



# **Survival Guide to Rensselaer For International Students**

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## **Important Phone numbers**

International Services for Students and Scholars (ISSS)	276-6266
Rensselaer Public Safety, <u>Non-emergency</u> : (24 hrs)	276-6656
<u>Emergency</u> : (24 hrs)	276-6611
University Information	276-6000
Rensselaer Union	276-6505
Student Health Center (Campus Doctor)	276-6287
Counseling Center	276-6479
English Language Services	276-6269
Office of Residence Life and Student Dining	276-6284
Graduate Enrollment Mgmt. Office (Christina Murray)	276-6216
Undergraduate Enrollment Mgmt. Office (Nick Rosato)	276-6216
Dean of Students	276-6266
Graduate Education Office	276-6488
Police (Troy Police Department)	270-4411
Fire (Troy Fire Department)	272-5252
<b><i>On-campus Emergency</i></b>	<b><i>276-6611</i></b>
<b><i>Off-campus Emergency</i></b>	<b><i>911</i></b>

# **ISSS Office, Rensselaer & Academics Quick Info.**

## **ISSS Office communicates with you through your RPI email.**

Your RPI e-mail account is the means of communication with the ISSS Office, and other offices on campus, so please check it regularly. If you have any questions, you can stop by the office (we do have drop-in hours) or email me at [ISSSOffice@rpi.edu](mailto:ISSSOffice@rpi.edu).

**Drop in hours** – is a time you can come to the ISSS Office without an appointment to ask questions. If there is a change it is listed on the ISSS Facebook page. Times will be sent out in an email at the beginning of the Semester.

ISSS has a homepage which has a lot of information for you:

<https://dosso.rpi.edu/update.do?catcenterkey=11>

The ISSS office has a Facebook page for quick reminders and notices “RPI International Services for Students and Scholars”. It can be found at:

<http://www.facebook.com/RPI.International.Services>

The ISSS Office sends out Electronic Newsletters to your RPI email. It is important you read it so you will be aware of events and immigration concerns.

## **Communicating with Rensselaer and Rensselaer communicating with you**

Your RPI e-mail account is the main means of communication with the Rensselaer campus, so check it regularly. If you use other email accounts be sure that they are all forwarded to one account. Rensselaer will only use your Rensselaer email to get in touch with you.

## **Morning Mail**

MorningMail is news and event information from all over Rensselaer campus community. You get it every morning in the form of an email to your RPI email address. Be sure to read it.

## **On Campus Phones**

The number for all phones on the main campus is 518-276-XXXX. If you are calling a campus number from a campus phone you just dial the last four digits.

## **Academic Calendar**

For information on semester dates and holidays, please see the “Academic Calendar” at <http://www.rpi.edu/academics/calendar/>. Do not book your ticket home until you are completely sure of the dates of your last exam. The final exam schedule is not available until the semester is in session. Check the Calendar for any time off during the semester.

## **Rensselaer Identification Number (RIN)**

Your RIN was given to you when you were admitted to Rensselaer. It has 9 digits. It is how the school will access your records. You should memorize it because you will be asked it often.

## **Student ID Card**

(Building #35 on campus map)

Is a form of identification. It lists your name and RIN. You will need it to gain entrance to some of the main buildings on campus (library, VCC). When you arrive on campus, you can go to the ID Card office, which is located in the Rensselaer Union on the ground floor to get your ID card. Your first ID card is free, but if you lose it, the cost is \$25.00 to replace it.

## **Bookstore**

(Building #35 on campus map)

There is a bookstore located in the Rensselaer Union. It is where you can purchase new and used books along with classroom supplies, clothing and gift items. <http://bookstore.rpi.edu/>

## **Rensselaer Library**

(Building #23 on the campus map)

Your ID card is needed to access the building.

This link will take you to the Library homepage for information about location, facilities and hours of operation.

<http://library.rpi.edu/setup.do>

## **Voorhees Computer Center**

(Building #22 on the campus map)

Your ID card is needed to access the building.

It is the campus Computer Center. This link will take you to the Voorhees Computer Center. The computer center is built inside an old church so it's very easy to find on campus.

<http://www.rpi.edu/tour/vcc/index.html>

## **Laptops**

All undergraduate students at Rensselaer are required to have a laptop. You can bring your own or purchase one from Rensselaer. Rensselaer does not rent laptops. If you are an exchange student and have your own laptop, you should bring it. If you are bringing your own bring your own Ethernet cable or you will have to buy one, they are not provided.

## **Help Desk**

If you have any problems with computers or technology on campus, you can ask for help from the Help Desk. They will answer questions about computers, networks, and RCS accounts. You can contact them by phone at (518) 276-7777, visit their office on the main floor of the Voorhees Computing Center. Their website is:

<http://helpdesk.rpi.edu/setup/do>

## **Printing**

If you do not have a printer and need to print on campus, you can visit the following website

<http://helpdesk.rpi.edu/update.do?catcenterkey=16> for more information on the locations and prices of printing services.

# **ACADEMICS at RENSSELAER**

## **Registration**

At Rensselaer, registration is done online by the student. This is done through the Rensselaer Student Information System (SIS). When you log on the RPI SIS, you will need your Rensselaer Identification Number (RIN) and password. Your RIN is a 9-digit number, which looks like 661123456, and will be forwarded to you prior to registration. Graduate, undergraduate or non-matriculated students must check-in with the ISSS Office before they can register for classes.

## **Course Selection**

The Course Catalogue can be accessed online at: <http://www.rpi.edu/academics/catalog/>. This also includes course descriptions. Please be aware that not all courses listed in the catalogue are offered each semester. The actual semester class schedule can be accessed via the Student Information System (SIS), at <http://sis.rpi.edu>, by clicking on the class hour schedule link.

A normal course load for undergraduates is between 14-18 credit hours per semester; a minimum of 12 credit hours is required to maintain full-time status for Rensselaer and Immigration. Although students may enroll in a maximum of 21 credits, exchange students are discouraged from taking more than 17. Most undergraduate-level courses carry four credits.

Most graduate-level courses carry three credits. A normal course load for a graduate student is 12 credit hours; unless you are a Teaching Assistant then it is 9 credit hours.

The number of credits attached to a course is approximately the same as the number of hours per week that the class will meet. For example, a 16-credit course load will mean approximately 16 hours of class time each week.

## **Adding or Dropping a Course**

During the first two weeks of the semester, you are able to add courses without special permission. Check the academic calendar for dates. Immigration and RPI say you must be full-time and full-time at RPI is a minimum of 12 credit hours each semester. You are able to drop a course until the 8<sup>th</sup> week of school. For the specific date, you will need to check the Academic Calendar.

Remember that you must remain a full-time student (a minimum of 12 credit hours) for the whole semester to stay in legal status with immigration.

## **Potential Problems**

If the course you would like to register for is already full, you will need to obtain permission from the instructor in order to be added to the course. To do this, you will need to complete the following form, <http://www.rpi.edu/dept/srfs/AuthorizationFrm.pdf>, and submit it to the Registrar's Office by the last day to add a course, check Academic Calendar for exact date. This will require that you contact the course instructor once you are on campus.

## **Final Exams**

The final exam schedule will not be available until after the semester has begun. It will be published in the school newspaper or can be found on the RPI Info page, <http://rpinfo.rpi.edu>.

## Grades and Transcripts

At the end of the semester, the professor has a designated amount of time to turn in your final grade to the Registrar's Office. Once this is done, then the Registrar's Office will process your grades and it will be posted in SIS. If you are an Exchange Student when your grades are processed your transcript will automatically be sent to your school.

Here is the link for transcript information: <http://srfs.rpi.edu/update.do?artcenterkey=2>.

### Grading System:

A	= Excellent,	F	= Failed
A-	= Excellent	FA	= Failed (due to administrative reasons)
B+	= Good,	I	= Incomplete course work
B	= Good,	NC	= Failed a Pass/No Credit course (undergraduates only)
B-	= Good		
C+	= Average,	P	= Passed a Pass/No Credit course (undergraduates only)
C	= Average,		
C-	= Average	W	= Withdrawn.
D+	= Passed,		
D	= Passed (not available to graduate students)		

The letter grades "D" or "D+" does not apply to graduate students. Thus, when a graduate student takes a course that is also open to undergraduates and performs at a level equivalent to a "D" or "D+" grade, this grade cannot be recorded. Such grades are automatically converted to "F."

### Course Structure

Please note that the terms "class" and "course" are used interchangeable and refer to an individual unit of study. Class format may be a lecture, discussion, group work or a combination. Assessment normally takes place throughout the semester by means of tests, quizzes and other assignments.

### Syllabus

During the first class meeting, you should receive a syllabus from the professor. A syllabus is a guide and should outline the course content, objectives of the course/class, in addition to the requirements and expectations set forth by the professor/department. It should include a calendar documenting when assignments are due, when exams will be held, as well as how the course work will be graded/assessed. Read each of your syllabuses carefully and keep it for your reference throughout the course of the semester.

### RPI LMS

At RPI, some of your professors may use the Learning Management System (this is often called "LMS" or "Blackboard"). This website allows students to access course materials online, including the syllabus, assignments, notes, announcements, and grades. It also features a calendar, chat room, discussion board, and mail service that will help you to stay connected to your professors, teaching assistants, and classmates.

Your professor will inform you whether or not they will be using the LMS for their course. To enter the system, you need to visit <https://bblms-fe1.server.rpi.edu> and enter your RCS User ID and password. Your courses will be displayed on the main page, and from there you can see the content that your professor has added. It is important to visit the LMS often, as the professor may use it to send messages or make announcements about the course.

If you have any problems with the LMS, you can contact or visit the Voorhees Computing Center (building #22 on the campus map) to get help.

## The Writing Center at Rensselaer

### **Student Writing Resources**

**The Writing Center @ Rensselaer typically provides students with assistance on a wide variety of communication projects, including but not limited to:**

**classroom assignments, application essays, abstracts, journal articles, conference proposals, portfolios, resumes, cover letters, lab reports, technical reports, theses, dissertations, business proposals, presentations, letters, e-mail, poems . . .**

<http://www.ccp.rpi.edu/resources>

## **Special Needs**

### **Disability Services for Students at Rensselaer**

As cultures differ from country to country, so does the perception of disability and accommodations. The most important quality for any international student coming to study at Rensselaer is flexibility and an open mind. As an exchange student, you are going to experience a different way of life, which may also include a different way of dealing with your disability. If you are a student who requires academic accommodations, you **MUST** communicate this to the Office of Disability Services for Students (DSS), which is located within the Dean of Students Office. The DSS Assistant Dean will then determine the type of accommodations available at Rensselaer and what documentation will be required by you to receive them. If possible, please contact the DSS office before your arrival to campus to get the process completed before classes begin by calling 518-276-8197 or email [dds@rpi.edu](mailto:dds@rpi.edu). For additional information on the Disability Services for Students, office and services please visit: <http://doso.rpi.edu>.

### **Advising & Learning Assistance Center (ALAC)**

The Advising & Learning Assistance Center provides a unified approach to assisting Undergraduate Students in the learning and advising process. Through a variety of services, the office provides professional support for Undergraduate Students in their academic endeavors.

Our student leaders include Learning Assistants (LA's) who reside in first-year resident halls, offering workshops on time management, study skills, and stress management. Additionally, the center employs undergraduate and graduate students who tutor all students at drop-in sessions five days a week. A list of courses, times and location can be found on ALAC's website. <http://alac.rpi.edu>

## **Helpful Abbreviations on campus**

RPI	Rensselaer Polytechnic Institute
ISSS/ "I-triple-S"	International Services for Students and Scholars
RIN number/user ID	Your student identification number which starts with 661
RCS user ID	Typically the first five letters of your last name and your first initial
SIS	Student Information System
RAD \$\$	Money that you can put on your ID card, can be used at all on campus vendors
ALBY	The albino squirrel that resides on campus
THE POLY	The Polytechnic, a weekly, student-run RPI newspaper
VCC	Voorhees Computer Center
DCC	Darrin Communication Center; lecture halls
CII	The Low Center for Industrial Innovation
BARH	Burdett Avenue Residence Hall a dorm located on Burdette Ave.
THE APPROACH BLITMAN	The 187 stairs that leads from the bottom of campus on Eight Street to Blitman Residence Hall in downtown Troy area
ARMORY	The gym attached to the Mueller Center
SWIMMING POOL	Attached to the Armory
ECAV	East Campus Athletic Village (football stadium, soccer field, lacrosse field)
THE FOOTBRIDGE	Bridge over 15 <sup>th</sup> Street that connects main campus to Freshman Hill
FRESHMAN HILL	Part of campus where most of the residence halls and main dining hall are located
JEC	Jonsson Engineering Center
J-ROWL	Jonsson-Rowling Science Center
MRC	Materials Research Center
BIOTECH	Biotechnology Center
EMPAC	Experimental Media & Performing Arts Center
HOUSTON FIELD HOUSE	Ice Rink for Hockey Games

## **The Rensselaer Handbook of Student Rights and Responsibilities**

Rensselaer's approach to the judicial process is one that is intended to be educational rather than punitive. [The Rensselaer Handbook of Student Rights and Responsibilities](http://www.rpi.edu/dept/doso/resources/judicial/docs/2012-2014RPIStudentHandbookofRightsandResponsibilitiesAUGUST2012.pdf) for 2012-2014 sets forth the Student Bill of Rights along with the national, state and city laws and Rensselaer policies that guide Institute and judicial actions in support of Rensselaer student success. <http://www.rpi.edu/dept/doso/resources/judicial/docs/2012-2014RPIStudentHandbookofRightsandResponsibilitiesAUGUST2012.pdf>



