

# INTERNATIONAL STUDENT HANDBOOK



2016-2017



# ONU INTERNATIONAL STUDENT HANDBOOK

## ACKNOWLEDGEMENT

International Student Services at Ohio Northern University gratefully acknowledges the suggestions and information adapted from the international student handbooks of other institutions including:

University of Indianapolis  
Oklahoma State University  
University of Pittsburgh  
University of Granada (Granada, Spain)

## INTRODUCTION

The ONU International Student Handbook provides basic information about Ohio Northern University and the surrounding area, and should be helpful in integrating international students into campus life.

This handbook is not intended to serve as a complete information guide, but as an introduction and overview of some of the most pertinent topics related to international students at ONU. New students should also obtain and refer to the following publications:

**University Catalog** - The University Catalog contains information about University regulations, the calendar, costs, degrees offered, degree requirements, and course listings. The catalog can be viewed online at [onu.edu/academic\\_affairs/catalog](http://onu.edu/academic_affairs/catalog)

**Ohio Northern University Calendar** - Available at McIntosh Center. The calendar contains a comprehensive listing of activities, breaks, and a campus map. The calendar can be viewed online at [onu.edu/calendar](http://onu.edu/calendar)

**Ohio Northern University Student Organizations** - A listing of clubs and organizations (social and professional) available at the ONU can be found online at [onu.edu/student\\_life/student\\_activities](http://onu.edu/student_life/student_activities)

**Ohio Northern University Residence Halls** - Information about on-campus housing and policies is available online at [onu.edu/student\\_life/residence\\_life/housing\\_profiles](http://onu.edu/student_life/residence_life/housing_profiles)

**Ohio Northern University Student Handbook** - Available at the Student Affairs Office or online. This guide gives rules and regulations for student conduct and adjudicatory procedures, academic information, motor vehicle and telephone use regulations, general policies, and safety information. Includes information on fraternities and sororities. The University Student Handbook may be viewed on the ONU website at [onu.edu/administration/office\\_of\\_student\\_affairs](http://onu.edu/administration/office_of_student_affairs) The link to the document is at the bottom of the page.

**Ohio Northern University Course Schedule** - For scheduling information, you are directed to use the registrar's website, [onu.edu/registrars\\_office](http://onu.edu/registrars_office)

## **WELCOME TO ONU**

The ONU International Student Handbook is a resource created to assist you with your transition to the United States and Ada, Ohio. We have organized the handbook into five major sections:

- 1) Things to Know Before you Arrive
- 2) Immigration and Visas
- 3) Life in the United States
- 4) Life at Ohio Northern University
- 5) Things to Know Before you Leave

This handbook only provides a brief overview of information, so please visit International Services for any questions you may have.

### **International Student Services**

Office of Multicultural Development in the Lehr-Kennedy House  
[internationalservices@onu.edu](mailto:internationalservices@onu.edu)  
419-772-1966

Web: [onu.edu/student\\_life/diversity/international\\_student\\_services](http://onu.edu/student_life/diversity/international_student_services)

Facebook: [ONU International Services](#)

Office Hours: Monday – Friday, 8 a.m. – 5 p.m.

## TABLE OF CONTENTS

### THINGS TO KNOW BEFORE YOU ARRIVE...1

Abroad Expectations...	1
Arrival Expenses...	1
Airport Security...	1
Lost/Damaged Luggage...	1
Airport Pickup Service...	2
Currency Conversion...	2
Electric Converters...	2
Packing Checklist...	3
Shipping Prescriptions and/or Medicine...	4
Shipping Electronics...	4
Seasons and Average Temperatures...	4
Time Zones...	5
Metric Conversions...	5
International Orientation...	6

### IMMIGRATION & VISAS...6

Basic Definitions...	7
Maintaining F-1 Status...	7
Maintaining J-1 Status...	9
Social Security Numbers...	9
Internal Revenue Service (IRS) Tax Forms...	10
On-Campus Employment...	10
Off-Campus Employment...	10
Health Insurance...	11

