US.

Dependent SEVIS I-20

The spouse and unmarried minor children of an F-1 student may accompany the student to the United States or follow to join the student at a later date. The dependent family member will be admitted in F-2 status provided they establish to the satisfaction of the consular officer and the immigration officer at the port of entry that they have sufficient funds to cover their expenses or that other arrangements have been made to provide for their expenses.

Application procedure: The F-1 student must submit the following official documents to the International Student Service Office for a dependent(s) SEVIS I-20 to be issued:

- F-1 Dependent Application
- F-1 Passport
- F-1 SEVIS I-20
- Marriage certificate for the spouse
- Birth certificate for each child

- Passport biographical page for each dependent
- Dependent biographical Application
- Financial Statement

Leave of Absence

If you are applying for a leave of absence or withdrawal before the semester begins:

- 1. Complete the Leave of Absence Form.
- 2. If you are in the U.S., depart within 15 days of your Authorized Early Withdrawal.

If you are applying for a leave of absence or withdrawal during the semester:

- 1. Complete the Leave of Absence Form found below.
- 2. Make an appointment with an OISPS advisor.

- 3. Withdraw from all of your classes after only OISPS approves your request. The Registrar's Office can help you, if necessary. More information can be found on the <u>registrar's website</u>.
- 4. Depart the United States within 15 days of submission of this form.

If you are planning on re-entering the United States following your leave of absence:

1. If you will not be out of classes for more than five months: enter with your current I-20 and a valid travel signature. Notify OISPS thirty (30) days in advance of the start of the semester for which you wish to return to ensure your record will be returned to ACTIVE. Please email us a confirmation of your return ticket to the U.S. If you will not be in classes for more than five months: contact OISPS at least two months prior to your return. You will need a new SEVIS record and I-20. The Department of State advises students to apply for a new visa at a US Consulate or Embassy before re-entry if returning from a leave of greater than five months with initial attendance I-20s.

Note: If you wish to return for the summer semester you must be registered for classes full time during that semester.

Optional Practical Training

Optional practical training (OPT) is temporary employment that is directly related to the student's academic program. The work done does not count towards credit, therefore it is the student's option to engage in employment.

The basic OPT application process consists of a DSO recommendation in SEVIS, the production of a new Form I-20, and the student's filing of Form I-765 with fee, the OPT I-20, and other supporting documentation with USCIS.

To request an I-20 with OPT Recommendation, you will need to submit the following documents to OISPS:

Completed Form I-765

Application for OPT (Includes the Academic Advisors Recommendation Form and the OPT Waiver Form)

Providing these items to OISPS will allow the DSO to process your request for an I-20 with OPT Recommendation. When your request has been processed, we will send you an email to collect your I-20. When you come to OISPS, you will receive your new I-20 as well as an instructions page on how to submit your OPT application to USCIS.

If you have any questions regarding the OPT application or the process of submitting your application, please feel free to stop by OISPS. Our student assistants and staff are here to assist you. If you would like your COMPLETED application and supporting documents reviewed, our student assistants can review them for you. HOWEVER, OISPS is not responsible for incomplete

applications or any errors on your application. It is your responsibility to complete your own application.

Quick-reference: Characteristics of F-1 optional practical training (OPT)

Preconditions

Student must have been lawfully enrolled on a full-time basis at a DHS-approved school for one full academic year before being eligible for OPT. Available both before and after completion of the educational objective, but different rules apply to preand post-completion OPT. Students in English language training programs are not eligible for OPT. OPT must be "directly related to the student's major area of study."

Location

Students may engage in OPT for any employer for the duration of OPT authorization, as long as the employment qualifies under OPT standards.

Duration

Standard OPT is available for a cumulative maximum of 12 months per educational level.

A one-time extension of 24 months (for a total of 36 months) is available to certain STEM degree recipients.

Hours per week

20 hours/week limit for pre-completion OPT done while school is in session and student still has coursework to complete.

Full-time employment can be requested for pre-completion OPT done during official school breaks, and for students who have completed all requirements for their degree except for thesis or dissertation.