## RPIInfo: Rensselaer's Information System

[Webmail](#) | [Events Calendar](#) | [Inside Rensselaer](#) | [Help Desk](#) | [RPI LMS](#) | [SIS](#) | [Respite](#)


### Academics & Research

- Degree Programs
- [Academic Calendar](#)
- Admissions: Undergraduate | Graduate
- Computational Center for Nanotechnology Innovations (CCNI)
- Education for Working Professionals
- The Graduate School
- Course Web Sites
- Final Exams
- Class Hours
- Class Reserves
- Course Catalog
- Provost's Office
- Undergraduate Education
- Material Safety Data Sheets
- Research & Enterprise
- Rensselaer Libraries | Catalog
- Summer at Rensselaer

### Support Services

- Acad & Research Computing
- Administrative Computing
- Campus Card Office & RAD
- Campus Computer Store
- **Help Desk**
- Mail Services
- **Mobile Computing Program**
- Media Services
- Telephones & Networking
- Facilities Work Req. (FIXX)

### Institute Resources

- Alumni Relations Office
- Board of Trustees
- Government & Community Relations
- Office of the President
- Institute Diversity

### Students

- Advising & Learning Center
- Bursar
- Career Development
- Center for Communication Practices
- Culminating Year Experience
- [Dean of Students](#)
- Financial Aid
- [First-Year Experience](#)
- Greek Life
- [Health Center](#)
- Housing: [On Campus](#) | [Off Campus](#)
- Internships
- Intramurals
- Registrar
- Student Information System
- Student Life & Services
- [Student Rights/Responsibilities](#)
- Student Senate
- Undergrad Research Program

### Faculty & Staff

- Administration Division
- Credit Union
- Faculty Senate
- Finance
- [Human Resources](#)
- [Renss Self Serv Info System](#)

### Campus Community

- Athletics
- Bookstore
- Community Service
- Hospitality Services (dining)
- [International Services](#)
- Maps & Tour
- Mueller Center
- Parking
- The Polytechnic
- Religious Organizations
- Rensselaer Union
- Safety
- Sustainability at RPI

### ON THE HILL

#### Notices

- [INSTRUCTORS: Request your Fall 2009 RPILMS course sites now!](#)
- [Voicemail and VOIP system maintenance scheduled \(Sun, Jul 26\)](#)
- [New shuttle route announced](#)
- [VCC operating under reduced building hours](#)
- [Campus Mail Services announces summer hours](#)
- **[Banner system outage/upgrade scheduled \(Thu - Tue, Sep 17 - 22\)](#)**

#### People

- [Office of Undergraduate Education welcomes new senior program administrator](#)
- [Ora Fish, acting director of IACS, accepts position at NYU](#)

#### Around Campus

- [LL&C announces additional course sections](#)
- [TIAA-CREF retirement counseling \(Tue, Aug 4\)](#)
- [Hospitality Services summer hours and services](#)

#### Today's Events

- [Summer Session I](#)
- [Summer Session III](#)
- [Summer@Rensselaer - Young Actors Guild - 5 Week program](#)
- [Summer@Rensselaer - Computer Game Development Academy](#)
- [Summer@Rensselaer - Video Production Summer Residential Workshop](#)
- [Summer@Rensselaer - Architecture Career Discovery Program - Session II](#)
- [Summer@Rensselaer - VEX Robotics Engineering Academy - Session I](#)
- [Summer@Rensselaer - Aerospace Engineering Summer Career Exploration Program](#)
- [Bakerloo Theatre Project Presents Shakespeare's: Much Ado About Nothing](#)

#### Calls for Participation

- [Let's Go Red! golf tournament scheduled for Monday, September 28](#)
- [Call for volunteers for Navigating Rensselaer & Beyond 2009](#)

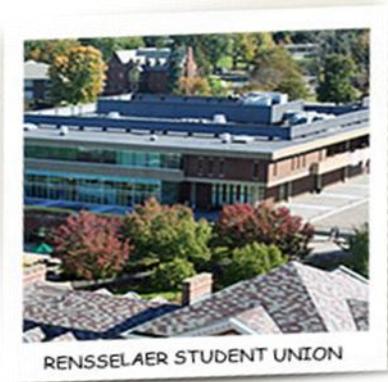
#### Computing Notices

- [New Microsoft security advisory addresses ActiveX vulnerability](#)
- [Microsoft issues security advisory to Windows XP, 2003 users](#)
- [Adobe issues update to address Shockwave Player vulnerability](#)
- [ThinkPad T61p laptops available to departments at special reduced price](#)

## RPI INFO PAGE

This is an important page to bookmark on your computer's web browser. It tells what is happening on campus. It also gives you a quick access to the homepages of the offices on campus. Above is what it looks like. The website is: <http://rpinfo.rpi.edu/>

# RENSSELAER UNION



## Lower Level

### **I.D. Card Office**

- Where you will go to get your Rensselaer Identification Card

### **Bookstore**

- Text books, supplies, limited clothes

### **SEFCU Bank**

### **Fathers**

- Store that has some food products to buy

### **Barber Shop**

### **Mother's Wine Emporium**

- A student run coffee house that provides weekend entertainment

### **Rathskeller**

- Place for eating, studying and meeting friends with several different dining options

### **Games Room**

- Arcade games, pool tables, etc.

### **Ben & Jerry's**

- Ice cream shop

## Main Level

### **McNeil Room**

- Cafeteria
- Place for group meetings, eating or studying

### **Welcome Area**

- Fish tank
- Piano practice room
- Place for students to meet and relax

## 3<sup>rd</sup> Floor

### **Union**

- A quieter place for meeting and studying

### **Clubhouse Pub**

- Must be over 21 to use

### **Chaplains Office**

### **School Newspaper "Poly" Office**

### **School Government Office**

### **Administrative Offices**

### **APO – Student Services Fraternity**

## **Post Offices**

Local Post Office located on the corner of Broadway and 4<sup>th</sup> Street in Troy, NY.

## **Legal Services**

The Rensselaer Union offers free legal service, funded by the Student Activity Fee, for any RPI student. There are 4 attorneys in this program. These lawyers do not deal with immigration issues, that is what the ISSS Office is for. These lawyers help with parking/speeding tickets; they will review your lease before you sign it to move into an apartment.

They will be speaking at ISSS Orientation about their services.

For more information about their hours and services go to: <http://home.union.rpi.edu/pages/view/9>

## **Banking Information/ U.S. Currency**

### **To Open a Bank Account**

1. Provide your local Address in Troy and be able to verify it. You can verify it to the Bank Officials by showing a copy of your lease, a letter or a bill addressed to you at this location.
2. Phone number
3. Your Passport – the bank must make a copy of your visa stamp and identifying pages in your passport.
4. Rensselaer I.D. card.

### **To be able to do a Wire Transfer**

You need to have the following:

1. Have an account at this bank
2. Passport – the bank must make a copy of your visa stamp and identifying pages in your passport

### **Banks in Troy:**

Key Bank: 130 4th St, Troy  
(518)274-1213

M&T Bank: 251 River St, Troy  
(518)274-4388

Bank of America: 59 Third St, Troy  
(518)266-0519

First Niagara: 33 3rd St, Troy  
(518)271-0324

## U.S. Currency

<b>\$0.01 (1¢)</b>	<b>penny</b>	The only copper-colored coin.	
<b>\$0.05 (5¢)</b>	<b>nickel</b>	A silver-colored coin, larger than a penny.	
<b>\$0.10 (10¢)</b>	<b>dime</b>	A silver-colored coin, it is the smallest size US coin, even smaller than the penny.	
<b>\$0.25 (25¢)</b>	<b>quarter</b>	A silver-colored coin, it is larger than the penny, nickel and dime.	

A few silver-colored **50¢** coins (half-dollars) and **\$1.00** coins are also in circulation. These are rarely ever used.

### **Some calculations:**

5 pennies = one nickel or 5 cents  
2 nickels = one dime or 10 cents  
2 dimes & one nickel = one quarter or 25 cents  
4 quarters = \$1  
10 dimes = \$1  
20 nickels = \$1

Five 1 dollar bills = One 5 dollar bill  
Ten 1 dollar bills = One 10 dollar bill  
Twenty 1 dollar bills = One 20 dollar bill  
Two 5 dollar bills = One 10 dollar bill  
Four 5 dollar bills = One 20 dollar bill  
Two 10 dollar bills = One 20 dollar bill

<p>\$1</p>	<p>1 Dollar Bill Slang Term: Buck</p>	
<p>\$5</p>	<p>5 Dollar Bill</p>	
<p>\$10</p>	<p>10 Dollar Bill</p>	
<p>\$20</p>	<p>20 Dollar Bill</p>	

With the exception of some more recently-printed bills, paper money is all the same size and color. These bills come in \$1, \$5, \$10, \$20, \$50, and \$100 denominations; you may still find some old \$2 bills in circulation too. Larger denominations are rarely seen.

## Cash machines/ATM

These are found outside almost all banks as well as in shopping centers. Please note that you pay a fee when withdrawing money from your account. On the Rensselaer campus you can find an ATM:

1. Outside the bank at the Rensselaer Union facing 15<sup>th</sup> street
2. Great Hall in the Communication Center.

## How to Write a Check

You are a full-time student, and you need a convenient way to pay for everything from books to transportation home. Having a checking account is the best solution since you avoid paying bills in cash and also there is no interest payment like with credit cards.

If you don't know how to fill out a check or maybe the checking system in your home country is different from the United States. No need to worry. The following diagrams illustrate the information required to fill out a check and what to add to your checkbook register.

The diagram shows a check form with the following fields and labels:

- Your Name:** 123 Your Street, Your Hometown, State 12345
- 12-03:** Date
- 1026:** Check Number
- Pay to the Order of:** \_\_\_\_\_
- \$:** \_\_\_\_\_
- DOLLARS:** \_\_\_\_\_
- YOUR CHECK:** \_\_\_\_\_
- Memo:** \_\_\_\_\_
- 123456789:** ABA/Routing Number
- 1234567890101:** Account Number
- 1026:** Check Number
- 12-3/ 456 XX 789:** MICR line

## Instructions for Direct Deposit

(For your paycheck to be directly deposited into your bank account)

If you have a job on campus and you want your paycheck deposited directly into your bank account you need to do the following:

- a. You need to have a checking or savings account at a local bank.
- b. You need to fill out a special form you can get from the Payroll Office at RPI.
- c. Attach a VOIDED check if you are having your paycheck deposited in your checking account.
- d. Return to Payroll by mail if you are using a checking account or by fax if you are using a savings account.
- e. It will take approximately one to two pay periods to be activated.
- f. Direct Deposit notifications will be sent to an on campus address only.



15<sup>th</sup> Street Entrance

# **Academy Hall** **Student Life** **Services** **Building**

## **STUDENT LIFE SERVICES**

- **Dean of Students Office / International Services for Students and Scholars – 4000 Level**
  - a. Our mission is to enhance the educational & personal experience of the international community while they strive to meet their goals.
  - b. Programs:
    - Orientation programs
    - Tax seminars
    - Working in the USA seminar
    - Personal counseling
    - Immigration counseling
- **First Year Experience – 4000 Level**
  - a. Orientation programs for Freshman
  - b. On-going First Year programs
- **Student Experience – 4000 Level**
  - a. Leave of Absence/Readmits
  - b. Class excuses
- **Counseling Center – 4000 Level**
- **International Programs/Study Abroad – 4000 Level**
- **Academic and Learning Assistance Center – ALAC – 4000 Level**
  - a. Tutors for Undergraduate Students
  - b. Learning skills specialist for Undergraduate Students
- **Health Center – 3000 Level**
  - a. Doctors – If you are not feeling well
- **Archer Leadership Center – 2000 Level**
  - a. Leadership classes

- Customer Service / Registrar / Bursar / Financial Aid – 2000 Level
  - a. Registrar
    - Register for classes
    - Transcripts
    - Adding and dropping classes
    - Student Information System (SIS)
  - b. Bursar
    - Paying your bills
    - Inquiries about billing
  - c. Financial Aid
    - For American Students



**Back Entrance**

# Ebill – Electronic Bill

You will never receive a bill in the mail from Rensselaer. Instead, you will get an **Ebill**

## **How to Access your Ebill**

- Open <http://finance.rpi.edu/>.
- Click “Bursar” on the left
- Click “eBill” on the right, and select it once more on the bottom.
- A new page will open prompting you to login.
- Enter your Username and Password.
  - If you have never done this click “SIGN UP”. The next page will give you instructions on getting a Username and Password.

## **How to get a Username and Password**

- Click “Student Bill”.
- A detailed description of your bill will appear.
- Open <http://finance.rpi.edu/>
- Click “Student Instructions”.
- View step 1,2,3. – on the top left corner.
- Scroll over text in the window to view details.

## **How to Access Your Financial Information through SIS**

- You will **not** receive emails telling you to check your financial account.
- Using the SIS method, you will NOT receive hard copies of this information.
- You have to check SIS regularly to see updates on your financial account.

## **How to view your Bill**

- Open [sis.rpi.edu](http://sis.rpi.edu)
- Click “login”
- Enter your User ID and PIN
- Click “Registration/Account/Laptop Information
- Click “View My Account Information”
- Click “Account Summary by Semester”
- View your Charges and Payments
- Remember using SIS, you are required to keep checking to see if you have any bills.
- If your bills are not paid on time you will not be allowed to register for the next semester or get a transcript, and you could be required to take a Mandatory One Year Financial leave.
- If you are having trouble accessing your eBill, you should go to the Registrar’s office on the second floor of Academy Hall.

# Health Center

The Health Center is located in Academy Hall 3000 level. All Rensselaer students have access. Dependents do not have access.