### LIFE IN THE UNITED STATES...12

Culture Shock...	12
Coping Strategies...	12
Improving Your English...	13
American Traits and Values...	12
Individuality...	13
Competitiveness...	13
Timeliness...	14
American Customs...	14
Greetings...	14
Use of Names...	14
Friendliness vs. Friendship...	15
Dating and Relationships...	16
Personal Appearance and Hygiene...	16
Clothing/Shoe Size Conversions...	17
Visiting...	18
Tipping...	18
Slang...	19

Food and Healthy Eating...	19
Dinner Etiquette...	19
Smoking and Drinking...	20
Tobacco Use...	20
Alcohol Use...	20
Safety...	20
Money Matters...	21
U.S. Money...	21
Banks and Credit...	22
Opening a Bank Account...	23
Bank Services...	23
Checking Accounts vs. Savings Accounts...	23
Overdraft Fees...	24
Debit Cards vs. Credit Cards...	24
Money Wires...	24
Communication...	25
On-Campus Telephones...	25
Cell Phones...	25
Long Distance/International Calls...	25
United States Postal Service...	26
Electronic Communication and Social Media...	28
Holidays...	28

## **LIFE AT OHIO NORTHERN UNIVERSITY...28**

What is Ada Like?...	28
Weather...	29
Transportation...	29
Ohio Driver's License...	30
Ohio State ID Card...	31
Nightlife...	31
Surrounding Cities...	31
Shopping...	31
Sales, Coupons, & Loyalty Programs...	32
Returning/Exchanging Items...	32

## **RESIDENCE LIFE...32**

Living On-Campus...	32
Campus Living Frequently Asked Questions...	33
Campus Living Amenities...	33
Living Off-Campus...	33

## **FOOD & EATING...34**

- On-Campus Dining Services...34
  - Meal Plans...34
  - Dining Dollars...34
  - Dining Hall Etiquette...35
  - Vegetarian Options...35
  - Dietary Needs...35
  - White Bear Inn...35
  - Cosi...36

Off-Campus Dining In Ada...35

Grocery Stores...36

## **OFFICE OF STUDENT AFFAIRS...36**

Polar Careers...36

Greek Life...37

Student Involvement & Student Organizations...37

World Student Organization...37

ONU Athletics...37

Religious Life...38

Counseling Center...38

Health Center...38

Student Conduct...39

Multicultural Development...39

International Student Services...40

Polar Pals Peer-Pairing Program...40

Holiday Host Program...40

ONU Slang...41

## **ACADEMIC AFFAIRS...42**

Academic Honesty...42

Classroom Expectations...43

Classroom Courtesy...43

Course Scheduling...44

Problems with Specific Courses...44

General Help with Studying and Test-taking...45

Academic Calendar...45

Academic Vocabulary...45

## **THINGS TO KNOW BEFORE YOU LEAVE...48**

Graduation...48

Storing of Belongings...48

Travel Documents...48

Airport Service...49

## **CAMPUS CONTACTS & RESOURCES...49**

## THINGS TO KNOW BEFORE YOU ARRIVE

### ABROAD EXPECTATIONS

Congratulations on your decision to study abroad! You have decided to take on new adventures and challenges and venture elsewhere to experience life outside of the world as you know it. As you prepare, you may face questions on what exactly to expect with this new experience. Any questions, thoughts, or even concerns you may have, are completely normal. Keep in mind that it is difficult to fully comprehend what to expect before actually stepping foot in the United States.

With all this in mind, this handbook can act as a guide, and the Office of International Student Services is always available to answer any questions you may have. Get ready to enjoy your time abroad!

### ARRIVAL EXPENSES

It is generally a good idea to budget extra money for your first few weeks in the states to cover such possible expenses as hotels, food, and general settling-in costs. Try to bring the majority of your money as credit cards or traveler's checks. It is not recommended to carry large amounts of cash. Credit cards can be replaced, but cash is gone forever.