For post-completion OPT, according to SEVP guidance a student must be adequately employed to avoid limits on unemployment.

Field / level of work

Must be directly related to the student's course of study.

Offer of employment

No offer of employment is required to apply for standard OPT, but the student is expected to work during the OPT EAD validity period. Students on post-completion OPT are limited to a maximum of 90 days of unemployment.

To apply for a 24-month STEM extension, student must have an offer of employment from an employer registered with E-Verify.

Effect on other work

Prior use of full-time Curricular Practical Training for one year or more eliminates eligibility for Optional Practical Training.

Approval Process

DSO recommends OPT in SEVIS.

Student files I-765 application for EAD with USCIS Lockbox Facility.

Work can begin only after receiving EAD issued by USCIS, and on or after the start date on the EAD.

Special rules govern applications for the 24-month STEM OPT extension.

Miscellaneous

If doing pre-completion OPT, must maintain a full course of study during the period of employment (unless done during school breaks).

Degree candidates that have completed all coursework must continue to make normal progress towards completing the thesis or dissertation required for their degree.

Note: F-1 students with approved employment authorization (OPT) from USCIS Service Center must present their EAD card when applying for a social security card.

Types of activity that constitute employment while on OPT:

The following activities are considered allowable employment on both pre-completion and standard post-completion OPT, provided that the job is directly related to the student's program of study. While a student engages in such activity during a period of post-completion OPT, he or she is not considered "unemployed":

- Regular paid employment in a position directly related to the student's program of study.
 - For post-completion OPT, the work must be for at least 20 hours per week
 - Students may work for multiple employers, as long as it is directly related to the student's program of study.
- Payment by multiple short-term multiple employers. SEVP says that "Students, such as musicians and other performing artists, may work for multiple short term employers (gigs). The student should maintain a list of all gigs, the dates and duration. The student should maintain a list of all gigs, the dates and duration."
- Work for hire. SEVP says, "This is also commonly referred to as 1099 employment where an individual performs a service based on a contractual relationship rather than an employment relationship. If requested by DHS, students should be prepared to provide

- evidence showing the duration of the contract periods and the name and address of the contracting company."
- Self-employed business owner. SEVP says, "Students on OPT may start a business and be self-employed. The student should be able to prove that he or she has the proper business licenses and is actively engaged in a business related to his or her degree program."
- Employment through an agency. SEVP says, "Students on post-completion OPT must be able to provide evidence showing they worked an average of at least 20 hours per week while employed by the agency."
- Volunteers or unpaid interns. SEVP says, "Students may work as volunteers or unpaid interns, where this practice does not violate any labor laws. The work should be at least 20 hours per week for students on post-completion OPT. A student should be able to provide evidence, acquired from the student's employer, to verify that he or she worked at least 20 hours per week during the period of employment."
- Note that a volunteer position or unpaid internship would be a valid option for someone who otherwise might not meet the minimum employment requirement.
- For additional information regarding OPT requirements, refer to USCIS web site at: http://www.uscis.gov/OPT

STEM OPT Extension

F-1 students approved for standard post-completion optional practical training based on a bachelor's, master's, or doctoral degree in a STEM (science, technology, engineering, mathematics) field that appears on the DHS STEM-Designated Degree Program List can apply to USCIS for a one-time 24-month extension of post-completion OPT (for a total eligibility of up to 29 months). To be eligible for the extension, the student's employer must be registered in E-Verify and must agree to report to the DSO when the student is terminated or leaves employment. The student must apply for the STEM OPT extension before their standard period of post-completion OPT expires and must also agree to make periodic reports to the DSO.

To apply for the 24-Month OPT STEM Extension, students must complete the application and submit to the ISSO along with supporting documents.

