

INTERNATIONAL STUDENT GUIDEBOOK

2016-2017



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OFFICE OF INTERNATIONAL STUDENT SERVICES

WHAT WE DO

The Office of International Student Services provides the appropriate materials needed, support and assistance to international students in order for them gain nonimmigrant status, maintain their legal status and achieve their educational goals. We also ensure institutional compliance with governmental immigration regulations and provide and support cultural programs and exchanges, pre-professional opportunities, employment guidance and authorization, social opportunities, and cocurricular engagement in order to enhance students' overall learning and development.

WHERE WE ARE

OFFICE LOCATION

iss.adelphi.edu

Post Hall, Room 203

516.877.4990

internationalstudentservices@adelphi.edu

Office hours: Monday through Friday, 8:30 a.m.–4:30 p.m.

Social media: @Adelphi_Global (Twitter/Instagram/Facebook)



WHO WE ARE



Wendy Badala
Designated School Official
Alternate Responsible Officer
Director
wbadala@adelphi.edu
516.877.4378



Rachel Nelson, Designated School Official
Assistant Director
rnelson@adelphi.edu
516.877.3743



Della Hudson
Primary Designated School Official
Responsible Officer
Associate Dean of Student Affairs
HUDSON@adelphi.edu
516.877.3661



Emma (Ying) Chen
Graduate Assistant
ychen@adelphi.edu
516.877.8675



THE INTERNATIONAL ADVISER

Probably the most important contact for international students and scholars on a U.S. campus is the international student adviser. Here at Adelphi, the international student and scholar adviser's office is known as the Office of International Student Services, located in Post Hall, Room 203. The international adviser is your personal contact with the University and can assist you long before you arrive, once you arrive and throughout your stay at Adelphi.

SPECIFICALLY, THE INTERNATIONAL ADVISER PROVIDES THE FOLLOWING SERVICES:

- Orientation programs help new international students and scholars adjust to life in the United States, providing beneficial information about a wide variety of common issues, such as banking, housing, clothing and, to some extent, academic matters.
- International advisers serve as liaisons between international students and scholars and the University's administrative services and, to whatever extent possible, with academic departments.
- International advisers work with you to solve all types of problems, from minor requests for information to major personal concerns. The international advisers maintain a wide variety of contacts on and off campus to which they can refer students who request assistance. Obviously, for the advisers to help you most effectively, you should contact them as soon as you become aware that a problem is developing, rather than when it has become serious.
- International advisers are the institution's official link with the U.S. Citizenship and Immigration Services (USCIS), the Department of State (DS) and with other relevant government agencies, such as the Social Security Administration and the New York State Department of Motor Vehicles. International advisers will keep you updated regarding your obligations and changes in immigration rules and regulations. To every extent possible, they will also assist you in your interactions with USCIS or DS.
- For all these reasons and more, the Office of International Student Services is an essential resource for you during your stay at Adelphi. You will find valuable assistance there upon arriving on campus, while pursuing your studies and when preparing for your return home. Our doors are always open. It is a very friendly place and you are welcome to visit. While it is usually a good idea to make an appointment, this is not always necessary.

Please also note: It is not the responsibility of the international advisers to enforce immigration rules or regulations. However, you must be aware that the international advisers are required to notify the USCIS and DS when an international student or exchange visitor has failed to maintain his/her status or is no longer attending the University. In general, it is the international advisers' responsibility to assist students and scholars in fulfilling their legal obligation so that they can maintain status.



GENERAL IMMIGRATION INFORMATION

Like all countries of the world, the United States has laws and regulations governing foreigners who are temporarily within its borders.

During the time you spend as a student in the United States, you will most likely come in contact with the U.S. Citizenship and Immigration Services (USCIS). Your adviser will be happy to help you with the preparation of documents you may need to submit to the USCIS and to advise you regarding available options when you have an immigration-related concern.

The U.S. Citizenship and Immigration Services, a branch of the U.S. Department of Homeland Security, is responsible for enforcing immigration regulations. For administrative purposes, the USCIS has divided the country into a number of regions and districts.

Below are the United States agencies that regulate visiting foreigners:

U.S. Customs and Border Protection

cbp.gov

U.S. Department of State

state.gov

U.S. Immigration and Customs Enforcement

ice.gov

U.S. Citizenship and Immigration Services

uscis.gov

26 Federal Plaza

New York, NY 10278

800.375.5283

U.S. Citizenship and Immigration Services Case Status Online

egov.uscis.gov/cris/Dashboard.do



BASIC IMMIGRATION TERMINOLOGY AND DOCUMENTS

SEVIS

The Student and Exchange Visitor Information System (SEVIS) is an electronic tracking system used by the U.S. government and U.S. universities and colleges to track foreign students. The international student advisers must update all student records into SEVIS to keep the student in legal status.

ALIEN

A term used in immigration law. It refers to a person who is neither a citizen nor a national of the United States.

IMMIGRATION STATUS/CLASSIFICATION

This term defines an alien's legal status in the United States and describes the alien's presumed principal purpose for being in the United States. An international student holding an F-1 student status means that he or she is in the United States for the principal purpose of being a student and that the sections of the law and regulations dealing with F-1 students define what he or she can or cannot do while in the United States.

PASSPORT

A document issued by a government to identify a person as a citizen of a particular country, a passport permits the recipient to travel abroad under the protection of that country as well as to reenter his or her home country. U.S. immigration law requires that all nonimmigrants (aliens who are not permanent residents of the United States) have valid passports to enter and remain in the United States. Passports must be extended, renewed or reissued by the alien's home government, usually through a consulate or embassy in the United States.

U.S. DEPARTMENT OF HOMELAND SECURITY (DHS)

The department is responsible for providing immigration-related services and benefits, such as naturalization and work authorization, as well as investigative and enforcement responsibilities for enforcement of federal immigration laws, customs laws and air security laws.



VISA

This is the stamp placed by the U.S. consular officer on a page of the alien's passport. The term visa is often used incorrectly to mean legal status and permission to remain in the United States. In fact, it has a more narrow and limited meaning, indicating that a consular officer (an employee of the U.S. Department of State) has determined that the holder is qualified to apply for admission to the United States in a particular immigration classification. A valid visa does not ensure an alien's entry into the United States. A U.S. Customs and Border Protection patrol officer makes the admission decision at the port of entry. Usually, that officer will require certain information and evidence as to the intentions and good faith of the applicant.

FORM I-20

Form I-20 is given to the student by the designated school official at the time of acceptance into the college once all requirements are met. The student uses this form to obtain an F-1 visa. This form will also be used throughout the student's program of study to guide the student's legal status. Each time a student leaves the country for travel, Form I-20 must be endorsed by a designated school official.

FORM I-94

Form I-94 is the U.S. Department of Homeland Security (DHS) Arrival/Departure Record issued to aliens who are admitted to the United States or who are adjusting status while in the United States or extending their stay, among other things. This form is located at cbp.gov/travel/international-visitors/i-94-instructions.

FORM DS-2019

Form DS-2019 is issued to international students and scholars coming to the United States as part of an exchange program; these individuals enter the United States in J-1 status and are subject to a different set of regulations from F-1 students.

U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

The United States Citizenship and Immigration Services (USCIS) is responsible for application and petition adjudications. This government agency is part of the Department of Homeland Security. Its sole responsibility is to enforce the regulations that apply to foreign nationals within the United States. The nearest immigration office is located in New York City, at:

New York City Field Office
Jacob K. Javits Federal Building
26 Federal Plaza
New York, NY 10278

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

U.S. Immigration and Customs Enforcement (ICE) is responsible for immigration investigations, detention, removal, intelligence and SEVIS.



U.S. CUSTOMS AND BORDER PROTECTION (CBP)

U.S. Customs and Border Protection (CBP) is responsible for immigration inspections at U.S. ports of entry and for the U.S. Border Patrol.

DESIGNATED SCHOOL OFFICIAL (DSO)

The designated school official (DSO) is a regular employee of the college or university who is appointed to represent and speak for the school in F-1 student matters.

DURATION OF STATUS

The term Duration of Status or D/S, which appears on a student's Form I-94, refers to the period of time during which the student is pursuing a full course of study or working on authorized practical training following completion of studies. The student is considered to be maintaining status if he or she is making normal progress toward completing a full-time program of study.

INTERNATIONAL STUDENT

You are considered to be an international student if:

- You were not born in the United States.
- You are not a citizen of the United States.
- You have not been granted permanent residence in the United States. (You must not possess a green card.)
- You are in the United States for educational purposes.
- You hold an F-1 student visa or other appropriate documentation.

RESPONSIBLE OFFICER (RO)

The responsible officer serves as the adviser for J-1 students and scholars.

SOCIAL SECURITY NUMBER

In the United States, a Social Security number (SSN) is a nine-digit number issued to U.S. citizens, permanent residents and temporary (working) residents under Section 205(2) of the Social Security Act, codified at 42 U.S.C. § 405 (c)(2). The number is issued to an individual by the Social Security Administration, an independent federal agency. Its primary function is to track individuals for Social Security purposes.