The Counseling Center is located in Academy Hall 4000 level. All Rensselaer students have access. Dependents do not have access.

Dentists: There is no dental service at Rensselaer. There are many dentists in the area if you find you need one. Make sure you ask the costs. Dentists can be very expensive and your health insurance does not cover dental. Graduate students do pay for dental insurance.

As you read in the Pre-Arrival Booklet, you must sign on to the Health Center Portal and make sure you have filled out the 5 required forms. The only form that will have to have a hard copy (original, non-electronic) sent to the Health Center is the Immunization Form. Failure to fill out the required forms will mean a “Hold” will be placed on your account, you will not be allowed to register for the next semester, and you will not be able to have your Immigration documents signed for travel.

## **QUESTIONS & ANSWERS about the STUDENT HEALTH CENTER**

- **What do I do if I get sick?**

*You call the Health Center for an appointment the phone number is 276-6287. All visits are confidential, no one, not even your parents will be told about the visits.*

- **When is the Health Center open?**

*During the school year, the **Student Health Center** is open Monday through Friday from 8:00am – 5:00pm, Saturday, and Sunday from 10:00am – 2:00pm. During breaks and between semesters 8:00am-4:30pm. **Remember call for an appointment 276-6287.***

*Medical appointments are available 7 days a week. Call 276-6287 for an appointment.*

*Counseling appointments are available Monday – Friday. Call 276-6479 for an appointment.*

*During the summer, the **Student Health Center** is open 8:00am – 4:30pm. Call 276-6287 for an appointment.*

- **When is the Counseling Center open?**

*The **Counseling Center** is open during the summer from 8:00am – 4:30pm and during the school year from 8:30am – 5:00pm. Call 276-6479 for an appointment.*

*Counseling Center offers confidential, professional help for students who want assistance with emotional issues or any personal problem that is difficult to cope with while still being able to lead a healthy, regular lifestyle. Instances that can be helped with therapy include but are not limited to: academic issues, stress, relationship issues, depression, anxiety, substance use or abuse, grief, and loneliness/isolation. Therapists offer to listen to your problems and help you work through them. They do not offer advice like a medical doctor or a friend. In the United States it is considered good mental hygiene to meet with a therapist for assistance in coping with problems.*

- **What do I do if the Health Center is closed and I feel sick?**

*If it is a real emergency and you cannot wait until the Student Health Center opens in the morning, you may seek 24-hour emergency care at Samaritan Hospital, located on Burdett Avenue.*

- **What is an emergency?**

*“Unexpected onset of an injury or sickness which requires immediate or urgent medical attention, which if not provided, could result in loss of life or serious permanent damage to a limb or organ or pain sufficient to warrant immediate care. A Medical Emergency does not include elective or routine care”.*

*Ex: You have had a sore throat all week, but you have been very busy with your schoolwork, now it is Friday night and you feel really bad. You should wait until Saturday and call for an appointment.*

*If you go to the emergency room for care and it is not an emergency you will be billed for all the charges. It will be VERY expensive.*

- **What do I do in case of an emergency?**

*If you cannot wait until the Student Health Center opens in the morning, you may seek 24-hour emergency care at Samaritan Hospital, located on Burdett Ave.*

- **Under what circumstances would I call for an ambulance?**

*If your situation is a true emergency and you cannot get to the hospital on your own, and you live on-campus, call Public Safety at 276-6611. If you live off-campus you should call 911.*

*Most insurance plans do not cover ambulance transportation to the hospital unless the problem is a true emergency. Be sure to only use this service if the situation is truly an emergency.*

*For more information go to the Student Health Center homepage: <http://studenthealth.rpi.edu/>.*

- **What do I do in a case of emergency when I am out of the capital region?**

*Call an ambulance – usually 911 – or go to a nearby hospital.*

- **I am young, and I never get sick, do I really need Health Insurance?**

*Yes, it is mandatory, everyone needs health insurance. No one can predict when he or she will get sick or have an accident.*

- **If I need a band aid can I get it from the Health Center?**

*If you make an appointment to see the Doctor then the answer is yes. If you want to just drop in and get a band aid and leave the answer is “NO”.*

- **Where can I get a prescription filled? How much will it cost?**

*Students can have a prescription filled at any/all local pharmacies. Campus shuttle buses provide transportation to these pharmacies. The cost will vary.*

- **What if my home government supplies me with a Health Insurance Plan? What should I do?**

*You can purchase Rensselaer’s also. But if you do not want to do that then you must apply for a waiver of the insurance within the first two weeks of school at the Health Center. Otherwise, you will be billed for it. You will have to apply to waive the Rensselaer’s Health insurance every year. If you waive the Rensselaer’s Health Insurance then you cannot change your mind for one year.*

- **If I need a specialist, will my insurance cover it?**

*With a written referral from the Student Health Center, the Rensselaer Student Health Insurance Plan will cover visits to a specialist.*

For more information about the Student Health Center, go to their web site at: [studenthealth.rpi.edu](http://studenthealth.rpi.edu)

### **FIRST AID KIT CHECKLIST:**

- **SOMETHING FOR A HEADACHE:** You can get brand names, or buy generic medication, which are generally just as good and a lot cheaper. The ones are acetaminophen (the key ingredient in Tylenol). Ibuprofen (found in Advil or Motrin) and Naproxen (found in Aleve). Before you buy, read the labels. Some pain relievers do not mix well with alcohol and can damage your liver. Others can irritate your stomach. Aspirin is not good for some people, like flu patients, because it may cause undesirable side effects. Also, aspirin goes bad quickly if not used for a long time.
- **ANTISEPTIC TOWELETTE:** To cleanse any affected skin area before applying some kind of medication.
- **ANTISEPTIC & BURN CREAM:** For minor burns, scalds, small wounds, scratches, cuts and abrasions.
- **ANTIBIOTIC OINTMENT:** To prevent infections.
- **STERILE BANDAGES/PADS:/BAND-AIDS:** Get a multipurpose box, with a variety of sizes (many times called **BAND-AIDS**). Cover affected area after cleaning and applying medication.
- **COTTON BALLS, TISSUES, SWABS, TWEEZERS, AND A SEWING NEEDLE:** for splinter removal.
- **THERMOMETER:** If you do not know how to use one, please ask.
- **SCISSORS, MEDICAL TAPE**
- Have a first aid kit ready because sooner or later you may get sick or injured and chances are it won't be during normal business hours. A lot of routine things can be treated with a well-stocked first aid kit.

**!!!!REMEMBER TO WASH YOUR HANDS FREQUENTLY!!!!**

# Counseling Center

The Counseling Center is located in Academy Hall 4000 level. All Rensselaer students have access. Dependents do not have access. Call 276-6479 for an appointment.

The Counseling Center offers confidential, professional help for students who want assistance with emotional issues or any personal problem that is difficult to cope with while still being able to lead a healthy, regular lifestyle. Instances that can be helped with therapy include, but are not limited to: academic issues, stress, relationship issues, depression, anxiety, substance use or abuse, grief, and loneliness/isolation. Therapists offer to listen to your problems and help you work through them. They do not offer advice like a medical doctor or a friend. In the United States it is considered good mental hygiene to meet with a therapist for assistance in coping with problems.

## **When is the Counseling Center open?**

During the school year, the **Student Health Center** is open:

Monday through Friday	8:30am – 5:00pm
During the Summer	8:00am – 4:30pm

Remember to call for an appointment. Counseling appointments are available from Monday – Friday.

# Bus – Public Transportation

## **Red Hawk Shuttle**

The Red Hawk Shuttle benefits all students, faculty, staff and guests of the Institute. All persons wishing to use the service may do so free of any charge. All buses are modern, comfortable, and clearly marked. Buses specially equipped for persons with disabilities are available for all routes.

To park at the Field House you will need to obtain a parking permit from the Parking Office.



**Riding the Shuttle**

**To track where the shuttle is located go to:** <http://shuttles.rpi.edu/>. Be prepared for possible delays! Although waiting time for a shuttle is usually 15 to 20 minutes (or less), always arrive at your shuttle stop 30 minutes earlier than your scheduled class. Drivers strive to stay on schedule but slight variations may occur.

- Stand back from the shuttle until it has completely stopped and the driver signals you to board.
- Enter the shuttle in single file and without pushing. Remember to use the handrail and to watch your step.
- If there is an available seat in the shuttle, please use it. Try to limit the number of people standing when the shuttle is in motion.
- Baggage brought into the shuttle must fit on your lap. Do not block the aisle with any baggage.
- No hazardous materials are to be transported in the shuttle.
- Keep your body totally inside the shuttle when it's in motion.
- Wait until the shuttle comes to a complete stop before standing and exiting.
- Remember to use the handrail when exiting the shuttle — and watch your head and your step.

**Shuttle does operate during the summer or vacation period on a limited basis.**

## **Riders with Disabilities**

Those riders with a disability should contact the Parking and Transportation Office at 276-6616 to arrange for a pick-up. For more information, please visit <http://www.rpi.edu/dept/parking/shuttle.html>

## **Take the CDTA bus for FREE with your RPI ID!!**

**CDTA bus route 87 will take you to Price Chopper (the grocery store) and Wal-Mart**

- ◆ *The bus stops on campus in 20-40 minute intervals EVERY DAY!*
- ◆ *The CDTA bus for route 87 picks up students on 15th Street just next to the footbridge, OPPOSITE side of the street as the Union. (the same side Academy Hall is located)*
- ◆ *Bus will drop passengers off at the main doors of both Price Chopper and Wal-Mart. This is where it will also pick-up to return to RPI.*



Look for this BUS STOP sign



On this light pole, right next to the foot bridge on the same side of the road as Academy Hall

***Follow these instructions and you will be on your way!***

### **WAITING FOR THE BUS:**

Schedule times can be affected by traffic and weather conditions, so you should plan to arrive at your bus stop about 5 minutes before the scheduled arrival time of your bus.

#### **About Bus Stops:**

Stand at the bus stop or in the shelter. Do not stand in the roadway or at the edge of the curb. CDTA bus stop signs are white with blue and gold trim. Each bus stop sign contains the number of the bus route that passes by that location. In general, bus stops are spaced about 500 feet apart. In the interest of safety, CDTA bus operators are instructed to pick up and drop off customers only at official bus stop locations. As your bus approaches, raise your hand to signal the bus operator. This will let the bus operator know that you want to board.

#### **Identifying Your Bus:**

To be sure that you are boarding the correct bus, check the route name and number, which is displayed on the large sign above the windshield on every CDTA bus. This is called the overhead destination sign. The route number and name on the overhead destination sign should be the same as that shown on the front cover of the bus schedule. The space on the right-hand side of the destination sign will tell you where the bus is going. A sign over the passenger-side window will tell you the direction that the bus is traveling on that route. If you are not sure that you are getting on the right bus, ask your bus operator for help.

**\*\*For schedule and route information please visit [www.cdta.org](http://www.cdta.org)\*\***

## **CDTA – Capital District Transportation Authority**

The Capital District Transportation Authority, CDTA for short, has been providing transit service to the people of the region since 1970. The service area includes the counties of Albany, Rensselaer, Saratoga and Schenectady. The buses travel along 60 or so bus routes, which go to just about every major employment center, shopping area and recreational site in the Capital Region. The service is safe, efficient and reliable; the employees are professional and friendly; and, the equipment is modern, clean and comfortable.

### **About Bus Schedules:**

On the cover of each schedule, you will see a route number and name. The number and name on the schedule correspond to the information on the large sign above the windshield on every CDTA bus. A time schedule and route map tells you when and where a bus travels. Bus schedules are divided into sections for weekdays, Saturdays and Sundays. If a bus route does not travel on Saturday and/or Sunday, this will be noted on its schedule.

Schedules are written to tell you when the bus will pass through a major intersection along the route. Determine where you want to go and at what time. Follow the row of time points from the place you want to travel from; to the place, you want to travel to. Determine which time is good for you, and you will be on your way. If there is a symbol near any of your time points, check the notes section of the schedule. Some routes have alternate patterns or slight trip deviations to accommodate more customers. These symbols explain these trip deviations in detail.

### **How to Get A Bus Schedule:**

CDTA bus schedules are available at hundreds of locations throughout the Capital Region. On campus, they can be picked up at the Public Safety Office. Schedules are also available on line at [www.cdta.org](http://www.cdta.org).

You can get bus schedules in the Public Safety Office on the Rensselaer Campus.

### **Waiting For the Bus:**

Schedule times can be affected by traffic and weather conditions, so you should plan to arrive at your bus stop about 5 minutes before the scheduled arrival time of your bus.

### **About Bus Stops:**

Stand at the bus stop or in the shelter. Do not stand in the roadway or at the edge of the curb. CDTA bus stop signs are white with blue and gold trim. Each bus stop sign contains the number of the bus route that passes by that location. In general, bus stops are spaced about 500 feet apart. In the interest of safety, CDTA bus operators are instructed to pick up and drop off customers only at official bus stop locations. As your bus approaches, raise your hand to signal the bus operator. This will let the bus operator know that you want to board.

## **Identifying Your Bus:**

To be sure that you are boarding the right bus, check the route name and number, which is displayed on the large sign above the windshield on every CDTA bus. This is called the overhead destination sign. The route number and name on the overhead destination sign should be the same as that shown on the front cover of the bus schedule. The space on the right-hand side of the destination sign will tell you where the bus is going. A sign over the passenger-side window will tell you the direction that the bus is traveling on that route. If you are not sure that you are getting on the right bus, ask your bus operator for help.