- The regulations state that "The employment authorization period for the 24-month OPT extension begins on the day after the expiration of the initial post-completion OPT employment authorization and ends 24 months thereafter, regardless of the date the actual extension is approved."
- A student who has applied for a STEM extension can continue working for up to 180 days beyond the expiration of the prior post-completion OPT EAD while the STEM extension application is pending.
- To be eligible for a STEM OPT extension, the student's employer must be "registered in the E-Verify program" and be "a participant in good standing in the E-Verify program, as determined by USCIS."
- An individual is eligible for only one 24-month STEM OPT extension. According to SEVP, this is a lifetime limit.

• A student may change employers during the 24-month period, but all employers that a student will work for during the STEM extension period must be registered in the DHS E-Verify program, and the student must report the change in employment to his or her DSO.

Special reporting requirements during STEM OPT Extension

In addition to the regular OPT reporting requirements, there are enhanced reporting requirements for students approved for a 24-month STEM OPT extension.

- During the 24-month STEM OPT extension, the student must report to his or her DSO within 10 days of any change of the following. The DSO must then update SEVIS within 21 days of receiving notification of the change from the student
- STEM OPT recipients must also make a "validation report" to the DSO every six months starting from the date the 24-month extension begins and ending when the student's F-1 status ends, the student changes educational levels at the same school, the student transfers to another school, or the 24-month OPT extension ends, whichever is first.

Employers of students granted the 24-month STEM OPT extension must also agree to report within 48 hours the termination or departure of a student if the termination or departure is prior to the end of the authorized period of OPT. The employer must make this report "to the DSO at the student's school or through any other means or process identified by DHS."

For a student who is on a 24-month extension, this employment may include

- Multiple employers. A student may work for more than one employer, but all employment must be related to his or her degree program and all employers must be enrolled in E-Verify.
- Work for hire. This is also commonly referred to as 1099 employment where an individual performs a service based on a contractual relationship rather than an employment relationship. The company for whom the student is providing services must be registered with E-Verify. If requested by DHS, the student must be prepared to provide evidence showing the duration of the contract period and the name and address of the contracting company.
- Self-employed business owner. A student on a 24-month extension can start a business and be self-employed. In this situation, the student must register his or her business with E-Verify and work full time. The student must be able to prove that he or she has the proper business licenses and is actively engaged in a business related to his or her degree program.
- Employment through an agency or consulting firm. Students on a STEM extension may be employed by an employment agency or consulting firm. The employment agency or consulting firm must be registered with E-Verify, but the third parties contracting with the agency or firm (for which the student is providing services) need not be."

For more information, refer to USCIS web site "Regulations Relating to Practical Training" at: http://www.uscis.gov/RegulationsToOpt.

OPT Participation

According to federal regulations an F1 student must make a validation report to the DSO every six months starting from the date the OPT extension begins and ending when the student's F-1 status ends, the student changes education levels at the same school, the student transfers to another school, or the STEM extension ends, whichever is first.

F1 students participating OPT extension must report to his/her DSO every six months, confirming the employment information; even if there have been no changes. Also, this requirement to report continues if the student's STEM extension is extended further by the automatic cap-gap extension. To properly update the SEVIS record, we must certify the following:

- The student has reported their current address and provided current employment information on the Form I-983, Training Plan for STEM OPT.
- The student has submitted a complete self-evaluation on the Form I-983 to the instructional site. This evaluation may be made available to SEVP (if requested) beginning 30 days after the document is submitted to the DSO.

(Self-evaluation required only at the end of 12 and 24 months only)

Program Extensions

An F-1 student who is currently maintaining status and making normal progress toward completing his or her educational objective, but who is unable to complete his or her course of study by the program end date on the Form I-20, must apply for a program extension.

*The student must apply for a program extension <u>before</u> the end date on Form I-20, and must present the following documents to the International Student Services Office:

- Program Extension Biographical Application
- Current Form I-20
- Passport
- I-94 Arrival/Departure Card
- Financial Statement
- Written documentation from your academic advisor (or department chair) which verifies the reason for the delay and includes a new date for completion of studies.
- Written documentations stating any financial assistance.

Traveling Outside the U.S.