TAX OBLIGATIONS

U.S. Internal Revenue Service (IRS) website: irs.gov

All F-1 and J-1 students must file forms with the Internal Revenue Service by April 15 each calendar year.

STATUS

Upon entering the United States, you are granted a specific status. If you are in the United States for the primary purpose of studying, you have student status. You must remain in lawful status for the entire duration of your studies while in the United States.





WHAT IS A VISA?

A visa is an entry document issued to a foreign national by the U.S. Department of State at a diplomatic visa-issuing post abroad (embassy or consulate office).

This document is placed in the person's passport, giving the individual consideration for admittance to the United States. It shows that the visa holder has indicated a specific intent in coming to the United States and that he or she has met the criteria to enter the United States for that purpose. However, possession of a valid visa does not guarantee permission to enter the country. The actual determination of admissibility is left to the discretion of the examining immigration officer at the port of entry, such as the airport.

It works like a house key for entry.

When you apply for a visa, the consular officer will review your application and all documentation you present to be certain that you are indeed a nonimmigrant and that you have no intent to live in the United States permanently. The burden of proof to show your intention to leave the United States after your temporary stay is over is on you. If your visa has expired and you plan to travel outside the United States or if you have changed your visa status while in the United States, you will need to obtain a new one at a U.S. embassy or consulate abroad, either in your home country or in another country you are visiting, before you may reenter the United States. It is not possible to revalidate your visa while you are in the United States.

WHAT IS STATUS?

When legally admitted into the country, a foreign national is assigned a status. This refers to the person's condition of legal presence in the United States. It indicates why the person is here and prescribes which set of regulations the person must follow during his or her stay here. The type of status a person is given usually corresponds to the type of visa that was presented when entering the country.

Status is a legal term describing the alien's principal purpose for being in the United States.

FULL-TIME STUDENT STATUS

Students are required by the U.S. Citizenship and Immigration Services (USCIS) to maintain a full-time course of study during the academic year (September–May). During summer months, students are not required to enroll. Full-time status at Adelphi University means 12 credits for undergraduate programs and 9 credits for graduate study. Students should be aware that Adelphi University is required to notify the USCIS and terminate the student SEVIS record if any student is not enrolled full time or when a student terminates attendance with the University.

If there are extenuating circumstances that prevent you from meeting the above requirements, please visit the international student adviser before dropping below the prescribed number of credits. In some instances, it may be possible to obtain a letter from your doctor or academic adviser certifying that a reduced course load is considered full time for you because of special circumstances.



ONLINE COURSES

For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class, or 3 credits, per session, term, semester, trimester or quarter may be counted toward the full course of study requirement if the class is taken online or through distance education and does not require the student's physical attendance for classes, examinations or other purposes integral to completion of the class. An online or distance education course is a course that is offered principally through the use of television, audio or computer transmissions including open broadcast, closed circuit, cable, microwave or satellite, audio conferencing or computer conferencing.

INTERNATIONAL STUDENT REQUIREMENTS

AS AN INTERNATIONAL STUDENT, YOU ARE REQUIRED TO:

- Report to the designated school official (DSO) to have your Student and Exchange Visitor Information System (SEVIS) record registered in SEVIS in a timely fashion. DSOs must register the student in SEVIS no later than 30 days after the program start date (for new students in initial SEVIS status), and each semester thereafter, no later than 30 days after the next session start date (for continuing students).
- For the first entry for initial school attendance, the school listed on the visa and on the Form I-20 must be the same, and that is the school the student must intend to attend.
- Pursue a full course of study at the school listed on the currently valid Form I-20 during every academic session or semester except during official school breaks, or unless approved under a specific exception, in advance, by the DSO.
- Make normal progress toward completing the course of study by completing studies before the expiration of the program completion date on Form I-20.
- Keep Form I-20 valid by following proper procedures for extension of stay.
- Keep Form I-20 valid by following proper procedures for change in educational levels or programs of study.
- Keep Form I-20 valid by following proper procedures for transfer of schools.
- Abide by the F-1 grace period regulations.
- Report a change of address to the DSO within 10 days of the change, so that SEVIS can be updated.
- Abide by rules requiring disclosure of information and prohibition of criminal activity.
- Abide by any special requirements, such as special registration requirements.



- Not work, either on or off campus, unless specifically authorized under the regulations at 8 C.F.R. § 214.2 (f)(9) or § 214.2 (f)(10)–(12)
- Abide by the aggregate unemployment rules while on postcompletion optional practical training (OPT).
- You must also keep your passport valid.

COMMON VIOLATIONS OF STATUS INCLUDE:

- Failure to report to the school for your SEVIS registration
- Failure to enroll for a given academic term
- Failure to make normal progress or not register for a full course of study (12 credits for undergraduate and 9 credits for graduate)
- Failure to attend the authorized school
- Failure to complete the transfer-out and transfer-in processes
- Failure to file a timely change of status
- Failure to obtain a program extension prior to the program end date
- Failure to notify of an address change in a timely manner
- Failure to depart from the United States in a timely manner
- Unauthorized employment
- Out of status for more than five months, unless the student shows exceptional circumstances
- Remaining in the United States after terminating or interrupting studies before the completion of the program





ACADEMIC RESPONSIBILITIES

In many ways, you will find U.S. higher education quite different from that of your own country. Differences exist, for instance, in educational philosophies and academic requirements, traditions and standards. You may find some of the methods of teaching stimulating, while others may seem confusing. It is important that you pay close attention to your academic adviser and/or professors when you have questions, and seize every opportunity to talk with experienced students, international or American, in your field of study.

EXAMINE YOUR EXPECTATIONS

Keep in mind that a period of adjustment to a new educational system is necessary before you will be able to perform to the best of your ability.

SELECT YOUR COURSES WISELY

Especially during your first semester, do not take more courses than required. Make sure you have a combination of more-demanding and less-demanding courses, rather than only difficult courses requiring unusually heavy amounts of work. When arranging your course schedule, consult with your academic adviser and experienced students who are familiar with available courses and teachers.

WORK HARD FROM THE BEGINNING

If you do not begin on the first day of classes, you are almost certain to fall behind and experience serious difficulty and possibly fail your courses.

TALK WITH YOUR PROFESSORS

In colleges and universities in the United States, professors expect students to ask questions during or immediately following the class. Professors will also generally wait for students to come to them for help rather than offer assistance. Accordingly, they expect students to see them during office hours when they are having difficulty. If you are not doing well in a class and you do not contact the professor to discuss the situation, the faculty member is likely to assume that you are not interested.

CLASS PARTICIPATION

In the United States, classroom participation is not only expected but is a part of your grade. It is important to remember to speak up and participate in class.



ASK QUESTIONS

It is extremely important for you to contribute to discussions in the classroom. In the United States, questioning the teacher is normal; it is viewed as a healthy sign of interest, attention and independent thinking. In fact, in many classes, your grades will be determined, at least in part, by your contributions to class discussions. If you sit in respectful silence, it is likely to be assumed that you are not interested in what is being said in class or that you are unable to contribute.

International students from non-English-speaking countries often have difficulty with the language and are reluctant to talk in class. Do not let this be an obstacle. The more you speak in class, the more practice you will get and the sooner you will overcome the obstacle.

OPEN YOUR MIND TO THE VALUES OF THE SYSTEM

From your past experience in other educational systems, you have developed certain assumptions about purposes and methods of education and about the way your field of interest should be studied. It is important for you to realize that differences exist between the United States and other educational systems; you will have to adjust your thinking if you are going to succeed academically. Whether or not you personally accept the values of the U.S. educational system, you have to act in accordance with them while you are here.

LECTURES AND SEMINARS

The most common method of instruction at Adelphi is classroom lecture. The lectures are supplemented by classroom discussion (especially when classes are small), reading assignments and periodic written assignments.

Seminars are small classes, typically at the graduate level. They are likely to be devoted entirely to discussion. Students are often required to prepare presentations for a seminar based on their independent reading or research.

THE HONOR CODE

Most colleges and universities in the United States have established honor codes, which are statements of certain rules students are expected to follow in their academic work. These rules relate primarily to academic honesty and originality.

- Cheating is a failure of honesty. In the United States, cheating is getting unauthorized help on an assignment or exams, or representing another person's work as your own. You must not receive or give information to another student, including answers or help during an exam or any other test. You must not use unauthorized sources for answers during an exam. You must not take notes or books to the examination if this is forbidden, or refer to any book or notes while taking the test. You must not obtain test questions illegally beforehand.
- Plagiarism is a failure to do your own original work in written assignments. Plagiarism is using someone else's words or ideas as though they were your own. It is literary theft and cannot be tolerated in academic work. Students found guilty of plagiarism are severely penalized. If you quote directly, that is, use word for word, or copy exactly, a phrase, sentence, paragraph or other part from a book or other written material, you must enclose the borrowed words in quotation marks. You must then cite your source, crediting that author and work. Usually, this is done using a citation.



If you violate the honor code:

- You will almost certainly receive an F (failing grade) for the assignment.
- You will most likely receive an F for the entire course.
- You may be expelled from the University.