## **Wheelchair Accessible Bus Routes:**

CDTA has a number of buses that are equipped with wheelchair lifts. The lift is a special feature which allows customers who use wheelchairs to board CDTA buses safely and quickly. The international symbol of access appears on the front of every lift bus and on the front of the accessible route schedules. Lift-equipped trips on individual route schedules are shaded in gray for easy identification.

Lift buses operate on several CDTA bus routes. For more information about lift buses or the routes that they operate on, call our Customer Information Center at 482-8822. An information operator will help you.

## **Boarding the Bus:**

Let departing customers exit before you board. We ask that customers try to exit through the rear door to speed the boarding process. If you think you might have difficulty climbing the bus steps, ask the bus operators to lower the steps for you. All CDTA buses are equipped with a kneeling device which lowers the first step to curb level for your convenience. Some buses are equipped with lifts to accommodate customers who use wheelchairs.

Board the bus carefully. Always use the hand rails for support when you enter or exit. Be careful when walking up or down the steps during bad weather; and be extra careful if you are boarding with young children. The steps can get slippery during rain or snowstorms.

Please have your Rensselaer ID ready. If you need a transfer, ask the bus operator for one when you show your ID. After showing your ID, find a seat quickly and make yourself comfortable. The seats at the front of the bus are reserved for senior citizens and people with disabilities. Please relinquish these seats if they are needed. If all seats are occupied, move to the back of the bus to allow additional customers to board. You will find poles throughout the bus to hold onto if you are standing. Please hold small children securely when the bus is moving. Do not allow small children to walk around the bus unattended.

## **Paying the fare:**

You may have to pay some transfer fares in the City of Albany. CDTA bus operators do not handle money, so they cannot make change. All fares are deposited into the fare box. Please have the exact fare when you board. This will speed up the payment process and make the trip faster for everybody.

## **Putting Money in the Fare Box:**

All CDTA buses are equipped with electronic fare boxes that automatically count and process fares. The fare box “beeps” after the correct fare has been deposited. The fare boxes accept both coins and dollar bills. The coin slot and dollar bill receivers are clearly marked on the top of the fare box. Dollar bills must be unfolded and inserted flat into the bill receiver. The fare boxes do not make change. If you are not sure how to deposit the fare, ask your bus operator for help.

## **Riding the Bus:**

You will find CDTA service to be comfortable and reliable. You can help to make riding the bus more pleasant for all customers by following a few simple riding tips:

- New York State Law Prohibits smoking on-board CDTA buses.
- There is NO EATING or DRINKING on-board CDTA buses, and please do not litter.
- There is NO PLAYING RADIOS, tape players or other audio equipment while on-board CDTA buses. You may listen to these instruments with earphones or headphones provided the volume is turned down.
- ANIMALS are not allowed on-board CDTA buses unless they are in a carrier that can fit on your lap or at your feet in front of you. Seeing eye dogs are allowed on-board to provide assistance to customers with sight impairments.
- DO NOT Vandalize or damage Buses or Shelters. Vandalism is a crime and will be punished with a fine or a jail sentence. Report vandalism to us immediately if you see it happening.
- GAMBLING IS NOT ALLOWED on any CDTA bus.
- FIREARMS ARE NOT ALLOWED on any CDTA bus.
- The seats at the front of every bus are reserved for senior citizens and people with disabilities. Please relinquish these seats if they are needed.
- If there are no seats available when you board, it is OK to stand. Stand behind the yellow line on the floor at the front of the bus. If possible, move to the rear of the bus to allow other customers to board. For your safety, hold on to the hand rails when standing on-board CDTA buses.
- Baby strollers and grocery carts allowed on-board, provided they are collapsed and will fit on your lap or at your feet in front of you.
- Please keep your hands and arms inside the windows of the bus at all times
- Shopping bags and small boxes are OK to bring on-board CDTA buses, provided they are small enough to fit on your lap or at your feet in front of you. Do not put bags or boxes in the aisles where they may block passage for other customers.
- We require that you wear shoes and a shirt on-board a CDTA bus.
- Emergency-exit instructions are displayed inside all CDTA buses for customer safety. In an emergency or unusual situation, please notify your bus operator immediately.

## **Getting Off the Bus:**

When the bus gets near your stop, pull the cord above the window or press the yellow strip between the windows. This will signal the bus operator to stop for you. You only need to pull the cord or press the strip once to notify the bus operator that you wish to get off. The bus operator will stop at the next designated bus stop location.

Please remain seated until the bus has come to a complete stop. Once the bus has stopped, exit the bus through the front or rear door, whichever is closest to your seat. Whenever possible, use the rear door to exit. This will allow boarding at the front door to go quickly and smoothly.

Exit carefully, using the handrails for support. Do not rush towards the door; and please watch your step. Use extra caution if you are traveling with young children. Once you are off the bus, move away from the bus and onto the sidewalk. If you are crossing the street, wait until the bus pulls away before crossing the street. Do not walk in front of the bus after getting off. Cross the street carefully and quickly.

## Lost and Found:

Items are normally kept for in lost and found for 30 days. If you lose something in the Albany area, call 482-9191; in the Schenectady area, call 393-2102; and in the Troy area, call 274-1900.

**\*\*For schedule and route information please visit [www.cdta.org](http://www.cdta.org)\*\***

Valid RPI identification cards will be accepted on the following 13 CDTA bus routes. A valid ID must be shown to the bus operator upon each boarding. Invalid ID cards will not be accepted and the bus operator may refer an individual using an invalid ID card to the Campus Parking and Transportation Office.

Route 22 Albany-Troy via Watervliet  
 Route 24 Albany-Troy via Rensselaer  
 Route 29 Albany-Cohoes via Latham  
 Route 35X Troy-Albany Express  
 Route 70 Troy-Schenectady  
 Route 80 Albia Fifth Avenue

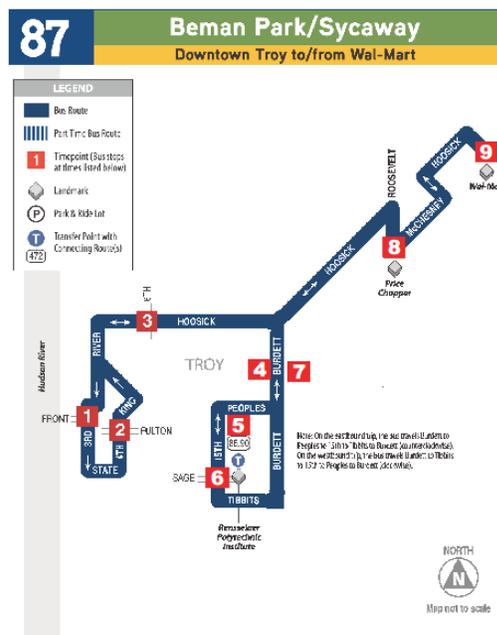
Route 82 Troy-Cohoes via Green Island  
 Route 84 Watervliet Belt  
 Route 85 Troy-Waterford  
 Route 86 RPI Shuttle  
 Route 87 Beman Park  
 Route 89 Griswold Heights

## Below is what a Bus Schedule looks like:

From Troy to Walmart								
1	2	3	4	6	7	9		
River & Front	Fulton & 4th	Hooick & 6th	Samartian Hospital	RPI Walker Lodge	Northpark Health	Price Chopper Walmart		
<b>SUNDAY &amp; Major Holidays</b>								
8:05a	8:09a	8:13a	8:21a	8:24a	8:27a	8:30a		
8:45a	8:49a	8:53a	9:01a	9:04a	9:07a	9:10a		
9:25a	9:29a	9:33a	9:41a	9:44a	9:47a	9:50a		
10:05a	10:09a	10:13a	10:21a	10:24a	10:27a	10:30a		
10:45a	10:49a	10:53a	11:01a	11:04a	11:07a	11:10a		
11:25a	11:29a	11:33a	11:41a	11:44a	11:47a	11:50a		
12:05p	12:09p	12:13p	12:21p	12:24p	12:27p	12:30p		
12:45p	12:49p	12:53p	1:01p	1:04p	1:07p	1:10p		
1:25p	1:29p	1:33p	1:41p	1:44p	1:47p	1:50p		
2:05p	2:09p	2:13p	2:21p	2:24p	2:27p	2:30p		
2:45p	2:49p	2:53p	3:01p	3:04p	3:07p	3:10p		
3:25p	3:29p	3:33p	3:41p	3:44p	3:47p	3:50p		
4:05p	4:09p	4:13p	4:21p	4:24p	4:27p	4:30p		
4:45p	4:49p	4:53p	5:01p	5:04p	5:07p	5:10p		

\* - Bus stops at Price Chopper Plaza 3 minutes before Walmart Plaza

From Walmart to Troy					
9	8	4	5	3	1
Walmart	Price Chopper	Samartian Hospital	Peoples & 13th	Hooick & 6th	River & Front
<b>SUNDAY &amp; Major Holidays</b>					
8:45a	8:49a	8:54a	9:00a	9:10a	9:15a
9:25a	9:29a	9:34a	9:40a	9:50a	9:55a
10:05a	10:09a	10:14a	10:20a	10:30a	10:35a
10:45a	10:49a	10:54a	11:00a	11:10a	11:15a
11:25a	11:29a	11:34a	11:40a	11:50a	11:55a
12:05p	12:09p	12:14p	12:20p	12:30p	12:35p
12:45p	12:49p	12:54p	1:00p	1:10p	1:15p
1:25p	1:29p	1:34p	1:40p	1:50p	1:55p
2:05p	2:09p	2:14p	2:20p	2:30p	2:35p
2:45p	2:49p	2:54p	3:00p	3:10p	3:15p
3:25p	3:29p	3:34p	3:40p	3:50p	3:55p
4:05p	4:09p	4:14p	4:20p	4:30p	4:35p
4:45p	4:49p	4:54p	5:00p	5:10p	5:15p
5:25p	5:29p	5:34p	5:40p	5:50p	5:55p



87
iride™

### Sycaway / Beman Park

between State & 4th and Brunswick Plaza

# Schedule

www.cdta.org 518-482-8822

# **Public Safety**

Public Safety Building

Open 24 hours a day 7 days a week

[http://www.rpi.edu/dept/public\\_safety/index.html](http://www.rpi.edu/dept/public_safety/index.html)

The Department of Public Safety is located in the Public Safety Building on 15th Street. #36 on campus map.

## **Public Safety is here to assist the Rensselaer Student**

Communication, awareness, and prevention are essential for personal safety. At Rensselaer, we take a proactive approach to maintaining a safe and secure environment for all.

The RPI Department of Public Safety provides:

24-hour campus patrols (by car, foot, and bicycle),

The department also provides 24-hour per day, 365-day response to life-safety incidents, coordinates internal and external resources to assist the management of critical incidents, and conducts awareness programs to proactively assist its community members in the maintenance of personal safety.

Below is some of the information you can get from the Public Safety Website. In the Public Safety website is information on Your Safety; Public Safety Services; community; Education & Training; Publications; Resources and Contacts.

## **Services offered by Public Safety and their websites**

24-hour Safety Escort - [http://www.rpi.edu/dept/public\\_safety/safety/escort.html](http://www.rpi.edu/dept/public_safety/safety/escort.html)

Safety Classes - [http://www.rpi.edu/dept/public\\_safety/education/index.html](http://www.rpi.edu/dept/public_safety/education/index.html)

Room/Office Lockout - [http://www.rpi.edu/dept/public\\_safety/services/room\\_lockout.html](http://www.rpi.edu/dept/public_safety/services/room_lockout.html)

Vehicle Lockout - [http://www.rpi.edu/dept/public\\_safety/services/vehicle\\_lockout.html](http://www.rpi.edu/dept/public_safety/services/vehicle_lockout.html)

Vehicle Assistance - [http://www.rpi.edu/dept/public\\_safety/services/vehicle\\_assist.html](http://www.rpi.edu/dept/public_safety/services/vehicle_assist.html)

Property Registration - [http://www.rpi.edu/dept/public\\_safety/services/property.html](http://www.rpi.edu/dept/public_safety/services/property.html)

Crime Investigations - [http://www.rpi.edu/dept/public\\_safety/services/investigations.html](http://www.rpi.edu/dept/public_safety/services/investigations.html)

Fingerprinting - [http://www.rpi.edu/dept/public\\_safety/services/fingerprinting.html](http://www.rpi.edu/dept/public_safety/services/fingerprinting.html)

Lost & Found - [http://www.rpi.edu/dept/public\\_safety/services/lost\\_found.html](http://www.rpi.edu/dept/public_safety/services/lost_found.html)