### AIRPORT SECURITY

Airport security has become very strict. If you are unfamiliar with traveling into or out of the United States, some of the rules are detailed and can be hard to follow. These security measures are in place to keep everyone safe, and they are not meant to insult or harm you. You may go to the TSA (Transportation Security Administration) to review their rules and regulations. If you feel as though the TSA are not following the rules, you have a right to speak up. International Services will provide you with information regarding what to do/ what to show when traveling through customs and borders protections. For more information, you may visit [www.tsa.gov](http://www.tsa.gov).

### LOST/DAMAGED LUGGAGE

In the event that your airline loses your bags, do not panic. Lost bags can usually be recovered in about a week's time. If they cannot be recovered, you will be given money for what was lost. They will also pay you for anything you had to replace while you were without your luggage; so keep any receipts (they need those in order to reimburse you!). In most cases, you must report damaged or lost luggage within 24 hours, so let us know right away if something is wrong with your luggage and we can help you report it. Go to the airline's website to read about their specific policy on lost luggage. You can also visit [www.independenttraveler.com/travel-tips/troubleshooting/lost-luggage](http://www.independenttraveler.com/travel-tips/troubleshooting/lost-luggage) for some other helpful tips!

## AIRPORT PICKUP

Ohio Northern University offers an airport shuttle service from the Detroit – airport for all new international students! Please check the “Arrival Information” page for the specific date(s) on which you should arrive. For new students coming in this **Fall 2016, your “arrival date” is Thursday Aug. 11th**. Please arrive on this day, **BEFORE 5 p.m.**, at the Detroit Metro Airport. The arrival day for new students coming for **spring semester 2016-2017 is Tuesday, Jan. 10th, BEFORE 5 p.m.**

Make sure to completely fill out the New Student Shuttle Request Form online ([www.onu.edu/student\\_life/diversity/international\\_student\\_services/new\\_international\\_student\\_airport\\_shuttle\\_request\\_form](http://www.onu.edu/student_life/diversity/international_student_services/new_international_student_airport_shuttle_request_form)). Once your request for a shuttle is submitted, a University Representative will contact you to confirm the details of your pick-up prior to your arrival. When you arrive at the airport, your shuttle driver and International Student Greeters will meet you. They will have a sign saying “Ohio Northern University” to help you identify him or her. When you return to campus, the International Student Greeters will help you settle in.

Current international students may also request airport pick-ups for the beginning of the year, and for specific days around break times. Please see the “Arrival Information” page and fill out the Current Student Airport Shuttle Request Form ([www.onu.edu/mcintosh\\_center/airport\\_shuttle/airport\\_shuttle\\_request\\_form](http://www.onu.edu/mcintosh_center/airport_shuttle/airport_shuttle_request_form)).

## CURRENCY CONVERSION

The value of one country’s currency in terms of another currency, or the rate at which one currency will be exchanged for another, is called the exchange, forex, or FX rate. Currency rates continuously change, but many websites and apps provide easy, free methods to calculate live currency and foreign exchange rates. Don’t forget to check rates before you arrive since it could affect your budget. Many area banks will exchange money for you, including many places in airports. Online currency converter: [www.xe.com/ucc](http://www.xe.com/ucc)

## ELECTRIC CONVERTERS

Voltage in the U.S. is 120, which is different than Europe and Asia which is usually 220. Any device that is between 100 and 130 volts works well in the U.S. If you are bringing electric devices from home, you may want to buy an electrical adapter/converter before you come to the U.S. For more info on voltage differences and adapter types, check out this site: [howto.wired.com/wiki/Stay\\_Plugged\\_In\\_While\\_Traveling](http://howto.wired.com/wiki/Stay_Plugged_In_While_Traveling)



## **PACKING CHECKLIST\*** – Keep your passport with you at all times!

### **Important Documents**

- Passport
- Visa
- I-20 or DS-2019
- Credit/Debit cards
- Flight information
- Medical History Forms and Immunization Record
- Personal identification
- International driver's license or home license
- Emergency contact information
- 2 Copies of all important documents
- Money (you can exchange to US currency at most airports)
- Guidebooks and maps