If you have any questions about what to do regarding any of these issues, talk to your instructor or your academic adviser.







ACADEMIC LIFE

College means discovering new interests and abilities, and developing those you already have. It's about achieving academically, gaining personal insight and making lifelong friends. It's also about developing the tools and the know-how to succeed after graduation in your chosen field. Adelphi is dedicated to helping you with your academic life—from choosing a major that suits your career goals and making an academic plan, to tutoring and support services.

ACADEMIC TERMINOLOGY

All students must go through registration. One of the first things you'll encounter on all forms used by institutions in the United States is your last name (or family name) appearing first and then your given (or first) name. An example on an international student's form might be "Tanaka, Masayumi K." However, when you are asked to sign a document, your signature will have your first name first, followed by your family name (Masayumi K. Tanaka). Below are common terms you may hear in academic circumstances at Adelphi.

ACADEMIC ADVISER is a member of the faculty or another professional who provides academic advice and guidance to students.

ACADEMIC CALENDAR lists all the days when classes are in session, including the last days to add or drop a course.

ADDING COURSES is when a student adds a course to his or her registration.

ADJUNCT FACULTY teach part time without appointment to the regular faculty.

ASSISTANTSHIP is a type of financial aid for a graduate student that is offered in return for certain services in teaching or laboratory supervision (as a teaching assistant) or services in research (as a research assistant).

COURSE LISTING, ADVISING AND STUDENT SERVICES (CLASS) is Adelphi's online program that offers access to important student information. It can be used from any computer, anywhere, that can reach eCampus via the Internet. This includes your course registration (when available), your course confirmation (listing room locations), your financial aid, your bills, your grades, your transcript and the course directory (including seats available and when they become full).

COMMENCEMENT is the graduation ceremony held in May.

CREDIT refers to academic course work. A student earns credits for the successful completion of each course for each academic term. Adelphi sets a minimum number of credits required to graduate. At Adelphi, we have the one-per-hour/week-in-class system of earning credit, which means that to earn one credit you have to spend one hour in class per week for 15 weeks.

CUMULATIVE GRADE POINT AVERAGE (GPA) is the numerical average of all the student's grades achieved during the period of study at an institution.



DEANS are in charge of the divisions of the University. There are several academic deans at Adelphi University, including the dean of student affairs. The deans, along with the associate and assistant deans, oversee the progress of students in their particular academic units.

DEPARTMENT CHAIR is a tenured faculty member who oversees an academic department.

DISSERTATION is a scholarly independent research study required for obtaining a doctoral degree.

ECAMPUS is an online portal giving students one-stop access to information, services and applications. This includes Adelphi email, ALICAT, campus announcements, CLASS, degree works, Moodle, message boards, My Housing and much more.

ELECTIVES are courses chosen freely by the student from the institution's offerings.

FACULTY are the teaching personnel in a department, division or an entire institution.

FAILURE is when students receive a grade below passing.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) is the federal law that protects the privacy of student education records. Under this law, the University does not permit access to or the release of education records without written consent of the student.

FEES are the amount charged by schools, in addition to tuition, for various expenses related to institutional services.

FINALS are the final exams of a semester.

FRESHMAN is a first-year student at a high school, college or university.

GENERAL EDUCATION REQUIREMENTS are a set of course requirements that all Adelphi undergraduates must fulfill to get a degree. Some requirements, like the Freshmen Orientation Experience, Freshmen Seminar and the Art and Craft of Writing, will be met in the freshman year.

INCOMPLETE is a temporary grade indicating that the student has not met all course assignments at the end of the term. The professor must complete an Incomplete Contract stipulating how and when the work will be completed. If the student does not complete the work within one year, the I automatically becomes an F on the student's transcript.

INDEPENDENT STUDY is an assignment (reading or research) carried out by a student under faculty supervision for credit. Students may take no more than 12 credits of independent study.

JUNIOR is a third-year student at a high school, college or university.

MAJOR is a student's primary field of study.

MIDTERMS are the exams in the middle of the semester.



MINOR is a student's secondary field of study.

PRE-REGISTRATION is the period before regular registration when students who have already been attending classes may register early.

PREREQUISITE is a course that must be completed before a student is allowed to register for a more advanced course.

PROBATION is the status imposed on students whose work is unsatisfactory until they improve their performance or are asked to leave the program or institution.

PROVOST is the chief academic officer of the institution.

REGISTRAR is the office responsible for registering students and maintaining their educational records.

REGISTRATION is the formal process of enrolling students in courses. At Adelphi, all students must have their course of study approved by an academic adviser before they can register.

SEMINAR is a small class of students that meets with a professor to discuss specialized topics.

SENIOR is a fourth-year student at a high school, college or university.

SOPHOMORE is a second-year student at a high school, college or university.

STUDENT GOVERNMENT ASSOCIATION (SGA) represents student interests and concerns to the University administration. Its primary role is to serve as the voice of students. The SGA also allocates funds to student organizations, sponsors awareness days and hosts speakers on campus.

SYLLABUS is a written description of a course that the instructor provides to the students. It includes a listing of primary assignments, a statement of course policies regarding absences and grades and a schedule of tests.

TRANSCRIPT is the official record of a student's academic performance at an institution. An official transcript has the registrar's stamp on it and is often requested in a sealed envelope; an unofficial transcript does not have this stamp and can be printed by a student through CLASS.

OFFICE OF ACADEMIC SERVICES AND RETENTION

academics.adelphi.edu/asr • 516.877.3150

Nexus Building, Room 145

Office Hours

Monday through Thursday, 8:30 a.m.–5:00 p.m.*

Friday, 8:30 a.m.–4:30 p.m.

During the summer or when there are no scheduled classes, the office is open Monday through Friday, 8:30 a.m.–4:30 p.m.

*For extended hours during registration periods, visit academic-services.adelphi.edu.



WHAT WE DO

As you begin to plan your academic experience, the Office of Academic Services and Retention (OASR) can be one of your greatest academic resources. While your academic adviser is a very valuable resource, OASR is the place to get a second opinion about your academic program, general education requirements, changing your major or any other academic concerns. You'll find OASR friendly, open and dedicated to helping you achieve academic success. Services include:

- The early warning system to identify students who are struggling in one or more classes and to give them the additional support they need to be successful
- Oversight of academic transactions, such as withdrawals, leaves of absence and petitions to waive an academic rule or regulation
- Sponsorship and coordination of Adelphi students, together with Adelphi faculty, to present research at the annual National Conference for Undergraduate Research or other academic conferences and, each spring, at the Adelphi Research Conference, as well as to receive merit awards, including Adelphi's annual Student Success Scholarship

For specific information about these and other programs, visit academics.adelphi.edu/asr.

WRITING CENTER

writing.adelphi.edu • 516.877.3296

Nexus Building, Room 129

Fall and Spring Semester Hours

Monday through Thursday, 9:00 a.m.–7:00 p.m.

Friday, 9:00 a.m.–5:00 p.m.

Saturday, 11:00 a.m.–3:00 p.m.

WHAT WE DO

The Writing Center is a free service available to all Adelphi University undergraduate and graduate students. We can assist students in all disciplines to become more effective and more confident writers.

When you come in, you decide with the tutor what aspect of your writing you want to focus on. Topics you might discuss include:

- Writing with clarity
- Developing a sophisticated argument
- Deepening your analyses
- Deciding on organization and structure
- Improving sentence-level style



- Understanding rhetorical techniques
- Incorporating and citing sources
- Strengthening grammar skills

Please note: The Writing Center is not a proofreading service. They can help you learn to proofread and revise your own essay, but they will not simply edit your paper for you.

We work with writers of all levels—from those who have difficulty getting started to those grappling with sophisticated arguments—on written assignments in all courses as well as lab reports.

You can sign up for an appointment by registering at **writing.adelphi.edu** or by coming to the Writing Center in the Nexus Building. Tutoring sessions are generally 45 to 60 minutes.

While a full draft is best, you can bring in an outline or even just a set of notes, and our tutors will help you move to the next stage in your writing process.

OTHER WRITING CENTER SERVICES

The Writing Center also offers other services, including a computer lab and printer, composition handbooks, citation style guides, reference books for writing in a variety of disciplines and useful handouts. And we also offer periodic workshops on writing-related topics.

LEARNING CENTER

learning.adelphi.edu • 516.877.3200

Nexus Building, Room 129

Fall and Spring Semester Hours

Monday through Thursday, 9:00 a.m.–7:00 p.m.

Friday, 9:00 a.m.–5:00 p.m.

Saturday, 11:00 a.m.–3:00 p.m.

Intersession and summer hours vary by programming.

WHAT WE DO

The Learning Center provides academic support programs—and all services are free for undergraduate and graduate students!

- **Tutoring** to help students learn how to be successful in their studies and how to solve problems
- **Skills development** to help students in their academic endeavors through enhancing their skills at being students
- **Preparation** to help prepare you for life outside of Adelphi University

Online scheduling allows for convenient management of appointments. The scheduling website, **adelphi.mywconline.com**, can be accessed from eCampus. The Learning Center's website, **learning.adelphi.edu**, provides details on programs, staff, operating hours and how to access the Learning Center in person or via the Internet.