## **Programs Offered for Your Safety and their websites**

Personal Safety	<a href="http://www.rpi.edu/dept/public_safety/safety/personal.html">http://www.rpi.edu/dept/public_safety/safety/personal.html</a>
Emergency Phones	<a href="http://www.rpi.edu/dept/public_safety/safety/callbox.html">http://www.rpi.edu/dept/public_safety/safety/callbox.html</a>
Safety Escort	<a href="http://www.rpi.edu/dept/public_safety/safety/escort.html">http://www.rpi.edu/dept/public_safety/safety/escort.html</a>
Shuttle Service	<a href="http://www.rpi.edu/dept/public_safety/safety/shuttle.html">http://www.rpi.edu/dept/public_safety/safety/shuttle.html</a>
Preventing Assault	<a href="http://www.rpi.edu/dept/public_safety/safety/assault.html">http://www.rpi.edu/dept/public_safety/safety/assault.html</a>
Self Defense	<a href="http://www.rpi.edu/dept/public_safety/education/rad.html">http://www.rpi.edu/dept/public_safety/education/rad.html</a>
Fire Safety	<a href="http://www.rpi.edu/dept/public_safety/safety/fire.html">http://www.rpi.edu/dept/public_safety/safety/fire.html</a>
Carbon Monoxide	<a href="http://www.rpi.edu/dept/public_safety/safety/carbonmonoxide.html">http://www.rpi.edu/dept/public_safety/safety/carbonmonoxide.html</a>
Travel Safety	<a href="http://www.rpi.edu/dept/public_safety/safety/travel.html">http://www.rpi.edu/dept/public_safety/safety/travel.html</a>
ATM Safety	<a href="http://www.rpi.edu/dept/public_safety/safety/atm.html">http://www.rpi.edu/dept/public_safety/safety/atm.html</a>
Identity Theft	<a href="http://www.rpi.edu/dept/public_safety/safety/id_theft.html">http://www.rpi.edu/dept/public_safety/safety/id_theft.html</a>
Suspicious Behavior	<a href="http://www.rpi.edu/dept/public_safety/safety/suspicious.html">http://www.rpi.edu/dept/public_safety/safety/suspicious.html</a>
Reporting Incidents	<a href="http://www.rpi.edu/dept/public_safety/safety/incident.html">http://www.rpi.edu/dept/public_safety/safety/incident.html</a>
Safe Living for Off Campus Residents	<a href="http://www.rpi.edu/dept/public_safety/safety/off_campus.html">http://www.rpi.edu/dept/public_safety/safety/off_campus.html</a>
Office Safety	<a href="http://www.rpi.edu/dept/public_safety/safety/office.html">http://www.rpi.edu/dept/public_safety/safety/office.html</a>
Vehicle Safety	<a href="http://www.rpi.edu/dept/public_safety/safety/vehicle.html">http://www.rpi.edu/dept/public_safety/safety/vehicle.html</a>
Bike Safety	<a href="http://www.rpi.edu/dept/public_safety/safety/bike.html">http://www.rpi.edu/dept/public_safety/safety/bike.html</a>
Laptop Security	<a href="http://www.rpi.edu/dept/public_safety/safety/computer.html">http://www.rpi.edu/dept/public_safety/safety/computer.html</a>
Mail handling	<a href="http://www.rpi.edu/dept/public_safety/safety/mail.html">http://www.rpi.edu/dept/public_safety/safety/mail.html</a>
Weather & Natural Disasters	
Thunderstorm	<a href="http://www.rpi.edu/dept/public_safety/emergency/thunderstorm.html">http://www.rpi.edu/dept/public_safety/emergency/thunderstorm.html</a> ;
Winter Storms	<a href="http://www.rpi.edu/dept/public_safety/emergency/winter.html">http://www.rpi.edu/dept/public_safety/emergency/winter.html</a>
Campus Preparedness	<a href="http://www.rpi.edu/dept/public_safety/emergency/preparedness.html">http://www.rpi.edu/dept/public_safety/emergency/preparedness.html</a>
Medical Emergency	<a href="http://www.rpi.edu/dept/public_safety/campus/medical.html">http://www.rpi.edu/dept/public_safety/campus/medical.html</a>

## Emergency Telephones

**Emergency telephones or call boxes are located in all residential and academic areas.**

These phones are topped with a blue light to make them easy to find. There are also emergency telephones in each primary residence hall.

Use the emergency telephone as a campus phone, or use the large “push for help” button for direct communication with Public Safety.

As you explore the campus, make a point of noting where the emergency telephones are.



To view where these phones are located on campus go to:  
[http://www.rpi.edu/dept/public\\_safety/safety/callbox.html](http://www.rpi.edu/dept/public_safety/safety/callbox.html)

## RPI ALERT

**RPI Alert is an urgent mass notification system by which the Institute can notify campus constituents of an active, major campus emergency. The system Includes:**

- Text messages (SMS) to cell phones
- Voice messages to phones
- Email messages to designated addresses

## WHEN IS IT USED?

Examples of when the RPI Alert system will be used include:

- Hazardous material spill/exposure impacting a significant portion of campus
- Severe weather such as a tornado reported to be approaching the campus
- An active shooter or other reported immediate life-safety threat on campus

## How to register?

1. Go to alert.rpi.edu
2. Click on “Update your Contact Info”
3. Enter your User ID and PIN
4. Enter your cell phone number
5. Tick the box “Number is Text Enabled Device” if you can receive text messages on your cell phone
6. Click on “Submit” button

## What do you need to do if you do NOT want to be notified?

1. Go to alert.rpi.edu
2. Click on “Update your Contact Info”
3. Enter your User ID and PIN
4. Tick the box “Opt out option”
5. Click on “Submit” button

Please make sure that you choose one of the two options above. You MUST either 1) sign up or 2) opt out by following the instructions above. By choosing “Opt out option”, you agree not to be notified of an emergency.

## Frequently Asked Questions

- **Why is Rensselaer providing this service?**

*Timely communications are an essential part of a successful response to an active emergency. We require more than a single mode of notification to provide this critical communications capability. Current methods include:*

- DPS Website and Public Safety Alerts
- Rensselaer emails
- Campus Cable Television
- Audible Alert Public Address System (Fall 2008)

*RPIALERT will add to the array of communication methods Rensselaer already uses during campus emergencies. RPIALERT is capable of seamlessly disseminating SMS, text and email messages to thousands of recipients in matter of seconds.*

- **When will RPIALERT be used?**

*The new notification system will be used when it is believed that a life threatening event is about to happen, is currently happening, or has a high potential to happen in the near future. Examples of when the system may be activated include when an active shooter and/or hostage situation has been reported, a tornado or other serious imminent weather condition is approaching or is predicted to strike, or a major hazardous material/chemical spill has occurred on or near campus. Other emergencies that could trigger system use include a bomb threat, a major fire event, an explosion or a major utilities system failure.*

- **What should I do when I get an alert?**

*The message should tell you what personal safety actions to take, if any, for the situation occurring at that time. Read carefully and follow the provided instructions. If possible, continue to monitor your cell phone and email service for additional RPIALERT updates and reference any of the following communications venues throughout campus for additional updated information:*

- *alert.rpi.edu*
- *Campus cable television*
- *RPI email account for emailed updates from DPS*
- *Audible Alert Public Address System (Fall 2008)*

- **How do I know that the message is a legitimate RPIALERT message?**

*The alerts will indicate they are from the RPIALERT system. The message sender ID will appear as follows:*

- *For a text message: RPIAlert*
- *For an email: RPIAlert@rpi.edu*
- *For a telephone call: (866) 436-6210*
- *For an Instant Message (IM): RPIAlert*

*Once you receive your first test message from the RPIALERT System via your cell phone, you are encouraged to save the incoming telephone number in your contact list as "RPIALERT". This will ensure that you will be able to quickly identify future incoming RPIALERT advisories and will prompt you to immediately review the message.*

- **Will the Institute be testing the RPIALERT system?**

*DPS will test the system on a regular basis, at least once per semester. If the message is a test of the system, it will be delivered with the subject line: "TEST: RPIALERT System" Any message that does not include the word "TEST" is an urgent message and should be responded to appropriately.*

- **Will we be receiving more information on RPIALERT?**

*The Rensselaer Comprehensive Emergency Management Plan (CEMP) Committee will be sponsoring an awareness program that will include information on what type of information that will be included in the RPIALERT messages and general guidance on recommended ways to respond to maximize personal safety. If you wish additional information, please contact DPS at (518) 276-6656.*

- **When should I register?**

*Students, Faculty and Staff can now register for RPIALERT through Rensselaer's Student Information System/Rensselaer Self Service Information System (SIS/RSS). In addition to the telephone number(s) you provide, all Rensselaer email addresses (@rpi.edu) will be automatically entered into the system. To register or edit your information, log onto (SIS/RSS) and click the RPIALERT icon within the Personal Information Section.*

- **What devices/numbers should I register?**

*You have the capability to register as many as four telephone numbers. We recommend you enter only primary numbers that most frequently reach you. For most campus constituents, this would be your cell phone number(s). You may also opt to enter a home telephone number.*

- **Is there a charge for subscribing to RPIALERT?**

*Rensselaer will not charge a fee for using RPIALERT. However, by registering for this service, users are responsible for charges made by mobile service providers related to text messages and mobile phone calls - for both actual and test messages. We will test the RPIALERT system at least once per semester.*

- **If my email address is already automatically loaded into the system, why should I register additional devices onto the system?**

*Registering additional phone devices increases your notification options. Text messaging is fast and efficient and lessens dependence on receiving emails during an emergency situation.*

- **Will my contact information be shared with anyone?**

*The contact data you provide will be submitted to Connect-ED; a third party vendor that Rensselaer has employed for the purpose of making urgent notifications. Connect-ED provides notification services for dozens of other universities around the country and has in place a number of security protocols that will protect the confidentiality of your contact information. Rensselaer will not access this data base for any use other than to facilitate RPIALERT services.*

- **What happens if I don't register any telephone numbers?**

*When an urgent notification is activated, you will still receive the alert via your Rensselaer email account. If you are not actively receiving email, you will not receive critical information in a timely manner.*

- **What is the difference between my Personal Emergency Contact information and RPIALERT?**

*Your Personal Emergency Contact information is used by Institute officials for the purpose of notifying an individual's designated contact(s) of medical emergencies, death, missing person(s), or other emergency situations. The RPIALERT contact information is the list of communication devices you register to receive the Institute's mass notification of an urgent campus emergency.*

- **What if my telephone numbers change?**

*After you have registered, at any time you can sign onto the Student Information System/Rensselaer Self Service Information System (SIS/RSS) and enter the RPIALERT Registration icon located within the Personal Information Section.*

**For more information, please visit <http://alert.rpi.edu/about.html>.**

# **Alcohol Policy in New York State**

- Blood Alcohol content level (BAC) is the concentration of alcohol in the blood measured by percent or volume.
- In order to sell or serve alcohol at public event you must obtain a permit.
- You must be at least 21 years old to consume alcoholic beverages.
- You cannot sell or serve alcohol to persons under the age of 21.
- When Blood Alcohol Content level \*reaches .08% you are considered legally intoxicated.
- Driving a motorized vehicle when BAC level exceeds .08% is illegal.
- It is illegal to have open containers of alcohol in a public place where a permit is not shown.

## **Alcohol Policy at Rensselaer**

- Consuming alcohol under the age of 21 is prohibited.
- Providing or selling alcohol to persons under the age of 21 is prohibited, even if it is in your dorm room.
- Misrepresenting your age to receive alcohol is prohibited
- The unlawful manufacture, distribution, dispensing, possession or use of alcohol is prohibited on RPI property.
- Consumption of alcoholic beverages on campus is only permitted to those of the age of 21 in the privacy of their own residence or areas where alcohol is allowed by a permit.
- One must obtain a permit from the Alcohol Review Committee (of the Student Health Services) to serve alcohol at an event occurring on Institute grounds.

To find out more about the RPI alcohol policy go to:

[http://www.rpi.edu/dept/public\\_safety/community/alcohol.html](http://www.rpi.edu/dept/public_safety/community/alcohol.html)

If you are found on campus breaking one of these rules you will face disciplinary action by the Dean of Students Office at Rensselaer.

# **Smoking Policy in New York**

The policy is very different from your home country or even from different states in the U.S.

## **Below is a list of places where you CANNOT SMOKE:**

- Bars
- Food service establishments
- Swimming pools, gymnasiums
- Public transportation, including subways, underground subway stations, buses, vans, cabs and limousines
- Ticketing, boarding and waiting areas in public transportation terminals
- Colleges, universities and other educational institutions
- Public buildings including theaters, museums, libraries, retail stores, restrooms etc.
- Hospitals and other health care facilities
- Retail stores, restrooms

## **Smoking is still allowed in:**

- Private homes and private automobiles
- Hotel/motel rooms rented to guests
- Tobacco businesses

To find out more about the regulation of smoking in certain public areas in New York State go to <http://caselaw.lp.findlaw.com/nycodes/c91/a70.html>

## **Rensselaer is a tobacco/smoke free campus**

### **RPI smoking policy states that:**

- **Effective July 1, 2010**, we are proudly joining more than 360 U.S. colleges and universities in providing a **tobacco-free environment**. That means no smoking or use of any tobacco product anywhere on campus.
- The Tobacco Use Policy includes a prohibition against using all tobacco products on Institute property, including buildings and entrances, Rensselaer facilities, properties, and outdoor areas. A copy of the new Tobacco Use Policy will be available on the HR Web site.
- Please understand that the Policy includes Enforcement Procedures, which provide for the use of progressive corrective actions for students, faculty, and staff.