### **Everyday Basics**

- Clothing for all seasons (loose-fitting, light clothing to heavy winter coats and boots)
- Scarf, hat, gloves
- Umbrella
- Comfortable footwear
- Sunglasses
- Electronic converter or adapter
- Battery-powered alarm clock
- Camera and accessories
- Travel journal
- Laptop and carrying case
- Cultural items and clothing from your home country (we have a Multicultural Fair each year and you'll want to have items to represent your country)

### **Toiletries and Medications**

- Pain relievers
- Personal prescriptions (with doctor letter)
- Contact lenses, eyeglasses
- Vitamins
- Motion sickness medicine
- Comb/brush
- Toothbrush/paste
- Hair dryer
- Deodorant
- Makeup

\* Please keep in mind that many of these items will be available for purchase once you are in the United States. However, past students have suggested that it is helpful to have initial amounts of medicines and toiletries readily available so that you don't have to go out and purchase them when you are not feeling well.

## SHIPPING MEDICATIONS

If you need to take a prescription with you while abroad, it is strongly encouraged that you bring enough with you to last the duration of your stay. It is not guaranteed that you will be able to find the exact (or even similar) medication while abroad. Due to strict customs requirements, you will also not be able to ship medicine without significant paperwork and fees. Even if the paperwork is completed and the fees are paid, it is still not guaranteed that you will receive your medications due to the structure of foreign mail services. Please contact international shipping companies for shipment details and possibilities.

A possible solution to this is asking your doctor to write you a prescription to fill enough medication to last for the entire duration of your study abroad. Most insurance companies, upon request, will allow for a type of vacation override to fill prescriptions for more than the normal amount so that you may take them with you.

## SHIPPING ELECTRONICS

If you decided to bring your laptop, iPod, or other electronic devices with you, you run the risk of them being damaged, broken, or stolen. In the unfortunate event they break or get lost, it is not recommended that you have someone from home ship you a replacement. Shipping electronics is very costly, and there is no guarantee that they will eventually be delivered to you!

These same recommendations go for credit/debit cards being sent via mail. However, if sent in an envelope rather than a box or package, they are more likely to arrive at their destination. If it is absolutely necessary to send a credit/debit card via mail to you while abroad, the person who sends it should simply write “gift” on the customs tag.

## SEASONS & AVERAGE TEMPERATURES

Temperature is measured in degrees Fahrenheit in the U.S., instead of Celsius. The conversion formula is:  $(F \text{ degree} - 32) \times 5/9 = C \text{ degrees}$ . Ohio has a climate with four strongly defined seasons. The average high temperature (July) is 85 degrees F and the average low (January) is 18 degrees F. More information about weather and temperatures is located in the “**WHAT’S ADA LIKE?**” section.

## TIME ZONES

The continental U.S. has four time zones: Eastern, Central (1 hour behind Eastern), Mountain (2 hours behind Eastern), and Pacific (3 hours behind Eastern). Ohio is in the Eastern Time Zone. For more information:

[www.timetemperature.com/tzus/time\\_zone.shtml](http://www.timetemperature.com/tzus/time_zone.shtml)

Hawaii Time	Alaska Time	Pacific Time	Mountain Time	Central Time	Eastern Time
Ex. 7:44am	Ex. 7:44am	Ex. 9:44am	Ex. 10:44am	Ex. 11:44am	Ex. 12:44am



## METRIC CONVERSIONS

### Length:

1 inch (in) = 2.54 centimeters (cm)

1 foot (plural: feet, ft) = 30 centimeters (cm)

1 yard (yd) = 0.9 meters (m)

1 mile (mi) = 1.6 kilometers (km)

1 millimeter (mm) = 0.04 inches (in)

1 centimeter (cm) = 0.4 inches (in)