Federal law requires international students to be in attendance while school is in session. Lamar University defines school to be in session from the first day of class until the student's last final exam during any regular semester.

Whenever F-1 students wish to leave the United States temporarily and return to continue studies at the institution in which they are enrolled, they must secure the necessary documents to permit entry to another country, and permit re-entry to the United States.

Like the United States, other countries have rules and restrictions on who can enter their country, and how. F-1 students who wish to visit their country of citizenship or permanent residence generally will be allowed to enter that country if they hold a valid passport or other travel document issued by that country. For travel into any country other than the home country, students must check with the Embassy of the country they would like to visit to inquire about specific entry procedures.

In order to reenter the U.S. after a temporary absence of 5 months or less, an F-1 student must have the following documents:

- A valid passport
- A valid F-1 visa
- PDSO's signature on the form I-20 from the school they are attending
- Each certification signature on the endorsed SEVIS I-20 is valid for one year.

*Students on a F1/J1 visa and their dependents are required to complete the travel request form each time travel is expected or requested as needed. Travel endorsement must be received prior to leaving the U.S.

Reinstatement

The Houston District Department of Homeland Security (USCIS) Director may consider reinstating an F-1 student who makes a request for reinstatement on Form I-539, Application to Extend/Change Nonimmigrant Status, accompanied by a properly completed SEVIS Form I-20 indicating the DSO's recommendation for reinstatement. The district director may consider granting the request if the student:

- Has not been out of status for more than 5 months at the time of filing the request for reinstatement
- Does not have a record of repeated or willful violations of SEVIS regulations
- Is currently pursuing, or intending to pursue, a full course of study in the immediate future at the school which issued the Form i-20
- Has not engaged in unauthorized employment
- Is not deportable on any grounds other than section 237 (a) (1)(B) or (C)(i0 or the Act
- Establishes to the satisfaction of the service, by a detailed showing, either that:
 - o The violation of status resulted from circumstances beyond the student's control.
 - The violation relates to a reduction in the student's course load that would have been within a PDSO/DSO's power to authorize, and that failure to approve reinstatement would result in extreme hardship to the student.

Reduced Enrollment

In general, permission to register for less than full time should occur rarely in a student's career. By immigration law, the international student should be full time during each Spring and spring semesters.

A student who drops below a full course of study without the prior approval of the DSO will be considered **Out of Status.** It is the responsibility of the student to maintain a full course of study in order to comply with his/her nonimmigrant status.

Regulations for reduced enrollment:

- Consult with the DSO and receive approval before reducing below minimum required hours.
- Hospitalized for an extended period because of an accident. Providing you have supplied the required documentation, you will not be considered out of status. In the case of an illness or medical condition, an F-1 student may be authorized to reduce course load for a period up to 12 months. A student who is unable to resume a full course of study within the time limits will either have to leave the U.S. and reapply when he or she is able to resume a full course of study, or change to a more appropriate non-immigrant classification to continue medical treatment in the U.S.
- Academic difficulties—during the course of study within one program level, an F-1 non-immigrant
 can only be authorized on <u>one</u> occasion to reduce his/her course load due to academic difficulties
 and must resume a full course at the start for the next available semester. This rule also includes
 improper course level.

*<u>DO NOT drop below a full course of study without the prior approval of the DSO or you will be considered Out of Status!!</u>

Economic Hardship

This F-1 employment benefit is intended to address situations where a financial need beyond the student's control arises, which was unforeseen at the time the student applied to the school he/she is currently attending and after all other potential employment opportunities have proven to be insufficient.

Examples of unforeseen economic hardship include "loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses."

Eligibility & Characteristic Requirements (Economic Hardship)

- Must have been in F-1 status for at least one full academic year. Must prove to USCIS that employment is necessary due to economic hardship caused by circumstances beyond his/her control that arose after obtaining F-1 status.
- Granted by USCIS in increments of one year at a time; authorization ends if a student transfers schools.

^{*}Failing a course is not a valid reason to be below hours.