INTERCULTURAL CONNECTIONS

The Learning Center's Intercultural Connections (I-C) program offers a number of support services designed to bring American and international students together for friendship, cultural exchange and language development. Regularly scheduled I-C activities include a multiethnic conversation group, field trips, guest speakers, online tips about culture and language, and a weekly English class.

ADELPHI UNIVERSITY LIBRARIES

libraries.adelphi.edu • 516.877.3549

Library Hours

Monday through Thursday, 7:30 a.m.–10:00 p.m.+*

Friday, 7:30 a.m.–6:00 p.m.+

Saturday, 9:30 a.m.–5:00 p.m.^

Sunday, 9:30 a.m.–5:00 p.m.*

Swirbul Library labs, Rooms 100 and 101, are open after regular hours until 3:00 a.m.**

For additional library information and hours, call **516.877.3572**.

For the IT Help Desk and Information Commons, call **516.877.3340** or visit **it.adelphi.edu**.

+ Public service desks open at 8:30 a.m.

* Public service desks close at 10:00 p.m.

** Valid Adelphi student ID required

^ Public service desks open at 10:00 a.m.

WHAT WE DO

Swirbul Library offers facilities, resources and services to support and enrich your academic, cultural and student life at Adelphi. You'll find it's a resource for course-related materials, research, Internet access (wired and wireless) and a great place to study.

INFORMATION SYSTEMS AND SERVICES

You'll find state-of-the-art information systems and services at the library. These include both Internet-based electronic information resources, full-text retrieval systems and document delivery services. The Adelphi Libraries Catalog (ALICAT) online provides electronic access to the libraries' holdings. To access ALICAT, visit **alicat.adelphi.edu**. Members of the library faculty are available to provide instruction in the use of the library and its resources.

INFORMATION COMMONS

The Information Commons is adjacent to the Office of Information Technology Help Desk on the second floor of Swirbul Library. It's the hub for students to work on their papers, do research and browse the Internet. There are both PCs and Mac computers, plus printers and scanners for your use, and it's also a wireless hot spot. The Information Commons is where you'll find the most lab assistants available in one spot.



SPEECH AND HEARING CENTER: SERVICES FOR INTERNATIONAL STUDENTS

The Speech and Hearing Center provides services to the Adelphi University community (students, employees and alumni) and the larger Long Island community. Services include evaluations and treatment/therapy for a range of communication concerns, including articulation, language, voice, stuttering, hearing, accent/dialect modification and more. The center offers therapy in individual and group sessions. All services are provided by graduate students in Adelphi's Department of Communication Sciences and Disorders, under the direct supervision of appropriately licensed and certified speech-language pathologists and audiologists on the Ruth S. Ammon School of Education faculty and staff.

The Speech and Hearing Center has offered individual accent modification sessions to international students for a number of years. More recently, the center began to run an English Conversation Group for international students. Goals for this group include developing the knowledge, abilities and confidence to communicate more effectively in English. Specific objectives for each group are generated collaboratively by the student clinicians, the clinical supervisor and the participants in the group. Over the past several semesters, objectives have included:

- Improved understanding and ability to use American English idioms
- Increased English vocabulary
- Improved ability and comfort level in asking questions in various settings (e.g., in the classroom, among strangers)
- Improved understanding of American English humor
- Improved comprehension of English words with multiple meanings
- Improved comprehension of English homophones
- Improved understanding and knowledge of when to use sarcasm in English

English Conversation Group sessions are held weekly in a conference room in the Hy Weinberg Center. The sessions are relaxed, with casual, naturalistic exchanges among the participants. Activities have included the following:

- Discussion of hot topics
- Role-play
- Games
- Discussion of practices in the various cultures represented in the group (including the international student members and the student clinicians)
- End-of-semester parties, including food from the various cultures represented in the group

HY WEINBERG CENTER FOR COMMUNICATION DISORDERS (THE SPEECH AND HEARING CENTER)

adelphi.edu/hy-weinberg-center • 516.877.4850

Hy Weinberg Center, Room 211

speechandhearingcenter@adelphi.edu • soman@adelphi.edu



INTERNATIONAL STUDENT EMPLOYMENT

As an international student, you cannot accept employment of any kind, either on or off campus, without prior authorization from the Office of International Student Services and, when necessary, from U.S. Citizenship and Immigration Services (USCIS).

TYPES OF EMPLOYMENT AVAILABLE FOR F-1 STUDENTS

ON-CAMPUS EMPLOYMENT FOR INTERNATIONAL STUDENTS

The Immigration and Nationality Act makes the assumption that F-1 students are in the United States to receive an education. Employment, in general, is restricted.

On-campus employment allows F-1 students to work for an office, such as an academic department, library, tutoring service or other office, as well as businesses at Adelphi that provide direct services to students. An F-1 student may be employed as long as it does not interfere with the student's ability to maintain status. Students may work up to 20 hours per week while school is in session and full time (40 hours per week) during school holidays and breaks.

Students can only work on campus while their status is valid at Adelphi University. If you are graduating or transferring, you are no longer eligible to work on campus without prior work authorization from the USCIS.

SEVERE ECONOMIC HARDSHIP EMPLOYMENT

A student may be authorized for off-campus employment under the following circumstances:

- Severe, unforeseen economic necessity
- Must have maintained F-1 status for at least one academic year
- Application processed through USCIS

Please contact the Office of International Student Services for more information. An application fee is required.

SPECIAL STUDENT RELIEF PROGRAM EMPLOYMENT

This employment is for those students who have been in the United States since June 10, 1998, and whose funding came from one of the following countries: Indonesia, South Korea, Malaysia, Thailand or the Philippines.

Please contact the Office of International Student Services for more information. An application fee is required.

INTERNATIONAL ORGANIZATION SPONSORED EMPLOYMENT

This F-1 employment benefit allows F-1 students to work for a recognized international organization within the meaning of the International Organization Act. The application is processed through the U.S. Citizenship and Immigration Services (USCIS).

Please contact the Office of International Student Services for more information. An application fee is required.



CURRICULAR PRACTICAL TRAINING (CPT)

Students must fulfill the following requirements to participate in curriculum practical training:

- Employment must be an integral part of an established curriculum.
- Employment must be in the form of an internship authorized in agreement with Adelphi University.
- College credit and program authorization is required during the period of time student is authorized for CPT.
- Student must have maintained status for one full academic year.
- Impact of full-time CPT on OPT eligibility
- Students must show evidence that the internship is a requirement of academic major.
- CPT authorization is required for all internships, whether paid or unpaid.

Please contact the Office of International Student Services for more information. No fee is required.

OPTIONAL PRACTICAL TRAINING (OPT)

Students must fulfill the following requirements to participate in optional practical training:

- Temporary employment for practical training must be directly related to the student's major area of study.
- Student must have maintained F-1 status for at least one academic year.
- Student can participate while school is in session or after completion of studies.
- Approval from USCIS is required.

Please contact the Office of International Student Services for more information. An application fee is required.

Working without proper authorization is considered to be the most serious violation by the Department of Homeland Security. Therefore, it is important that you consult with the Office of International Student Services before accepting any offer of employment. It is illegal to begin work in anticipation of being granted permission; you must first receive an Employment Authorization Document (EAD).

CAMPUS INVOLVEMENT

The Center for Student Involvement (CSI) is here to help you get involved with more than 80 clubs and organizations to choose from that reflect the academic, social, political and religious diversity of the student population. Whether you are a commuter or resident, become part of the campus community through the support services available from CSI. If you don't find what you're looking for, representatives from CSI can help you start a group of your own. Through membership in cocurricular activities, you can pursue your interests, build your leadership skills, further your studies, exchange ideas and explore new cultures.

For more information and a detailed list of clubs, please contact the Center for Student Involvement, located in the Ruth S. Harley University Center, Room 110, at **516.877.3603** or **csi@adelphi.edu**, or visit **adelphi.edu/csi**.



AMERICAN CUSTOMS

GREETINGS

Perhaps the most outstanding characteristic of society in the United States is its diversity. Since this is truly a multicultural society, it is difficult, if not impossible, to make meaningful generalizations about behavior and society, or even about specific ethnic, religious, socioeconomic, age, occupational or other types of subgroups.

Nevertheless, it is possible to mention certain characteristics that, in general, describe attitudes and practices that are common among the people of the United States. The following are some notable characteristics that may underlie or otherwise influence friendship patterns in the United States.

TIME CONSCIOUSNESS

Considerable importance and value are placed on punctuality in the United States, and people in all walks of life tend to organize their daily activities by means of schedules. As a result, to the foreign observer, they may seem hurried, always rushing from one task to the next and apparently not able to relax and enjoy themselves. Indeed, some visitors from other countries have concluded that U.S. society is ruled by the clock. On the other hand, some also see this as a way of assuring that things get done in a timely fashion.