1 meter (m) = 3.3 feet (ft)

1 meter (m) = 1.1 yards (yd)

1 kilometer (km) = 0.6 miles (mi)

**Area:**

1 sq. inch (in<sup>2</sup>) = 6.5 sq. centimeters (cm<sup>2</sup>)

1 sq. foot (ft<sup>2</sup>) = 0.09 sq. meters (m<sup>2</sup>)

1 sq. yard (yd<sup>2</sup>) = 0.8 sq. meters (m<sup>2</sup>)

1 sq. mile (mi<sup>2</sup>) = 2.6 sq. kilometers (km<sup>2</sup>)

1 acre = 0.4 hectares (ha)

1 sq. centimeter (cm<sup>2</sup>) = 0.16 sq. inch (in<sup>2</sup>)

1 sq. meter (m<sup>2</sup>) = 1.2 sq. yards (yd<sup>2</sup>)

1 sq. kilometer (km<sup>2</sup>) = 0.4 sq. miles (mi<sup>2</sup>)

1 hectare (ha) = 2.5 acres

**Mass (Weight):**

1 ounce (oz) = 28 grams (g)

1 pound (lb) = 0.45 kilograms (kg)

1 short ton (t) = 0.9 tonnes (t)

1 gram (g) = 0.035 ounces (oz)

1 kilogram (kg) = 2.2 pounds (lb)

1 tonnes (t) = 1.1 short tons (t)

**Volume:**

1 teaspoon (tsp) = 5 milliliters (ml)

1 tablespoon (tbsp) = 15 milliliters (ml)

1 fluid ounce (fl oz) = 30 milliliters (ml)

1 cup (c) = 0.24 liters (l)

1 pint (pt) = 0.47 liters (l)

1 quart (qt) = 0.95 liters (l)

1 gallon (gal) = 3.8 liters (l)

1 cubic foot (ft<sup>3</sup>) = 0.03 cubic meters (m<sup>3</sup>)

1 cubic yard = 0.76 cubic meters (m<sup>3</sup>)

1 milliliter (ml) = 0.03 fluid ounces (fl oz)

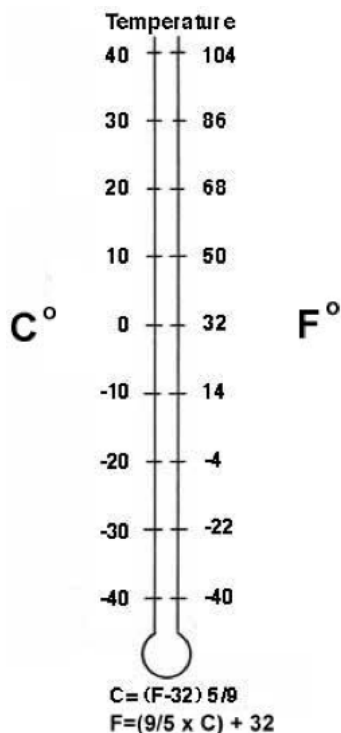
1 liter (l) = 2.1 pints (pt)

1 liter (l) = 1.06 quarts (qt)

1 liter (l) = 0.26 gallons (gal)

1 cubic meter (m<sup>3</sup>) = 35 cubic feet (ft<sup>3</sup>)

1 cubic meter (m<sup>3</sup>) = 1.3 cubic yards (yd<sup>3</sup>)



## YOUR FIRST FEW DAYS AT ONU - ORIENTATION

Mandatory for all incoming international students, the International Student Orientation will provide you with the tools necessary to be successful in the classroom. All questions regarding billing, immigration, campus life, life in Northwest Ohio, and course schedules will be answered during orientation. After International Orientation, you will join the incoming American students in the larger Freshman Orientation to discover all that ONU has to offer, and how to get involved academically and socially to make your time at ONU an engaging, rewarding, and fulfilling college experience! During orientation you will do many things, including:

- Move in to your new room
- Get your ONU student ID
- Open your bank account
- Shop for your room
- Pay your bill at ONU (if you haven't already)
- Meet your academic advisor
- Register for classes
- Buy your books
- Tour campus
- Discover student organizations
- Learn about U.S. classroom culture
- Meet new friends!