# ADJUSTING TO AMERICAN CULTURE

**You have been taught “English”,** but here in the United States we speak “American”. We use a lot of idioms, greetings and slang terms. Below are some examples:

Bumping	A place is really busy
Exploding	Someplace is really busy
Shoot the breeze	To talk with others about general topics
Catch you later	You’ll see someone at another time
Later	You’ll see someone at another time
Awesome	Really nice/Great
Get ahead	To make progress
Get around	To travel, to move about
Fell through	Fail to occur, not to happen
Keep it down	To become more quiet
To stand out	To be noticeable
Hold on	To wait, to pause
To catch on	To finally understand
To show up	To arrive, to appear
Came about	How someone got to that decision
Run over	To review, to rehearse
Stick to it	To never change or abandon, to hold, to keep
To part with	To give away, to sell, to separate
Go for it	Try at any length to reach your goal
Put up with	To tolerate, to accept unwillingly
Look forward to	Anticipate with pleasure
To get through to	To make (someone) understand
To look up to	To respect, to admire greatly
To cut up in class	Fool around
To look back on	To remember something from one’s past
To put off	To postpone, to delay, to defer
To call off	To cancel, to stop
To take up	To begin work on
To get off one’s chest	To finally release one’s true feelings or emotions
To have on one’s mind	To think about something a lot
To cut out	Leave
Need a lift	To need a ride somewhere
Chill out	Relax, calm down
Chillin’	Relaxing
Dicey	Chancy
That’s cool	Agree with one or more people
How’s it goin’?	Someone asking how your life is
What’s up?	Someone asking what is going on at that particular time
Get a life	Find something to do, occupy yourself
Get real	Face reality
Cool	Someone likes something
Oh, ok	Someone agrees with you
Wasted	When someone is drunk and not in control
Trashed	When someone is drunk

Knock it off	Stop it
Hot	Looks good
Get over it	Move on to the next thing
Whatever	Someone agreeing with you because they have no opinion in the matter
NOT	When someone does not agree with you
No way	When someone does not want to do what you would like to do
Hey dude	Hello to a person, greeting
Right on	Exactly correct
Geeeee/um	Speech filler when you don't know what to say
Wimp	Slang term for someone who will not stand up for himself/herself
Chicken out	Someone backs out from doing something/coward
Loser	Annoying and useless
Screwed up	Messed up
Geek	Someone who lacks a social life
Babe	Inappropriate term for a young woman
Jerk	Someone who does inappropriate things in public
Wicked	Something that is good, also used to mean something evil
Wicked good	Something that is very good
Looks good	Something that looks correct at first glance
Hum	A noise we make when thinking about something
To pull an all-nighter	To study all night without sleep
I'm beat	To be tired
Maxed out	Exhausted
I'm swamped	To have a lot of work to do
Bent out of shape	When you are upset about something
Bummed	To be disappointed
Bummer	Something that disappoints
Good call	Expression meaning good idea
Catch some rays/Go Tanning	To lay out in the sun
Cheesy	Something that is stupid
Couch potato	Someone who is lazy and sits around a lot
Cram	Study or do a lot in a short period of time
Cruisin'	Driving around with no place to go
Cushy	Easy
Dork	Slang term used to describe someone who is strange
Whacko	Someone who is considered crazy
Whack job	Someone who is considered crazy
Basket case	Someone who is considered crazy
Wussy	Weak person
Rockin'	Going very well
No sweat	Not a problem
Pain in the neck	Nuisance/Annoying
Party animal	Someone who like to party and party often
Party pooper	Someone who takes the fun out of things
Chintzy	Low quality
Hit the sack	Go to bed
Take a hike	Leave alone
Get outta here	Leave me alone, stop lying
Get shot down	To have an idea turned down
Hook up	To set up
Veg out	To relax and do nothing

My bad	I made a mistake
Goofed up	Made a serious mistake
Boo-boo	Mistake
Word	To agree
Mad	A slang term for “super”
Break a leg	Wishing someone good luck
Catch-22	A situation where conflicting rules make the desired outcome impossible
Big Mouth	Talk too much
Take a break	Getting rest
Dead	Slang term for quiet
Flip-out	Lost control
Freebie	Free stuff/giveaway
Nut	Crazy
Lame	An inadequate
Meltdown	Total collapse
Piece of cake	Easy to do
Sharp	Intelligent
Sucker	Be deceived
Pig out	Eat a lot/Overeat
Get it	Understand
Dough	Money
Buck	Dollar
Deep pocket	Has a lot of money
Booze	Alcohol
Airhead	Stupid person

There are many more slang terms that we use here in America, we highly encourage you to do some research on the internet and learn more about American slangs. Here are some useful resources:

<http://www.manythings.org/slang/>

<http://www.idiomsite.com/>

# GENERAL CHARACTERISTIC OF AMERICANS

**Individualism:** Americans generally believe that the ideal person is an autonomous, self-reliant individual. Most Americans see themselves as separate individuals, not as a representative of a family, community or other group.

**Informality:** Americans treat each other in an informal manner, even in the presence of great differences in age or social standing. It also extends in the way they dress and communicate with each other. It is quite acceptable for women to wear very little clothing in the summer; this is not an indication of loose morals. It is also common for students to act casually with their professors and advisors; however, this is not a sign of disrespect. First names are often used in the U.S. A few basic rules concerning this may be: use first names with someone of approximately the same age and status. A woman older than yourself can be addressed as “Miss” or “Mrs. [Last name]”, depending on her marital status.”Ms.” can be used for either a single or married woman unless she has a title such as Dr., Prof. or Dean. An older man may be addressed as “Sir” if you don’t know his name. If older people wish you to call them by their first name, they will probably ask you to do so.

**Friendship:** Friendships among Americans tend to be shorter and less intense than those among people from other cultures. This may be due to the fact that American’s move around so much and don’t spend all their lives in just one place. Americans are often outwardly friendly with others, even if they don’t know them well. In time you will learn to distinguish casual friendships from more serious and deeper ones.

**Time consciousness:** Americans place considerable value on punctuality. They tend to organize their activities by means of schedules. When an appointment or invitation is made, you will be expected to be there on time. If you know you will be late, it is expected that you will call to inform the host of the delay.

**Awareness of other cultures:** In spite of their being a highly educated population, Americans are remarkably ignorant of other cultures. You may find that they have very strange ideas about your country.

**Privacy and private property:** As members of a highly individualistic society, Americans may seem to be very possessive of not only their material things (home, clothing, cars, money), but of their knowledge (unwillingness to share class notes, test information, etc). In spite of their directness in many matters, certain areas of discussion are considered very private and should be approached gently; for example, personal financial affairs, age, religious beliefs, sexual behavior, and political views.

## GUIDELINES FOR PRACTICAL SITUATIONS

Older men usually shake hands with each other when they first meet. Women may also shake hands. Younger women may take their cue from older women; men generally take their cue from the woman.

**Invitations:** A casual verbal invitation such as “come and see me sometime” or “drop in” is usually given with the unspoken understanding that you will call and make more specific plans before going over. However, oral invitations such as “Why don’t you come over Tuesday evening at 8:00pm?” are very specific. If you accept, the host will expect you to be there unless you call or tell them you will not be able to make it. If you are invited for a meal and the host offers you some food, don’t say “no” unless you mean it. To the host, a “no” means you don’t want any, so be sure to say “yes” if you are hungry or you would like a second helping. If there are foods that you may not eat for religious or health reasons, it is appropriate to inform your host in advance of the meal

**Tippling:** Tips, or services charges, are not usually added to the bill in U.S. hotels or restaurants. Nevertheless, tips are often expected and needed by employees. It is currently customary to tip the waiter or waitress in restaurant 15% of the amount of the check if the services are satisfactory. Tips are not expected in cafeterias or fast food establishment such as McDonalds or Burger King. In a hotel, the bellboy who assists you to your room expects a minimum of \$1.00 plus \$1.00 per suitcase. Tip taxi drivers 15% of the fare. Porters (luggage carrier in airports and train stations) expect \$1.00 per bag. Tip your hairdresser 15% of the bill or \$1.00 minimum. Do not tip gas station attendant, bus drivers, theater ushers or parking attendants who do not park you car.

**ABSOLUTELY DO NOT** tip postal workers, government employees, and customs officials, drivers test examiners, police or anyone associated with a public service job. This will be viewed as an attempted bribe. This is illegal and very unethical in the U.S.

**This Tip Chart is a good tool to help you to figure out how much to tip the waiter/waitress**

Dollars	10%	15%	20%	Dollars	10%	15%	20%	Dollars	10%	15%	20%	Dollars	10%	15%	20%
\$ 1.00	\$ 0.10	\$ 0.15	\$ 0.20	\$ 26.00	\$ 2.60	\$ 3.90	\$ 5.20	\$ 51.00	\$ 5.10	\$ 7.65	\$ 10.20	\$ 76.00	\$ 7.60	\$ 11.40	\$ 15.20
\$ 2.00	\$ 0.20	\$ 0.30	\$ 0.40	\$ 27.00	\$ 2.70	\$ 4.05	\$ 5.40	\$ 52.00	\$ 5.20	\$ 7.80	\$ 10.40	\$ 77.00	\$ 7.70	\$ 11.55	\$ 15.40
\$ 3.00	\$ 0.30	\$ 0.45	\$ 0.60	\$ 28.00	\$ 2.80	\$ 4.20	\$ 5.60	\$ 53.00	\$ 5.30	\$ 7.95	\$ 10.60	\$ 78.00	\$ 7.80	\$ 11.70	\$ 15.60
\$ 4.00	\$ 0.40	\$ 0.60	\$ 0.80	\$ 29.00	\$ 2.90	\$ 4.35	\$ 5.80	\$ 54.00	\$ 5.40	\$ 8.10	\$ 10.80	\$ 79.00	\$ 7.90	\$ 11.85	\$ 15.80
\$ 5.00	\$ 0.50	\$ 0.75	\$ 1.00	\$ 30.00	\$ 3.00	\$ 4.50	\$ 6.00	\$ 55.00	\$ 5.50	\$ 8.25	\$ 11.00	\$ 80.00	\$ 8.00	\$ 12.00	\$ 16.00
\$ 6.00	\$ 0.60	\$ 0.90	\$ 1.20	\$ 31.00	\$ 3.10	\$ 4.65	\$ 6.20	\$ 56.00	\$ 5.60	\$ 8.40	\$ 11.20	\$ 81.00	\$ 8.10	\$ 12.15	\$ 16.20
\$ 7.00	\$ 0.70	\$ 1.05	\$ 1.40	\$ 32.00	\$ 3.20	\$ 4.80	\$ 6.40	\$ 57.00	\$ 5.70	\$ 8.55	\$ 11.40	\$ 82.00	\$ 8.20	\$ 12.30	\$ 16.40
\$ 8.00	\$ 0.80	\$ 1.20	\$ 1.60	\$ 33.00	\$ 3.30	\$ 4.95	\$ 6.60	\$ 58.00	\$ 5.80	\$ 8.70	\$ 11.60	\$ 83.00	\$ 8.30	\$ 12.45	\$ 16.60
\$ 9.00	\$ 0.90	\$ 1.35	\$ 1.80	\$ 34.00	\$ 3.40	\$ 5.10	\$ 6.80	\$ 59.00	\$ 5.90	\$ 8.85	\$ 11.80	\$ 84.00	\$ 8.40	\$ 12.60	\$ 16.80
\$ 10.00	\$ 1.00	\$ 1.50	\$ 2.00	\$ 35.00	\$ 3.50	\$ 5.25	\$ 7.00	\$ 60.00	\$ 6.00	\$ 9.00	\$ 12.00	\$ 85.00	\$ 8.50	\$ 12.75	\$ 17.00
\$ 11.00	\$ 1.10	\$ 1.65	\$ 2.20	\$ 36.00	\$ 3.60	\$ 5.40	\$ 7.20	\$ 61.00	\$ 6.10	\$ 9.15	\$ 12.20	\$ 86.00	\$ 8.60	\$ 12.90	\$ 17.20
\$ 12.00	\$ 1.20	\$ 1.80	\$ 2.40	\$ 37.00	\$ 3.70	\$ 5.55	\$ 7.40	\$ 62.00	\$ 6.20	\$ 9.30	\$ 12.40	\$ 87.00	\$ 8.70	\$ 13.05	\$ 17.40
\$ 13.00	\$ 1.30	\$ 1.95	\$ 2.60	\$ 38.00	\$ 3.80	\$ 5.70	\$ 7.60	\$ 63.00	\$ 6.30	\$ 9.45	\$ 12.60	\$ 88.00	\$ 8.80	\$ 13.20	\$ 17.60
\$ 14.00	\$ 1.40	\$ 2.10	\$ 2.80	\$ 39.00	\$ 3.90	\$ 5.85	\$ 7.80	\$ 64.00	\$ 6.40	\$ 9.60	\$ 12.80	\$ 89.00	\$ 8.90	\$ 13.35	\$ 17.80
\$ 15.00	\$ 1.50	\$ 2.25	\$ 3.00	\$ 40.00	\$ 4.00	\$ 6.00	\$ 8.00	\$ 65.00	\$ 6.50	\$ 9.75	\$ 13.00	\$ 90.00	\$ 9.00	\$ 13.50	\$ 18.00
\$ 16.00	\$ 1.60	\$ 2.40	\$ 3.20	\$ 41.00	\$ 4.10	\$ 6.15	\$ 8.20	\$ 66.00	\$ 6.60	\$ 9.90	\$ 13.20	\$ 91.00	\$ 9.10	\$ 13.65	\$ 18.20
\$ 17.00	\$ 1.70	\$ 2.55	\$ 3.40	\$ 42.00	\$ 4.20	\$ 6.30	\$ 8.40	\$ 67.00	\$ 6.70	\$ 10.05	\$ 13.40	\$ 92.00	\$ 9.20	\$ 13.80	\$ 18.40
\$ 18.00	\$ 1.80	\$ 2.70	\$ 3.60	\$ 43.00	\$ 4.30	\$ 6.45	\$ 8.60	\$ 68.00	\$ 6.80	\$ 10.20	\$ 13.60	\$ 93.00	\$ 9.30	\$ 13.95	\$ 18.60
\$ 19.00	\$ 1.90	\$ 2.85	\$ 3.80	\$ 44.00	\$ 4.40	\$ 6.60	\$ 8.80	\$ 69.00	\$ 6.90	\$ 10.35	\$ 13.80	\$ 94.00	\$ 9.40	\$ 14.10	\$ 18.80
\$ 20.00	\$ 2.00	\$ 3.00	\$ 4.00	\$ 45.00	\$ 4.50	\$ 6.75	\$ 9.00	\$ 70.00	\$ 7.00	\$ 10.50	\$ 14.00	\$ 95.00	\$ 9.50	\$ 14.25	\$ 19.00
\$ 21.00	\$ 2.10	\$ 3.15	\$ 4.20	\$ 46.00	\$ 4.60	\$ 6.90	\$ 9.20	\$ 71.00	\$ 7.10	\$ 10.65	\$ 14.20	\$ 96.00	\$ 9.60	\$ 14.40	\$ 19.20
\$ 22.00	\$ 2.20	\$ 3.30	\$ 4.40	\$ 47.00	\$ 4.70	\$ 7.05	\$ 9.40	\$ 72.00	\$ 7.20	\$ 10.80	\$ 14.40	\$ 97.00	\$ 9.70	\$ 14.55	\$ 19.40
\$ 23.00	\$ 2.30	\$ 3.45	\$ 4.60	\$ 48.00	\$ 4.80	\$ 7.20	\$ 9.60	\$ 73.00	\$ 7.30	\$ 10.95	\$ 14.60	\$ 98.00	\$ 9.80	\$ 14.70	\$ 19.60
\$ 24.00	\$ 2.40	\$ 3.60	\$ 4.80	\$ 49.00	\$ 4.90	\$ 7.35	\$ 9.80	\$ 74.00	\$ 7.40	\$ 11.10	\$ 14.80	\$ 99.00	\$ 9.90	\$ 14.85	\$ 19.80
\$ 25.00	\$ 2.50	\$ 3.75	\$ 5.00	\$ 50.00	\$ 5.00	\$ 7.50	\$ 10.00	\$ 75.00	\$ 7.50	\$ 11.25	\$ 15.00	\$ 100.00	\$ 10.00	\$ 15.00	\$ 20.00

**Gifts and Thanks:** If you are invited to a family's home, you may wish to bring some candy. This is not necessary, but may be appropriate at a later visit. In any case, it is greatly appreciated if, after a dinner party or other social occasion, you send a very short note thanking the family for the nice evening (a brief telephone call may be a substitute for the note).