CUSTOMS

Americans shake hands with each other when first introduced or when they meet again, but rarely when they part, which is more of a European custom. Social kissing, as a greeting, is also sometimes acceptable between men and women who know each other well and between women. American men are less likely to embrace each other and rarely kiss on both cheeks.

PERSONAL SPACE

When two Americans are standing and talking, they generally stay at least 16 inches apart from each other.

INDIVIDUALISM

People in the United States generally consider self-reliance and independence to be ideal personal qualities. They prefer not being dependent on others or having others be dependent on them.

INFORMALITY

Many foreign students find that people in the United States are informal in dress, in decorum and in personal relationships to a degree that may seem unusual compared to their personal customs.



CASUAL FRIENDSHIPS

In the United States, the relationship between two individuals who regard one another as friends tends to be more casual than comparable relationships between two people in many other cultures. Students from other cultures sometimes view this as an inability to be friends. It could also be seen as a normal way to retain personal happiness in a mobile, ever-changing society.

CONVERSATION

It is permissible to start a conversation with a stranger, but the conversation should be immediately ended if the person does not seem interested in talking. Be especially careful not to force your attention on someone on a plane, train or bus. If you meet someone you know on the street while you are with someone else, it is polite to introduce the person.

If you are with a group of mainly English-speaking people and the conversation is in English, you should avoid speaking in your own or another foreign language for more than a few sentences.

CUSTOMS

If you are in a movie theater or at a concert or play, it is not polite to talk during the performance, even in a whisper.

CLOTHING

Dress on American campuses is extremely informal—pants, leggings, jeans, skirts, informal shirts and sweaters—virtually anything goes. You may want to bring a nice suit or dress with you for more formal occasions. Also, it is advisable to bring a traditional costume or outfit from your home country for various international events hosted throughout the academic year.

Winters at Adelphi will bring severely cold temperatures, while summer will bring much warmer weather. You should bring sufficient clothes for all seasons. Generally speaking, garments can be purchased here at fairly reasonable prices, especially after you've become familiar with the best sources for shopping.

CAMPUS TALK

The language of the campus consists of expressions ranging from rather formal academic terms to pure college slang. In between the two extremes are the everyday expressions heard by anyone at anytime. To communicate effectively, an international student must learn not only what campus expressions mean, but also in what situations they are used.

BANKING AND FINANCES

Most international students, like large numbers of American students, live on limited budgets. Needless to say, it is best to manage your money wisely to make sure it lasts as long as possible. Be cautious about spending until you have become accustomed to the value of the dollar and until you know what your essential living expenses will be. This may take a little time and experimentation. Be extra cautious about overextending yourself through excessive use of credit cards. Finance charges on such cards accumulate rapidly.



It will be very useful to have a bank account. Ask a bank officer about the array of bank services that are available and familiarize yourself with the different types of savings and checking accounts, along with any charges for these services. To open a bank account, you must have your passport, your Form I-20, your Form I-94 and your college ID. If you experience any difficulty, please see your adviser in the Office of International Student Services.

Regardless of how much money you keep on your premises or in your pocket or purse, you should be extremely careful. Keep purses out of sight. Do not carry too much cash when you go out. Do not conspicuously display jewelry. Petty theft and pickpocketing are rare, but can happen, unfortunately.

SHOPPING

Virtually anything made anywhere can be bought in the United States, especially in a huge metropolitan area such as New York City.

Most Americans shop in shopping centers, commonly referred to as malls. These are large clusters of shops and restaurants in one single enclosed area, which provides convenient shelter against inclement weather. Malls usually stay open weekdays and Saturdays until 9:30 p.m. and until 6:00 p.m. on Sundays.

The nearest mall is Roosevelt Field, about one and a half miles from campus, between Stewart Avenue and Old Country Road. There you'll find a large variety of eating establishments and eight movie theaters. The University provides a shuttle service for transporting Adelphi students to various shopping centers, such as Roosevelt Field mall, The Mall at The Source, Walmart, Target and Stop & Shop, and to the Mineola and Hempstead train stations and bus terminals. For more information on shuttle services, please contact the Center for Student Involvement at **516.877.3603** or stop in the Ruth S. Harley University Center, Room 110.



FOOD

There are three general kinds of food stores: supermarkets, neighborhood stores and convenience stores. A supermarket is a large store that sells not only food, but a variety of other products as well. Stop & Shop and ShopRite are two examples. Neighborhood stores and convenience stores are smaller and have fewer items, but often stay open all night. They usually charge slightly higher prices than the supermarkets.

There is an extremely wide variety of eating establishments in the greater New York City area, a short train ride away from Adelphi. Some restaurants specialize in food from one particular country or part of the world. Restaurants range in cost, from inexpensive to quite expensive.

Generally speaking, those accustomed to hot or spicy cuisines consider American food rather bland. Salads are very popular and are served everywhere year-round. Many people in this country are calorie conscious. This is reflected on many menus and store shelves where food without added sugar or salt can be found. Be open and explore many options when it comes to food. There will be plenty of items that may seem different to you and may taste unusual; however, you may learn to enjoy these foods. If you have any questions or requests, you should ask your fellow students, the food service employees or your international adviser.

The single food vendor for Adelphi University is Adelphi Dining. You can purchase food in the UC Café. There you can order American kitchen-style foods, a variety of pizza, ethnic foods at the Native Spice exhibition station, traditional and wrap style sandwiches at the Wrap It Up station, burgers and chicken sandwiches at Cheeburger Cheeburger, grab-and-go packaged meals, salads and sandwiches, homemade desserts and an assortment of bottled and fountain beverages, as well as candy and snacks.

The Melt Shoppe, located outside the Center for Recreation and Sports next to the sports field, serves build-your-own grilled cheese sandwiches and signature melts. The Legends Juice Bar, located in the Center for Recreation and Sports, serves smoothies and bakery items. The Underground Café, located in the lower level of the Ruth S. Harley University Center, serves Starbucks coffee and mixed hot and cold coffee drinks. Post Hall is an all-you-care-to-eat location that features a deli, homestyle entrees, a salad bar, desserts, pizza, international specialties and vegetarian options. The Post Hall C-Store sells fresh produce, fresh grab-and-go sandwiches, Dunkin' Donuts coffee and a varied assortment of convenience foods. You can obtain a meal plan through the Adelphi Dining meal plan office. For more information, please contact Janet Conigliaro at jconigliaro@compass-usa.com or visit adelphi.edu/diningservices.



EATERY	FEATURES	HOURS OF OPERATION
UC Café UC, Main Level	Breakfast, lunch and dinner options include a salad bar, specialty brand foods, daily specials, grab-and-go items and an online deli ordering system; a variety of dietary options, including kosher and gluten-free, also available	Monday–Friday 7:30 a.m.–8:30 p.m. Saturday 8:30 a.m.–7:30 p.m. Sunday 8:30 a.m.–6:30 p.m.
Underground Café UC, Lower Level	Starbucks coffees, panini, soups, pastries and grab-and-go items available; also features an outdoor patio just steps away	Monday–Thursday 8:00 a.m.–11:00 p.m. Friday 8:00 a.m.–6:00 p.m. Saturday 10:00 a.m.–2:00 p.m. Sunday Closed
Post Hall	Renovated dining location includes all-you-care-to-eat, a traditional dining plan	Monday–Friday Breakfast: 7:30 a.m.–10:45 a.m. Lunch: 11:30 a.m.–3:30 p.m. Dinner: 4:30 p.m.–9:30 p.m.
Convenience Store Post Hall	Food items such as cereal, milk, chips, beverages, snacks and other grocery items sold here	Monday–Thursday 9:00 a.m.–1:00 a.m. Friday 9:00 a.m.–11:00 p.m. Saturday and Sunday 5:00 p.m.–11:00 p.m.
Legends Juice Bar Center for Recreation and Sports	Features fruit smoothies, fresh juice, coffee, fresh fruit, yogurt parfaits, bagels, muffins, organic salads, wraps and energy and protein bars; during sporting events, this location is open and accepts meal cards	Monday–Friday 7:00 a.m.–8:00 p.m. Saturday and Sunday Closed (except during sporting events)
Melt Shoppe Center for Recreation and Sports	Conveniently located near the underground parking garage; grab a made-to-order grilled cheese	Monday through Friday (seasonal) 11:30 a.m.–3:00 p.m. Saturday and Sunday Closed



TIPPING

RESTAURANTS AND BARS

In the United States, tips (gratuities) are not usually added to restaurant bills, as is customary in many other countries. A tip should therefore be left on the table. Fifteen to 18 percent is the usual amount, but one can leave more as an appreciation for exceptionally good service.

TAXI AND CAR SERVICE

For taxi, limo, paid shuttle or van service, the tip is normally 15 percent of the total fare. Tip up to 20 percent if the driver helps with your bags or makes extra stops. Don't tip less than one dollar. If someone else is picking up the tab, they are also responsible for tipping. Be careful: The rate quoted for limos often excludes gratuity.