## ORIENTATION SHOPPING TRIP

Soon after your arrival to campus, International Student Services will offer a trip into the nearest city, Lima, so that new international students may go to a large store (Ex. Walmart) and purchase anything they may need for their room (Ex: bed linens, laundry supplies, groceries, etc.).

## IMMIGRATION & VISAS

It is **your responsibility** to maintain regular communication with Ohio Northern's Designated School Official (DSO) to assure compliance with all Student & Exchange Visitor Information System (SEVIS) requirements. Please visit the Academic Affairs office, located on the 2nd floor of Lehr Memorial.

## BASIC DEFINITIONS

**Visa:** Stamp/chop in passport obtained from a United States Embassy or Consulate giving permission to come to the United States. These are only issued outside of the United States, and usually have an expiration date. Most F-1 Visas are issued for duration of status (D/S). Regardless of whether there is an expiration date or D/S indicated on the visa, you are not in jeopardy as long as you remain in status as a student. The visa is a document used only to gain entry into the United States. If the visa expires while you are in the U.S., that

is perfectly fine. However, you will not be able to leave the U.S. and return if your visa is expired.

**F-1:** Type of visa for students in a degree-seeking academic or language program

**F-2:** Type of visa for the spouse, child, or dependent of someone who holds an F-1 Visa

**J-1:** Type of visa for an Exchange Visitor

**J-2:** Type of visa for the spouse, child, or dependent of someone who holds a J-1 Visa

**I-20:** Certificate of Eligibility issued to F-1 students so they may obtain a visa to enter the United States. The SEVIS I-20 is also used in recording school transfers, extensions of stay, off-campus employment, and practical training authorization. This form is permanently retained by the student and must be carefully safeguarded.

**Designated School Officials:** The employees at the university who communicate your information to the U.S. government, issue and sign I-20s, and are able to advise you on immigration matters

**DS-2019:** Certificate of Eligibility issued to J-1 students so they may obtain a visa to enter the United States and participate in an exchange program

**I-765:** Application form for Employment Authorization Document (EAD). Application is necessary for optional practical training in an occupation directly related to the student's studies. You should plan to complete the application well in advance of the period of desired training. See the DSO for assistance.

**I-94:** Arrival/Departure form issued to all visa categories upon arrival in the United States, available electronically at <https://i94.cbp.dhs.gov/I94/request.html>

**Passport Validity:** United States Immigration requires that you keep your passport valid for at least 6 months in the future at all times.

## **MAINTAINING F-1 STATUS**

Nearly all decisions concerning F-1 students can be made on campus by our DSO. Many of the rules for F-1 students have been amended in recent years. As a result, what you once may have learned about employment, practical training, or extensions of stay may no longer be true.

-An F-1 student who fails to pursue a full course of study, who is employed without authorization, or who transfers without permission is “out of status” and may be subject to deportation.

-To maintain F-1 status, a student must normally follow a full course of study (at least 12 semester hours per term) or be engaged in a co-op experience. The DSO may authorize fewer hours (a Reduced Course Load) in situations related to “initial difficulties with English language or reading requirements, unfamiliarity with American teaching methods, or improper course level placement”.

-F-1 status is valid for the period required for completing the educational program (including practical training) and for sixty days after the program or training ends. An F-1 student is “in status” during summer vacations or periods in which a medical condition requires interruption of studies.

-If an F-1 student leaves the United States for a brief time for any reason (example: a visit during a semester break, a sightseeing trip, a course that includes travel to another country), that student’s SEVIS I-20 must be signed by the DSO before leaving campus. Signatures are good for one year.

## **MAINTAINING J-1 STATUS**

-A J-1 student who fails to pursue a full course of study, who is employed without authorization, or who transfers without permission is “out of status” and may be subject to deportation.