- Limited to 20 hours per week while school is in session; can be full-time during official school breaks
- Can be any job. Does not have to be related to course of study
- Does not have to have a job offer of employment
- Use of this employment category does not count towards the 20-hour on-campus maximum, nor does it affect eligibility for practical training.
- Must apply for EAD from USCIS after the DSO updates SEVIS with recommendations.

Curricular Practical Training (CPT)

The regulations state that a student may participate in a "curricular practical training program" that is "an integral part of an established curriculum" and "directly related to the student's major area of study." CPT is defined as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school."

Curricular Practical Training is granted directly by the DSO through an update to a student's SEVIS record and by providing an updated SEVIS I-20 annotated on page 3 with the grant of CPT. Students interested are required to apply by completing and submitting the CPT application to the International Student Service Office.

Optional Practical Training

Optional practical training (OPT) is defined in the regulations as "temporary employment for practical training directly related to the student's major area of study."

The basic OPT application process consists of a DSO recommendation in SEVIS, the production of a new Form I-20, and the student's filing of Form I-765 with fee, the OPT I-20, and other supporting documentation with USCIS. To submit the OPT request, students are required to complete the Optional Practical Training application and submit along with supporting documents to the ISSO for recommendation.

STEM OPT Extension

F-1 students approved for standard post-completion optional practical training based on a bachelor's, master's, or doctoral degree in a STEM (science, technology, engineering, mathematics) field that appears on the https://www.ice.gov/doclib/sevis/pdf/stem-list-2011.pdf can apply to USCIS for a one-time 17-month extension of post-completion OPT (for a total eligibility of up to 29 months).

To be eligible for the extension, the student's employer must be registered in E-Verify and must agree to report to the DSO when the student is terminated or leaves employment. The student must apply for the STEM OPT extension before their standard period of post-completion OPT expires and must also agree to make periodic reports to the DSO.

Social Security Numbers

All employed students are required to have a Social Security number. Application forms may be obtained from the Social Security Administration, 3260 Eastex Freeway, 409-839-2613. Applications must be presented **in person** to the Social Security Administration (with passport and immigration documents).

Please note: It is a good idea to apply for a Social Security number for children born in the United States. For details about getting a Social Security number and other important documents for children born in the U.S., contact the Social Security Administration.

1st Step—Submit the following documents to the International Student Service Office:

- Letter from the hiring department
 - Must be on letterhead
 - o Must show how many hours you will be working
 - o How much they will pay you
- Submit request (5-10 days processing time)
- We will email you when your request is processed

2nd Step—Submit the following documents to the Social Security Administration:

- Letter from the International Student Service Office stating that you have on-campus employment
- Original hiring department's employment letter
- Birth Certificate
- Passport
- Form I-20
- Form I-94 Arrival/Departure Card
- Any other related immigration documents
- You will be required to complete additional forms at the Social Security Office

3rd Step—Your social security card will be mailed directly to you within 3 to 14 weeks of your application

4th **Step**—Submit a copy of your card to the International Student Service Office and to your hiring department.

Taxes

It is important for you to remember that you are responsible for assessing and meeting your tax obligations. If you are from a treaty country and your tax treaty exemption expires, if you change status, or if any other action may change your tax liability, you should contact your supervisor immediately to change your tax withholding as necessary. There are at least six kinds of taxes to be paid in the United States:

- 1) Federal (United States) taxes on income.
- 2) State and local (some states do not have any) taxes on income.

- 3) Federal Social Security (also called FICA) taxes on income.
- 4) City and county taxes on personal property.
- 5) City, county, and state taxes on purchases of consumer goods.
- 6) Professional and business taxes.

U.S. tax laws are complex and vary according to treaty agreements between the U.S. and other countries. As a rule, international students employed in the U.S. are required to pay federal, state, and local taxes. You should obtain a free copy of IRS publication 519, "US Tax Guide for Aliens." Call (800)424-3676 for your free copy. For questions concerning your tax liability, call or write to the *Internal Revenue Service, 200 North High Street, Columbus, Ohio 43215, and (800)424-1040.*