HAIR SALONS AND SPAS

A tip should typically fall within the 15- to 20-percent range. If the service provider either did something out of the ordinary or took a great deal of time (such as a major makeover, color correction, etc.), you might want to consider leaving a larger tip.

CULTURE SHOCK

Culture shock is the name given to a feeling of disorientation or confusion that often occurs when a person leaves a familiar place and moves to an unfamiliar one. Arriving in the United States and the Long Island area from another country, you will no doubt encounter a multitude of new things. The buildings, trees and birds may all look different. The food is not the same as it is in your home country and people may look, speak and act differently from what you're used to. Your limited English may hinder your ability to convey your full personality. As a result of all this, you may feel confused and unsure of your decision to come here.

Some people are more affected by culture shock than others. Those who do experience it tend to become nervous and unusually tired. They may want to sleep a lot and write many letters home. They may feel frustrated and hostile toward their host country. They may get excessively angry about minor irritations. It is not unusual for them to become very dependent on fellow nationals who are residents of the host country and speak their native language.

COPING STRATEGIES FOR CULTURE SHOCK

How can you cope with culture shock? Having some information about culture shock is an important first step. Even though some people may not be able to eliminate culture shock, there are ways to ease the stress. Some of these activities are listed below:

1. **KEEP ACTIVE.** Getting out of your room or outside of your apartment will enable you to experience firsthand what Americans are doing. If you visit public places, such as a shopping mall or sporting event, you will be able to watch and learn how American customs are practiced.
2. **MAKE AMERICAN FRIENDS.** By having friends you can talk to, you will be able to ask questions about what you do not understand.



3. **READ.** Accessing the Internet can give you a wide variety of information on culture shock.
4. **EXERCISE.** Finding an activity you enjoy will help reduce stress and depression. Americans like to run and walk. They also like organized games.
5. **PARTICIPATE IN COMMUNITY ACTIVITIES.** Talk with your host family, resident assistant or other Americans about community activities, religious services or volunteer opportunities to help you become a member of the community while you are here.
6. **PRACTICE YOUR ENGLISH.** This is extremely important. 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.
7. **INTRODUCE YOURSELF TO OTHER INTERNATIONAL STUDENTS.** Other international students may be experiencing the same problems that you are. By talking with them, you may be able to find out how they are coping. It is also important not to limit yourself only to students from your home country or culture.
8. **BE PATIENT.** Many international students experience culture shock in some way while they are here. Recognize the problem and give yourself time to get over it. If you need to, keep reminding yourself that this is not a permanent situation. If culture shock continues, you may contact the Office of International Student Services or the Student Counseling Center.

STUDENT COUNSELING CENTER

scc.adelphi.edu • 516.877.3646

Fall and Spring Semester Hours

Monday through Thursday: 8:30 a.m.–7:00 p.m.

Friday: 8:30 a.m.–4:30 p.m.

The Student Counseling Center, located in the Ruth S. Harley University Center, Room 310, is a free, confidential and conveniently located center offering a variety of services including individual and group counseling, psychiatric services, workshops, crisis intervention and referrals to both on- and off-campus resources. Any student currently enrolled at Adelphi is eligible to participate. For more information, visit scc.adelphi.edu.

HEALTH SERVICES (MEDICAL CARE)

Healthcare in the United States is characterized by the fact that there is no national medical care program. In other words, there is no general, governmentally supported system for paying medical expenses. Consequently, doctor's and laboratory fees, hospitalization expenses and medication are all very costly. Hospital costs in the New York area are very expensive. Therefore, Adelphi University requires that all international students are covered by health insurance through the University. You will automatically be billed for the University health insurance policy each academic year. If you wish to opt out (or waive) the health insurance policy, you must have your own insurance and complete a waiver online at adelphi.myahpcare.com. Note that your Adelphi University insurance policy does not cover any members of your family. You are urged to buy separate insurance coverage for them.



New York State law requires that all foreign students attending a college or university be inoculated against measles, mumps and rubella. You will be required to show proof of two measles vaccinations, one mumps vaccination and one rubella vaccination. These must have been given after your first birthday. If unable to do so, you will have to be inoculated here or you will be unable to register or attend class. All international students must also be tested for tuberculosis; your healthcare provider can provide this test for you in their office. Anyone who has a positive test must show proof of a negative chest X-ray; this indicates no active tuberculosis disease. These regulations are rigorously enforced and students are urged to pay attention to this matter.

Adelphi University's health services are not available to students' families. The Health Services Center can give you information on the availability of healthcare facilities in the community. The office is available to international students around the clock during the academic year. During semester breaks and throughout the summer, the Health Services Center is open Monday through Friday, 8:00 a.m. to 4:00 p.m. Health services also provides emergency responses to accidents and/or injuries on campus. Any student requiring emergency service can **dial 5** from any campus phone or call the Department of Public Safety and Transportation at **516.877.3511**. The Health Services Center is located on the lower level of Waldo Hall on the Garden City campus. To contact them directly, call **516.877.6000**, fax **516.877.6008** or email **healthservicescenter@adelphi.edu**.

MAIL AND POSTAL SERVICE

In the United States, mail is normally delivered once a day, except on Sunday and legal holidays. For regular mail within the United States, the current price of a first-class stamp is 47 cents.

In the United States, ZIP codes follow the name of the city and the state; they do not precede it as in Europe, South America and other places. Note that inside the United States, all first-class mail is shipped by air without extra cost and an airmail indication is not needed on the envelope.

If you want to be sure that an important letter had been received, send it registered or certified and ask for a return receipt.

PUBLIC SAFETY AND TRANSPORTATION

516.877.3511 or **dial 5** from any campus phone

Levermore Hall, lower level, Room 012

The Adelphi University Department of Public Safety and Transportation, located in the security booth in front of and on the lower level of Levermore Hall, provides round-the-clock public safety services. Public safety officers provide vehicle and foot patrol of the entire campus, parking lots, buildings and residence halls; protect life and property; respond to and investigate reports of crime; enforce traffic regulations; and conduct crime prevention programs and seminars. If you need help or assistance, always ask a public safety officer. They are easily recognized by their Adelphi uniforms.



GENERAL SAFETY TIPS

Safety is an important concern in any large town. Follow these safety tips and use common sense. You will fully enjoy living, studying and working on Long Island.

- Familiarize yourself with streets and neighborhoods you'll be visiting or passing through.
- Walk in an assertive manner.
- At night, walk facing the flow of traffic.
- Know where you are going. Plan your route in advance.
- Walk in well-lit and populated areas, especially at night. Stay out of parks at night. Be aware of your surroundings and of suspicious persons or circumstances.
- Travel with a friend if possible.
- Avoid wearing expensive jewelry and flashing money on the street and in the subways.
- Always keep bags closed and knapsacks zipped and buckled. Keep your purse on your lap at restaurants. Don't hang it on the back of your chair or leave it on an empty chair.
- If you suspect you are being followed, cross the street or go into a store, restaurant or other public building.
- Know the whereabouts of all-night businesses and other safe locations.
- If someone in a car asks you a question, stay a good distance from the car when responding.
- Always carry enough money for cab fare home.
- Try not to use cash machines at night.

CAMPUS TRANSPORTATION

Adelphi University provides shuttle transportation to local train and bus stations and various shopping destinations.

Shuttle schedules are set at the beginning of each semester, but will change if the local transportation schedule changes. Schedules can be picked up in the Department of Public Safety and Transportation or the public safety booth. Schedules are also available at safety.adelphi.edu/transportation/shuttle.

PARKING ON CAMPUS

Parking on campus is by permit only. Permits can be obtained by visiting the Department of Public Safety and Transportation in the lower level of Levermore Hall.

ADELPHI UNIVERSITY IDENTIFICATION CARDS

516.877.3500

Hours of Operation

Monday through Thursday: 8:30 a.m.–6:00 p.m.

Friday: 8:30 a.m.–4:30 p.m.



All Adelphi students are required to have an Adelphi University identification card. The card allows access to various campus buildings, underground parking, meal plans and sporting events. Identification cards are issued in the public safety office located on the lower level of Levermore Hall.

To obtain your Adelphi student identification card, please bring:

- Proof of payment of tuition and fees
- Confirmation of classes or other evidence that you are a currently registered student

LOST OR DAMAGED CARDS

There is a \$15 replacement fee for lost identification cards. There is no charge for a damaged card if you bring the old card with you.

BICYCLE AND MOTOR VEHICLE ACCIDENT PROCEDURE

- Obtain a vehicle registration plate number and a description of the driver.
- Call the Garden City Police Department by dialing **911**.
- The police will provide you with the vehicle and motorist information.
- Provide the police with information you obtained and any injuries you may have sustained from the accident.
- Be sure to obtain from the police the motorist's insurance carrier and policy number.
- Call the motorist's insurance company to file a claim for coverage for expenses incurred because of the accident.

For more information on safety tips and information, visit administration.adelphi.edu/publicsafety.

AFTER HOURS

Monday through Thursday, after 7:00 p.m.; Friday, after 4:30 p.m.

Call the Department of Public Safety and Transportation at **516.877.3511**.