**Use of "Please" and "Thank you":** Use "Please" and "Thank you" with a smile when making requests in student service offices and in your department. Office secretaries, other people working with students and the general public may perceive you as impolite and demanding when they feel that you are "telling them what to do".

## **THE SECRET OF HAPPINESS**

Over and over you will read references to Americans as individualistic and independent. The highly competitive environment at Rensselaer makes these characteristics especially obvious and this place particularly difficult for some students to adjust to. In order for you to make friends and communicate well at Rensselaer, it is essential that you accept the idea that here in the U.S., you are responsible for your own happiness. If you are feeling lonely and depressed, all the busy people around you may not notice, or if they do, they will respect your private life. When you "reach out" to someone, asking for help, almost any American will gladly and generously assist you.

Until you take initiative, your fellow students may assume that you have many friends and are perfectly happy. Americans may also be reluctant to join you in your social activities because they are uncomfortable. Take the initiative; ask an American student to your apartment for dinner, to see a particular movie in which you are interested, etc. In this way, you can begin to break down the communication barrier.

## **Popular Sports**

Sports play an important role in American cultures and households.

The most popular sports in the U.S. include:

1. Baseball
2. Basketball (both National Basketball Association/NBA and College level basketball)
3. American Football (not soccer)
4. Ice Hockey

# Conversion Charts

When you are someplace new one of the first things that we think is important to know the correct temperature, units of measure and mileage.

## TEMPERATURE CONVERSION CHART

FAHRENHEIT	CELSIUS
2 F	-16.6 C
4 F	-15.5 C
6 F	-14.4 C
8 F	-13.3 C
10 F	-12.2 C
12 F	-11.1 C
14 F	-10.0 C
16 F	-8.8 C
18 F	-7.7 C
20 F	-6.6 C
22 F	-5.5 C
24 F	-4.4 C
26 F	-3.3 C
28 F	-2.2 C
30 F	-1.1 C

FAHRENHEIT	CELSIUS
32 F	0 C
34 F	1.1 C
36 F	2.2 C
38 F	3.3 C
40 F	4.4 C
42 F	5.5 C
44 F	6.6 C
46 F	7.7 C
48 F	8.8 C
50 F	10.0 C
60 F	15.5 C
70 F	21.1 C
80 F	26.6 C
90 F	32.2 C
100 F	37.7 C

**THE EQUATION FOR CONVERTING FAHRENHEIT TO CELSIUS IS:**

$$(F-32) * (5/9) = C$$

**Conversion °F to °C = subtract 32; divide by 1.8**

**Conversion °C to °F = multiply by 1.8; add 32**

## METRIC TO U.S

CAPACITY		WEIGHT	
5 ml	1 teaspoon	1 gram	0.035 ounce
15 ml	1 tablespoon	100 grams	3.5 ounces
100 ml	3.4 fluid oz	500 grams	1.10 pounds
240 ml	1 cup	1 kilogram	2.205 ponds = 35 ounces
16 ounces(oz)	1 pound (lb)	1 milliliter(ml)	1 pound (lb)
1 liter	34 fluid oz = 4.2 cups = 2.1 pints = 1.06 quarts = 0.26 gallon	1 inch (in)	2.54 centimeters

## U.S. TO METRIC

CAPACITY		WEIGHT	
1 fluid ounce	30 ml	1 tablespoon (tbsp)	3 teaspoons (tsp)
2 cups (1 pint)	473 ml	¼ cup	4 tablespoons
4 cups (1 quart)	0.95 liter	½ cup	8 tablespoons
4 quarts (1 gal.)	3.8 liters	8 fluid ounces (fl oz)	1 cup
1 oz	28 grams	1 quart (qt)	2 pints (pt)
1 pound	454 grams	4 cups	1 quart

## DISTANCE

**mph \* 1.609 = km/h**

Miles	Kilometers
1	1.6
2	3.2
3	4.8
4	6.4
5	8.0
6	9.6
7	11.2
8	12.8
9	14.4
10	16.1
20	32.1
30	48.2
40	64.3
50	80.4
60	96.5
70	112.6
80	128.7
90	144.8
100	160.9
1,000	1609.3

**km/h \* 0.621 = mph**

Kilometers	Miles
1	0.6
2	1.2
3	1.8
4	2.4
5	3.1
6	3.7
7	4.3
8	4.9
9	5.5
10	6.2
20	12.4
30	18.6
40	24.8
50	31.0
60	37.2
70	43.4
80	49.7
90	55.9
100	62.1
1,000	621.0

# National Holidays

Date	Official Name	Remarks
January 1	New Year's Day	Celebrates beginning of the Gregorian calendar year. Festivities include counting down to midnight (12:00 AM) on the preceding night, New Year's Eve. Traditional end of holiday season.
Third Monday in January	Birthday of Martin Luther King, Jr., or Martin Luther King, Jr. Day	Honors Martin Luther King, Jr., Civil Rights leader, who was actually born on January 15, 1929; combined with other holidays in several states.
Third Monday in February	Washington's Birthday	Washington's Birthday was first declared a federal holiday by an 1879 act of Congress. The Uniform Holidays Act, 1968, shifted the date of the commemoration of Washington's Birthday from February 22 to the third Monday in February. Many people now refer to this holiday as "Presidents' Day" and consider it a day honoring all American presidents. However, neither the Uniform Holidays Act nor any subsequent law changed the name of the holiday from Washington's Birthday to Presidents' Day. <sup>[9]</sup>
March 17	St. Patrick's Day	While not a legal holiday anywhere in the United States, is nonetheless widely recognized and celebrated throughout the country. It is observed as a celebration of Irish and Irish American culture. Celebrations include prominent displays of the color green, eating and drinking, religious observances, and numerous parades.
Date varies, Sunday in March or April	Easter	<a href="#">Christian festival</a> and holiday celebrating the <a href="#">resurrection of Jesus Christ</a> on the third day. Easter is the culmination of the <a href="#">Passion of Christ</a> , preceded by <a href="#">Lent</a> , a forty-day period of <a href="#">fasting</a> , prayer, and <a href="#">penance</a> . Good Friday is always the Friday before Easter.
Second Sunday in May	Mother's Day	Mother's Day is an American invention and it is a celebration honoring mothers and motherhood, maternal bonds, and the influence of mothers in society.

Last Monday in May	Memorial Day	Honors the nation's war dead from the Civil War onwards; marks the unofficial beginning of the summer season. (traditionally May 30, shifted by the Uniform Holidays Act 1968)
Second Sunday in June	Father's Day	Father's Day is a celebration honoring <a href="#">fathers</a> and celebrating fatherhood, paternal bonds, and the influence of fathers in society.
July 4	Independence Day	Celebrates Declaration of Independence, also called the Fourth of July.
First Monday in September	Labor Day	Celebrates the achievements of workers and the labor movement; marks the unofficial end of the summer season.
Second Monday in October	Columbus Day	Honors Christopher Columbus, traditional discoverer of the Americas. In some areas it is also a celebration of Italian culture and heritage. (traditionally October 12); celebrated as American Indian Heritage Day and Fraternal Day in Alabama; <sup>[10]</sup> celebrated as Native American Day in South Dakota. <sup>[11]</sup> In Hawaii, it is celebrated as Discoverer's Day, though is not an official state holiday. <sup>[12]</sup>
November 11	Veterans Day	Honors all veterans of the United States armed forces. A traditional observation is a moment of silence at 11:00 a.m. remembering those killed in war. (Commemorates the 1918 armistice, which began at "the eleventh hour of the eleventh day of the eleventh month.")
Fourth Thursday in November	Thanksgiving Day	Traditionally celebrates the giving of thanks for the autumn harvest. Traditionally includes the consumption of a turkey dinner. Traditional start of the holiday season.
December 25	Christmas	Celebrates the Nativity of Jesus. Some people consider aspects of this religious holiday, such as giving gifts and decorating a Christmas tree, to be secular rather than explicitly Christian.



# Intramural Sports at RPI



Love sports and hanging out with your friends, but don't want to try out for an official RPI athletic team?

*Then Intramural Sports is the answer for you!*

Intramural Sports have leagues open to students and faculty on the RPI campus that want to be involved on a sports team, at any skill level. Teams are set up by you and your friends, in the sport of your choice.

Once your team is established, and a roster set up, there are some small fees to pay and registration forms to fill out. Fees can range from \$20 to \$225 depending on the sport and the number of players. Information about fees, registration deadlines as well as forms can be found on the RPI athletic website on intramural sports.

<http://www.imleagues.com/School/Home.aspx?&SchId=015e31daca9f4b95b3328565c558ca58>

so get a group of your friends together and start a team of your own in one of the fall or spring leagues, with sports including; **baseball, basketball, dodge ball, ice hockey, gym hockey, soccer, softball, volleyball and walleyball.**



# Popular American Food



**Bagel:** Type of bread that is a round ring shape. Usually served with cream cheese, or butter. It can also be served with sandwich meat.



**Pizza:** Thin crusty bread usually topped with pepperoni, sausage or vegetable with cheese then baked. You may choose your own favorite toppings.



**Tacos or Burritos:** Originate from Mexico. A hard or soft tortilla shell stuffed with ground beef or chicken with cheese, lettuce, diced tomato, sour cream and salsa.



**BBQ:** Chicken, Steak and Ribs are the common items that we barbeque. They can be marinated in seasoning and/or topped with a barbeque sauce.



**Hamburger/Hot Dog:** Typical American cook-out foods.



**Mac & Cheese:** Macaroni pasta with cheese sauce.



**Turkey & Stuffing:** Usually are served on Thanksgiving Day with gravy and/or cranberry sauce.



**Spaghetti & Meatballs:** Spaghetti pasta topped with seasoned tomato sauce and baked round-shaped hamburger meat. Can be topped with grated parmesan cheese.



**Submarine (Sub):** A sandwich that's made with an oblong -shaped bread and stuffed with meat, vegetables and dressing. Can be served with potato chips.



**Nachos:** Originate from Mexico, often served as an appetizer. This dish is made with corn tortilla chips and is topped with melted cheese, refried beans, jalapeno, olives, salsa and sour cream, sometimes; you may also top it with seasoned ground beef.



**Buffalo Wings:** Originate from Buffalo, New York. Buffalo wings are chicken wings that are deep fried and tossed in spicy hot sauce. Buffalo wings are often served with bleu cheese, celery sticks and carrots.



**Corned Beef or Pastrami:** A type of meat that is made from beef that was seasoned, steamed, and smoked before using as a sandwich meat.



**Apple Pie:** The most famous American dessert consisting of a flour crust with sweet fruit filling. There are also blueberry pie, cherry pie, etc. Can be served with whipped cream or a la mode with means with ice cream.



**Donut:** A ring shape fried dough. Sometimes filled with sweetened cream or jelly, or are topped with chocolate sauce or frosting with sprinkles.

# Meal Plans available on the Rensselaer campus

<http://rpihospitalityservices.com/plans/index.html>

## **Flex Dollars**

Flex Dollars is another feature adding value to your dining plans. Various amounts of Flex Dollars are incorporated into dining plans. Flex Dollars is yours to spend like cash at Hospitality Service locations in the Rensselaer Union, retail cafés around campus, concessions, Fathers and BARH Marketplace. You can also use your Flex Dollars to treat your family and friends to a meal in a dining hall, or to enjoy some of our specials like the Student Catering program and cakes or gift sales. As an additional value, Flex Dollars are tax exempt on all food and drink related purchases. They are allotted by semester and carry over from fall to spring, but end on the last day of the academic calendar and are non-refundable.

## **Alternative Meal Allowances**

If extenuating circumstances such as illness or scheduling conflicts prevent the use of the dining halls for meals, you may request a boxed meal be provided for you by completing a meal request form [[http://rpihospitalityservices.com/documents/Bagged\\_Lunch\\_Form.pdf](http://rpihospitalityservices.com/documents/Bagged_Lunch_Form.pdf)]. If you are requesting a meal due to scheduling conflicts, you must attach a copy of your current class schedule along with your request. Please note: if you fail to pick up your meals three consecutive times, we will automatically cancel your request.