It is common knowledge that cities can be dangerous if you do not take proper precautions. Therefore, caution should be exercised in a huge metropolitan area such as New York City, as well as in other large cities in the United States. If you follow certain procedures and mind your surroundings, your chances of having an unfortunate encounter can be greatly diminished.

When at home, keep your doors locked. If someone knocks or rings the doorbell, do not open the door until you have asked or otherwise ascertained who is there. You should not open the door simply because someone knocked or rang your doorbell. The same rule applies, even more so, when staying in a hotel. On campus, lock your door after you leave your room. Women are advised to be particularly cautious in all circumstances.

Protect your valuables. Unfortunately, theft is widespread in many U.S. areas and virtually anything that is not secured may be stolen. Never leave valuables unattended.



U.S. HOLIDAYS

Strictly speaking, the United States does not have national holidays (i.e., days where all employees in America receive a day free from work and all business is halted). The U.S. federal government can only recognize national holidays that pertain to its own employees; it is at the discretion of each state or local jurisdiction to determine official holiday schedules. There are 11 such federal holidays—10 annual and one quadrennial holiday. The annual federal holidays are widely observed by state and local governments; however, they may alter the dates of observance or add or subtract holidays according to local custom. Pursuant to the Uniform Holidays Bill of 1968 (which took effect in 1971), some official holidays are observed on a Monday, except for New Year’s Day, Independence Day, Veterans Day, Thanksgiving and Christmas. There are also state holidays particular to individual U.S. states.

In the United States, many retail businesses close on Thanksgiving and Christmas, but remain open on all other holidays. Private businesses often observe only the big six holidays (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas). Some also add the Friday after Thanksgiving, or one or more of the other federal holidays.

Most American holidays recognize events or people from U.S. history, although two are shared in common with many other countries: Christmas Day and New Year’s Day. Thanksgiving in the United States is on the fourth Thursday in November.

DATE/DAY	HOLIDAY
January 1	NEW YEAR’S DAY
January (third Monday)	MARTIN LUTHER KING JR.’S BIRTHDAY
February (third Monday)	PRESIDENTS DAY
May (last Monday)	MEMORIAL DAY
July 4	INDEPENDENCE DAY
September (first Monday)	LABOR DAY
October (second Monday)	COLUMBUS DAY
November 11	VETERANS DAY
November (fourth Thursday)	THANKSGIVING DAY
December 25	CHRISTMAS DAY





ABOUT THE AREA

Adelphi's home in Garden City combines the excitement and convenience of an urban center with the charm and safety of a small residential community. The University's campus is only a short walk from the train and a fast 45-minute ride to New York City's Penn Station. In addition to the Long Island Rail Road, the campus is convenient to the airports and major highways that make commuting and exploring the surrounding area easy. You'll find everything from Long Island's famous parks and beaches to sports venues, shopping, dining, recreation and cultural events—all within a short drive. For additional resources, visit adelphi.edu/visitors.

PLACES TO GO

In addition to the information below, visit adelphi.edu/visitors to find out more about Garden City and the metropolitan New York area.

Within Five–10 Minutes of Adelphi

- Adelphi Deli
- AMC Loews movie theaters
- CVS pharmacy
- Famous Dave's
- Garden City post office
- McDonald's
- Roosevelt Field mall
- Seventh Street Café
- Subway restaurant
- Target
- Umberto's Pizzeria & Restaurant
- Walmart

Within 20 Minutes of Adelphi

- Cradle of Aviation Museum, Garden City
- Eisenhower Park, East Meadow
- Jones Beach State Park, Wantagh

Within 45 Minutes of Adelphi

- Barclays Center, Brooklyn
- Citi Field, Flushing
- John F. Kennedy International Airport, Jamaica
- LaGuardia Airport, Flushing
- Madison Square Garden, Manhattan
- Tanger Shopping Outlets, Deer Park and Riverhead
- Times Square, Manhattan
- USTA Billie Jean King National Tennis Center, Flushing
- Yankee Stadium, Bronx





USEFUL RESOURCES

BANKS

Astoria Bank

1150 Franklin Avenue
Garden City
516.746.0700
or
490 Hempstead Turnpike
West Hempstead
516.481.8300

Bank of America

890 Old Country Road
Garden City
516.214.0248

Capital One

118 Seventh Street
Garden City
516.741.2400
or
877 Stewart Avenue
Garden City
516.222.9293

Chase Bank

82 Seventh Street
Garden City
516.294.2010
or
565 Hempstead Turnpike
West Hempstead
516.489.2218

Citibank

114 Old Country Road
Mineola
800.627.3999
or

1050 Franklin Avenue
Garden City
800.627.3999
or
Roosevelt Field
600 Old Country Road
Garden City
516.228.8508

Citizens Bank

50 Cherry Valley Avenue
West Hempstead
516.538.1655

Flushing Bank

1122 Franklin Avenue
Garden City
516.471.3100

HSBC Bank

147 Seventh Street
Garden City
800.975.HSBC (4722)

Nassau Educators Federal Credit Union (NEFCU)

1000 Corporate Drive
Westbury
516.561.0030

Roslyn Savings Bank

108 Seventh Street
Garden City
516.739.4438

TD Bank

855 Franklin Avenue
Garden City
516.739.2605

Valley National Bank

339 Nassau Boulevard
Garden City South
516.481.3900

Wells Fargo Bank

1001 Franklin Avenue
Garden City
516.535.1560

BOOKSTORES

Barnes & Noble

91 Old Country Road
Carle Place
516.741.9850

COFFEEHOUSES

Starbucks

184 Seventh Street
Garden City
516.741.8295

The Witches Brew

311 Hempstead Turnpike
West Hempstead
516.489.9482

DRUGSTORES

CVS Pharmacy

820 Franklin Avenue
Garden City
516.877.1865
or
621 Hempstead Turnpike
West Hempstead
516.564.8268



Rite Aid

498 Hempstead Turnpike
West Hempstead
516.538.4488

Walgreens

1300 Franklin Avenue
Garden City
516.535.1201

FAST FOOD

Burger King

340 Hempstead Turnpike
West Hempstead
516.538.2859
or
Roosevelt Field
630 Old Country Road
Garden City
516.747.7566

Domino's Pizza

166 Poplar Street
West Hempstead
516.483.3030

Kentucky Fried Chicken

20 Hempstead Avenue
Hempstead
516.564.0025

McDonald's

637 Stewart Avenue
Garden City
516.745.6303
or
2045 Jericho Turnpike
New Hyde Park
516.488.1950
or
575 Franklin Avenue
Franklin Square
516.354.4420

Subway

3 Nassau Boulevard South
Garden City South
516.493.9110

Taco Bell

996 Hempstead Turnpike
Franklin Square
516.358.9821

Wendy's

65 Hempstead Turnpike
West Hempstead
516.489.2880

White Castle

19 Hempstead Turnpike
West Hempstead
516.483.7468

FLORISTS

Country Arts in Flowers

535 Hempstead Turnpike
West Hempstead
516.483.3363

Feldis Florists

160 Seventh Street
Garden City
516.747.3330

HOSPITAL

Winthrop-University Hospital

259 First Street
Mineola
516.663.0333

LODGING

Best Western Mill River Manor

173 Sunrise Highway
Rockville Centre
516.678.1300
bestwestern.com
5.3 miles

Floral Park Motor Lodge

30 Jericho Turnpike
Floral Park
516.775.7777
floralparkmotorlodge.com
3.3 miles

The Garden City Hotel

45 Seventh Street
Garden City
516.747.3000
gardencityhotel.com
1.1 miles

Hampton Inn

1 North Avenue
Garden City
516.227.2720
hamptoninn.com
3.6 miles

Hampton Inn & Suites

125 Merrick Road
Rockville Centre
516.599.1700
hamptoninn3.hilton.com
5.1 miles

Hilton Garden Inn

1575 Privado Road
Westbury
516.683.8200
hiltongardeninn3.hilton.com
5.2 miles



Holiday Inn

369 Old Country Road
Carle Place
516.997.5000
holiday-inn.com
3.6 miles

Holiday Inn Express

1 Sunrise Highway
Lynbrook
516.596.3000
hiexpress.com
4.8 miles

Homewood Suites by Hilton

40 Westbury Avenue
Carle Place
516.749.0230
homewoodsuites.hilton.com
4.6 miles

Hyatt Place Garden City

5 North Avenue
Garden City
516.222.6277
hyattplacegardencity.com
3.6 miles

LaQuinta Inn and Suites

821 Stewart Avenue
Garden City
516.705.9000
lq.com
3.4 miles

Long Island Marriott

101 James Doolittle Boulevard
Uniondale
516.794.3800
marriott.com
5.4 miles

Red Roof Inn

699 Dibblee Drive
Westbury
516.794.2555
redroof.com
3.1 miles

Rockville Centre Inn

415 Ocean Avenue
Rockville Centre
516.593.1600
rockvillecentreinn.com
4.8 miles

Many of these hotels offer an Adelphi rate; ask when making the reservation.

LOCAL STORAGE FACILITIES

Public Storage

817 Peninsula Boulevard
Hempstead
516.712.2959
or
1055 Stewart Avenue
Garden City
516.222.2962
publicstorage.com
(open seven days)

Storage Post

1990 Jericho Turnpike
New Hyde Park
516.415.1671

U-Haul Self Storage

450 Fulton Avenue
Hempstead
516.489.6550
(open seven days)

MOVIE THEATERS

AMC Leows Raceway 10

1025 Corporate Drive
Westbury
888.262.4386

AMC Roosevelt Field 8

(temporarily closed)
Roosevelt Field
630 Old Country Road
Garden City
516.741.4008

Bow Tie Franklin Square Cinemas

989 Hempstead Turnpike
Franklin Square
516.775.3257

Bow Tie Herricks Cinemas

3324 Hillside Avenue
New Hyde Park
516.747.0555

POST OFFICES

Garden City Post Office

(within walking distance;
one block south of Seventh Street,
across the railroad)
600 Franklin Avenue
Garden City
516.747.2201
Window/lobby hours,
Express Mail services:
Monday–Friday,
9:00 a.m.–5:00 p.m.
Saturday, 9:00 a.m.–1:00 p.m.

Passport Service

Monday–Friday,
10:00 a.m.–3:00 p.m.
Saturday, 9:00 a.m.–12:00 noon



PUBLIC LIBRARIES

Franklin Square Public Library

19 Lincoln Road
516.488.3444
Monday–Thursday,
10:00 a.m.–9:00 p.m.
Friday, 10:00 a.m.–6:00 p.m.
Saturday, 10:00 a.m.–5:00 p.m.
(September–June), 10:00 a.m.–1:00
p.m. (July–August)

Garden City Public Library

(within walking distance)
60 Seventh Street
516.742.8405
Monday–Thursday,
9:30 a.m.–9:00 p.m.
Friday and Saturday,
9:30 a.m.–5:00 p.m.
Sunday, 1:00 p.m.–5:00 p.m.
(Closed Sundays in summer)

Hempstead Public Library

115 Nichols Court
516.481.6990
Monday–Thursday,
10:00 a.m.–9:00 p.m.
Friday, 10:00 a.m.–6:00 p.m.
Saturday, 9:00 a.m.–5:00 p.m.

West Hempstead Public Library

500 Hempstead Avenue
516.481.6591
Monday–Thursday,
9:00 a.m.–9:00 p.m.
Friday, 9:00 a.m.–5:00 p.m.
Saturday, 9:00 a.m.–5:00 p.m.
(9:00 a.m.–1:00 p.m. in summer)
Sunday, 12:00 noon–5:00 p.m.
(Closed Sundays in summer)

RESTAURANTS

Alpine Restaurant

11 Franklin Avenue
Franklin Square
516.354.5770

B.K. Sweeney's Uptown Grille

636 Franklin Avenue
Garden City
516.746.3075

Ben's Kosher Delicatessen, Restaurant & Caterers

59 Old Country Road
Carle Place
516.742.3354

Boston Market

2091 Hillside Avenue
New Hyde Park
516.328.2424
or
603 Hempstead Turnpike
West Hempstead
516.539.0500

Famous Dave's

1060 Corporate Drive
Westbury
516.832.7300

Garden City Pizza

670 Franklin Avenue
Garden City
516.294.2929

International House of Pancakes

85 Hempstead Turnpike
West Hempstead
516.483.6103

Leo's Midway

190 Seventh Street
Garden City
516.742.0574

Orchid (Chinese)

730 Franklin Avenue
Garden City
516.742.1116

Panera Bread

1140 Franklin Avenue
Garden City
516.873.2534
or
520 Jericho Turnpike
Mineola
516.535.3910
or
165 Old Country Road
Carle Place
516.739.2090

P.F. Chang's

Mall at The Source
1504 Old Country Road
Westbury
516.222.9200

Red Lobster

211 Old Country Road
Carle Place
516.248.7411

Seventh Street Café

126 Seventh Street
Garden City
516.747.7575

The Cheesecake Factory

Mall at The Source
1504 Old Country Road
Westbury
516.222.5500



**The Garden City Hotel
Polo Steakhouse**

45 Seventh Street
Garden City
516.877.9385

The Lucky Duck

9 Nassau Boulevard
Garden City South
516.485.4848

Umberto's Pizzeria

361 Nassau Boulevard
Garden City South
516.481.1279

Waterzooi Belgian Bistro

850 Franklin Avenue
Garden City
516.877.2177

SHOPPING

Americana Manhasset

2060 Northern Blvd.
Manhasset
516.627.2277

Bed Bath & Beyond

950 Merchants Concourse
Westbury
516.794.8631

Best Buy

1100 Old Country Road
Westbury
516.357.9025

Costco

1250 Old Country Road
Westbury
516.683.8300

Lord & Taylor

1200 Franklin Avenue

Garden City

516.742.7000

Mall at The Source

1504 Old Country Road
Westbury
516.228.0303
simon.com/mall

Michaels (arts and crafts)

1280 Corporate Drive
Westbury
516.693.0420

Roosevelt Field Mall

630 Old Country Road
Garden City
516.742.8000

Sears

1111 Franklin Avenue
Garden City
516.873.3700

Target

999 Corporate Drive
Westbury
516.222.1003

Walmart

1220 Old Country Road
Westbury
516.794.7280

SUPERMARKETS

Cherry Valley Marketplace

496 Hempstead Turnpike
West Hempstead
516.292.2090

Key Food Marketplace

153 Seventh Street
Garden City
516.742.2713

Kings Food Market

870 Franklin Avenue
Garden City
516.739.5559

7-Eleven

159 Atlantic Avenue
Garden City Park
516.747.5197

ShopRite

2335 New Hyde Park Road
New Hyde Park
516.354.4966

Super Stop & Shop

50 Cherry Valley Avenue
West Hempstead
516.539.7860

TAXI SERVICES

All Island Transportation

Mineola
516.742.2222
Garden City
516.746.2500

Garden City Taxi & Limousine

Hempstead
516.746.2381

Long Island Yellow Cab

Leviittown
516.735.1111

Ollie's Taxi & Airport Service

Franklin Square
516.487.3420





USEFUL WEBSITES

weather.gov: Get an accurate local forecast.

mta.info: For Long Island Rail Road official website, schedules and fares

Moovit app: Free public transit app

facebook.com/AdelphiU: Meet your college classmates, teachers and co-workers.

instagram.com/adelphiu

Snapchat: **adelphiu**

twitter.com/AdelphiU

offcampushousing.adelphi.edu: Off-campus housing

health.adelphi.edu: Health Services Center

students.adelphi.edu/sa/csi: Center for Student Involvement

academics.adelphi.edu/asr: Office of Academic Services and Retention

learning.adelphi.edu: Learning Center

writing.adelphi.edu: Writing Center

travel.state.gov: U.S. Department of State Travel Information

adelphi.edu/international: International Student Services



The Office of International Student Services hopes you found this guidebook useful. Please know that if at any time you have any questions, you can call, email or stop by the office. We are here for you and happy to assist you with your international student needs. We hope you find Adelphi an enjoyable and rewarding experience. We enjoy having you at our campus.



FALL 2016

August 28	Matriculation Day
August 29	Fall 2016 classes begin
September 12	Late registration ends; last day to add a course
September 26	Last day to drop a course Last day to change course grading option Last day to add an independent study/internship Last day to process course section change
October 17	Open planning for Spring 2017 begins
October 31	Last day to withdraw from a course
November 2	Graduate priority registration for Spring 2017 begins
November 7	Undergraduate priority registration for Spring 2017 begins
November 23–November 27	Thanksgiving break, no classes
December 6	Makeup day (available to faculty to schedule for a missed class); no regular classes held
December 13	Finals begin
December 19	Finals end Last day of Fall 2016 classes
December 20–December 21	Emergency days (scheduled by the registrar, if necessary)

SPRING 2017

January 2	Interession 2017 classes begin
January 16	Martin Luther King Jr. Day, no classes
January 22	Interession 2017 classes end
January 23	Spring 2017 classes begin
February 6	Late registration ends Last day to add a course
February 20	Last day to drop a course Last day to change course grading option Last day to add an independent study/internship Last day to process course section change
March 6	Open planning for Summer and Fall 2017 begins
March 13–March 19	Spring break, no classes
March 27	Last day to withdraw from a course
March 29	Graduate priority registration for Summer and Fall 2017 begins
April 3	Undergraduate priority registration for Summer and Fall 2017 begins
April 25	Research Day, no classes
May 8	Makeup day
May 10–May 11	Emergency days (scheduled by the registrar, if necessary)
May 12	Finals begin
May 18	Finals end Last day of Spring 2017
May 19	Doctoral Hooding Ceremony
May 21	Commencement

SUMMER 2017

May 30	Summer Session I classes begin
July 3	Last day of Summer Session I classes
July 4	Independence Day, no classes
July 10	Summer Session II classes begin
August 13	Last day of Summer Session II classes