## **Rensselaer Advantage Dollars (RAD)**

Rensselaer Advantage Dollars is a campus declining balance account which saves you the hassle of fumbling for cash or spending time in line when making purchases at ALL Hospitality Services locations and select Rensselaer locations. There are many advantages to purchasing a RAD account such as, balance roll over from year to year, NO annual or set-up fees and auto refill, to mention a few. To learn more, visit the Campus Card Office website by clicking on the following link: [campuscard.rpi.edu](http://campuscard.rpi.edu). RAD can also be used off campus at participating vendors. Visit [www.radoffcampus.com](http://www.radoffcampus.com) for more information.

## **RPI Dining**

### **Dining Places:**

**In the Residence Hall** – <http://rpi.sodexomyway.com/home.xhtml>

- The Commons Dining Hall
- Russell Sage Dining Hall
- BARH Dining Hall
- Blitman Residence Commons

**Retail Cafes** – open to all - <http://rpi.sodexomyway.com/home.xhtml>

- Jazzman's Café @ Darrin Hall
- The Beanery Café @ Sage Labs
- The Library Café
- The Lalley Galley

**The Marketplaces** – open to all - <http://rpihospitalityservices.com/locations/marketplaces.html>

- Father's Marketplace at the Union
- The BARH Marketplace

**Rensselaer Union Dining** – open to all - <http://rpihospitalityservices.com/locations/rud.html>

- The McNeil Room
- The Rathskellar

You may find the hours and locations and check out the daily menus on <http://rpi.sodexomyway.com/home.xhtml>

## **The McNeil room is usually always open.**

### **What do they serve?**

The McNeil room is similar to a food court that you find in the shopping mall. The McNeil Room features a daily hot entrée, a made to order traditional deli format, Maxx gourmet deli, Sandella's, the Ultimate Baja Mexican concept, Salad FX, Thunder Mountain Curry, desserts, soups and express items. To find out what hot entrée they are serving, please visit <http://rpi.sodexomyway.com/home.xhtml>

### **How to Order?**

1. Go up to the station you would like to order from
2. Look at the menu and think about what you want to order
3. If there is a line, wait in line
4. When it is your turn, the chef will be ready to take your order and make your food.

#### **-For a salad the chef will ask you**

- a). What type of greens would you like?
- b). What toppings would you want? (such as chicken, cheese, olives, onion etc.)
- c). What type of dressing would you like? (Ranch, 1000 Island, Caesar, etc.)

#### **-For hot entrée**

- a) Just tell the chef what you would like

#### **-For Sandwich, the chef will ask you**

- a). *What type of bread or wrap would you like?*

Bread Choice: Whole Wheat, Oat Nut, White, Country Potato, Sourdough Italiano, Canadian  
Oat Wrap Choice: Wheat, Spinach, Tomato

b). **Dressing** Choose from: Mayo, Yellow or Honey Mustard, Russian, Italian, Oil and Vinegar, Hot Sauce, Caesar, Bleu Cheese, Ranch, Honey Dijon, Spicy Mustard, BBQ Sauce, Balsamic Vinaigrette

c). **Cheese:** Swiss, Provolone, and American

d). **Meat** (See below)

e). **Vegetable Toppings:**

Lettuce, Tomato, Onions, Green Peppers, Pickles, Hot Peppers, Black Olives, Cucumbers

\* All Sandwich orders come with chips or pretzels OR you can make your own sandwich into a salad for \$0.80 more.

\*\*You may also order half a sandwich if you don't want a whole sandwich.

Here are the types of sandwiches that the Maxx Gourmet Deli offers:

- Sliced Turkey
- Sliced Roast Beef
- Sliced Ham and Cheese
- Mix Italian (Sliced Ham, Pepperoni and Salami)
- Cheese
- Seafood Salad
- Egg Salad
- Chicken Salad  
(Chopped cooked chicken mixed with dressing/mayonnaise and various vegetables/fruit such as celery, onion, grapes)
- Tuna Salad  
(Shredded tuna mixed with mayonnaise and various vegetables such as celery, onion)
- Hummus/Vegetarian
- Chicken Tender  
(Breaded and deep fried strips of chicken)

**5. Take your order and go up to the check out station to pay.**

**(They accept major credit cards, Cash, R.A.D. and Bonus Bucks)**

# **SHOPPING IN THE AREA**

## **GENERAL INFORMATION**

*NEVER sign your name on any paper that you do not fully understand.* Never buy anything until you know how much it costs, no matter how great a bargain it seems. Once a contract is signed, it becomes a binding legal document and it cannot be canceled. Some foreign students have had difficulty with unscrupulous business people and companies. Always be sure to keep the receipt, or sales slip, for anything you buy. In some stores all packages are checked at the door as a protection against stealing; your receipt is your proof that you have bought the things you are carrying. If you find that what you have bought is the wrong size or color, you can usually return it, exchange it, or ask for a refund or credit. To do this you must show the receipt or sales slip.

In the U.S., sales taxes are not included in the price; therefore, be prepared for this added cost. Everything you buy in a store in New York State is taxed, except necessary food items. In most of New York State, the tax is 8%; for every dollar an item costs, you pay an additional 8 cents.

## **SHOPPING ON A BUDGET**

Some of the moderately priced stores for clothes and household items are:

- Wal-Mart 760 Hoosick St., Troy  
(87 bus)
- Target 675 Troy-Schenectady Rd, Latham
- K-Mart 570 Troy-Schenectady Rd. Latham
- Sam's Club Latham Farms, Latham  
(membership required)
- Wal-Mart Latham Farms, Latham

## **Shopping Plaza's in Troy**

- Wal-Mart Plaza (87 Bus)
  - UPS Store; Family Footwear Center; Empire Vision Center; Dollar Store
- Price Chopper Plaza (87 Bus)
  - Quinoas Subs; Key Bank
- Troy Plaza
  - Big Lots; Dollar Store; Grocery Store; Friendly's restaurant; Radio Shack; Chinese restaurant

## **Large Shopping Malls**

- Colonie Center
- Crossgates Mall

## **SERVICES IN THE AREA**

- **Troy Public Library**, 100 2nd Street, Troy, PH: 274-7071
- **Troy High School**, Burdett Avenue, Troy, PH: 271-5300
- **Post Office**, Corner of 4th & Broadway, Troy, PH: 272-7300
- **Chapel & Cultural Center (C&CC)**, 2125 Burdett Avenue, Troy, PH: 274-7793
- **Troy Police Station**, 55 State Street, Troy, PH: 270-4411
- **Social Security Office**, 500 Federal street, First Floor (in the medical building)
- **County Office Building**, 1600 7th Avenue, Troy;
  - **Motor Vehicle Office**, PH: 270-2600;
  - **Rensselaer County Health Department**, PH: 270-2660
- **Samaritan Hospital**, corner of Burdett & Peoples, Troy, PH: 271-3300
- **Seton Health (St. Mary's Hospital)**, 1300 Massachusetts Ave., Troy, PH: 268-5000

# Information on Troy & Surrounding Area

Troy, a city of 55,000 people, is more than 200 years old. Located along the Hudson River in New York, Troy was a major center for the industrial revolution in the 1800's. It was the home of the detachable shirt collar, stove manufacturers, textile mills, stagecoach and carriage builders, breweries, bell manufacturers, iron and steel centers, and more. Iron plates for the Civil War ship the "Monitor" were rolled in Troy. Even Samuel Wilson, better known as Uncle Sam, lived and worked in Troy during this time.

Most of Troy's buildings stand from the 18th and 19th centuries; fine homes of former industrial tycoons, worker and factory housing, and homes of the emerging middle class are still used and lived in today, many retaining their original character and features. Wood frame, terra cotta, brownstone, and brick houses line the streets of the city. Queen Anne, Mansard, Beaux Arts, Romanesque, Italianate, Greek Revival, Gothic Revival, and other kinds of buildings can be seen everywhere in Troy. Restoration is an ongoing event here. In fact, a section of downtown has received an impressive collection of art galleries and boutique shops.

Troy has become the "restaurant district" of the capital region, and has many regular, popular events such as the summer's Riverfront Arts Festival with sidewalk chalk art competitions and the winter's Victorian Stroll, which includes events, music, crafts all around Troy's downtown, and the Hart-Cluett mansion decorated for a Victorian Christmas inside.



## **Troy Savings Bank Music Hall**

7 State Street, (518)273-0038.

If there's a performance at the [Troy Savings Bank Music Hall](#) (above) while you're in town, you might consider attending to relax and enjoy the music as well as the impressive hall itself. The music hall, which opened in 1875, is built over the Troy Savings Bank. The lower floor consists of the bank, and the rest of the building is dedicated to the hall. Known for its near-perfect acoustics, it seats more than 1,000 people and has two balconies. Several music groups record in the hall. For most of the year, a free concert is offered once a month during a weekday lunch hour (noon-1 p.m.); concertgoers are invited to bring a lunch with them.

## **Chapel & Cultural Center (C+CC)**

2125 Burdett Avenue, Troy, (518)274-7793

[The Chapel and Cultural Center](#) is an architecturally unique, multipurpose performing arts and spiritual space in Troy, owned and operated by the Rensselaer Newman Foundation (RNF).

## **Arts Center of the Capital Region**

265 River St., (518)273-0552

The gallery at the [Arts Center of the Capital Region](#) offers year-round exhibits of challenging contemporary art, and has been a focal point and resource for artists and arts students in the Capital Region since 1962. The Arts Center offers as many as 300 classes each year in a wide range of arts disciplines, including painting, drawing, pottery, the culinary arts, metalworking and performing arts. A "Crafts for Credit" program offers college credit for completing Arts Center classes.

## **Hart-Cluett Mansion**

59 2nd St, (518)272-7232

Completed in 1827, this Federal style home was a local landmark. Today, both 57 and 59 2nd St. are owned by the [Rensselaer County Historical Society](#). These buildings house the Society's extensive museum collections, changing exhibits, gift shop, research library, and offices. The house is open for tours or for your own look-around. If you visit, check out the small book in each room that contains photographs of the room as it appeared many years ago when the house was occupied. A small donation is requested.

## **The Children's Museum of Science and Technology**

Rensselaer Technology Park, 250 Jordan Road, Troy, NY 12180, (518)235-2120

[The Children's Museum of Science and Technology](#) (CMOST) is the only science center in the Tech Valley designed specifically for kids and parents to Explore, Discover, and Imagine the world of science together. General Admission is \$5 per person for ages two and up.



## **Oakwood Cemetery**

Entrances off of Oakwood Ave. or at the head of 101st St. Perhaps not a spot you would normally visit, but [Oakwood Cemetery](#) (above) is large, tranquil, and beautiful. Many notable people from Troy's past are buried here, including Uncle Sam. There is much beautiful stonework to be seen in monuments and headstones. If you enter from the Oakwood Avenue side, take a look at the impressive gargoyles on the still-operating crematorium.



## **Emma Willard School**

285 Pawling Avenue, (518)833-1300

Founded in 1814, [Emma Willard](#) (above) was among the nation's first institutions for the higher education of women. Located on Mount Ida above the City of Troy, Emma Willard is a college-preparatory boarding and day school for 292 girls in grades 9 through 12 and the post-graduate year. The School's rigorous curriculum is complemented by diverse independent study options in the community, a thriving visual and performing arts program, exceptional leadership opportunities, and competitive interscholastic athletics. The School's collegiate Gothic architecture fills 137 acres on Troy's residential east side.

Two other local schools worth mentioning include [Russell Sage College](#), and [Hudson Valley Community College](#), the second-largest institution of higher learning in the Capital Region and nationally ranked 27th for the number of associate degrees awarded annually.



## **The Erie Canal**, snaking from Troy to Lake Erie

Three years after Emma Willard opened her first school, workers broke ground on [Erie Canal](#) . When it was originally proposed, the project was ridiculed as "Clinton's folly" and "Clinton's Big Ditch" (i.e., DeWitt Clinton, "Father of New York," First Governor of New York State). When the Erie Canal opened for business in 1825 it was widely considered one of the engineering marvels of the world. Just west of the Federal Lock at Troy (in picture above), the world's greatest series of high lift locks are located in Waterford, the largest lift (169 feet) in the shortest distance on any canal system in the world!



## **Troy Public Library**

100 Second Street, Troy, New York 12180, (518) 274-7071

A local architectural marvel, the [Troy Public Library](#) is the local repository for historical and genealogical materials relating to the City of Troy and Rensselaer County. A member of the Upper Hudson Library System, whose members stretch from Albany to Cohoes, the Troy Public Library has access to a wealth of resources both in the stacks and online.



## Riverfront Park

Riverfront Park runs along the Hudson River (above), and behind some buildings on River Street. Events are often held in the park and free concerts held in the band shell. A statue of Uncle Sam (above) greets visitors approaching from the corner of River and 3rd Streets.



If you like stained glass, you might enjoy visiting some authentic Tiffany windows in town.

This [Troy NY website](#) is awesome and you should check it out!

Some of the windows can be seen at:

- Main lobby of the Troy Public Library at 100 2nd St.
- St. Paul's Episcopal Church at 58 Third St.
- Bush Memorial Center at Russell Sage College. The building is on the corner of Congress and 1st. streets.
- St. John's Episcopal Church at 146 1st St.
- Church of the Holy Cross Episcopal at 142 8th St.
- St. Joseph's Roman Catholic Church at 416 3rd St.
- Oakwood Cemetery, at the head of 101st St.