-If a J-1 visitor leaves the United States for a brief time for any reason, the study must have the following to re-enter “in status”: a valid passport and visa allowing ‘Multiple Entries,’ and a current copy of Form DS-2019 signed by the Responsible Officer (RO) or Alternate Responsible Officer (ARO) from the Academic Affairs Office.

## **SOCIAL SECURITY NUMBERS**

The Social Security Administration (SSA) will not issue a Social Security number (SSN) to non-resident aliens (F-1 status) in the U.S. who are not authorized to work.

When F-1 or J-1 students have secured employment, either on-campus, off-campus, or via authorized practical training, an application for a Social Security card may be initiated. Please see the DSO for assistance in working with the Lima, Ohio Social Security Office.

**You cannot obtain a SSN unless you have a job offer, and you cannot work at a job until you have a SSN.**

## INTERNAL REVENUE SERVICES (IRS) TAX FORMS

Income Tax reporting forms (Form 8843) **must be completed annually by all students**, regardless of whether or not students have been employed or earned money in the U.S. If you have worked on or off-campus, you will need to fill out additional tax forms.

International Services will schedule tax sessions in the spring to help you complete the required forms. Income Tax forms must be completed before April 15th.

## ON-CAMPUS EMPLOYMENT

On-campus employment generally means work performed on school property. While school is in session, an F-1 student may work on campus up to 20 hours per week. When school is not in session, full time on-campus employment is permitted. F-1 students cannot work on-campus during their first semester at ONU.

Students may not work on campus after finishing a degree program, unless they have been issued a SEVIS I-20 for a new degree program beginning in August. If the new degree program is at a different school, a student may work on the old campus until the new program begins, or on the new campus once a SEVIS I-20 has been issued by the new school. A student transferring to another school may work during the summer between the transfer.

Typically, J-1 students are not approved to work on-campus.

## OFF-CAMPUS EMPLOYMENT

F-1 students can work off-campus in employment related to their field of study after they have completed one academic year (9 months) and are in good academic standing. If the employment is required for the academic degree requirements, it is called Curricular Practical Training (CPT). If the employment is related to their field of study but is not required for the academic degree program, it is called Optional Practical Training. There are two types of OPT. Pre-OPT is employment prior to graduation and Post-OPT is employment after graduation. Both require filing I-765 with USCIS and paying a processing fee. **Please see the Designated School Official at least 3 months prior to wanting Optional Practical Training authorization.**

A student must have necessary work authorization forms submitted through the SEVIS webpage by the DSO. The student receives an updated SEVIS I-20 before beginning off-campus employment. Once authorized for pre-OPT or CPT, students can work up to 20 hours a week while school is in session and full time during vacations and school breaks.



For a J-1 student, if there is academic training associated with the student's study program, this information will be noted on the DS-2019 form.

Questions concerning practical training (curricular and optional), as well as program extensions and transfers should be directed to International Services.

## **HEALTH INSURANCE**

### **F-1 Student Visa Holders:**

IF you have US based insurance that meets the following requirements, you can request a waiver to opt out of the ONU insurance. If you want the waiver, you **MUST** submit the waiver application (see 2016-17 ONU attachment, second page) to Dr. Lynda Nyce by no later than **August 8, 2016**. (Returning students: You will **NOT** be able to opt out on the EIIA website, you **MUST** submit the waiver to Dr. Nyce)

### **Minimum Requirements for International Student Insurance:**

1. Medical benefits of at least \$100,000 USD per person per accident or illness
2. Repatriation of remains in the amount of \$25,000
3. Medical evacuation expenses up to \$50,000
4. The deductible must not exceed \$500 per illness or accident
5. A policy underwritten by an insurance carrier with:
  - a. an A.M. Best rating of "A-" or above;
  - b. a McGraw Hill Financial/Standard & Poor's Claims paying Ability rating of "A-" or above;
  - c. a Weiss Research, Inc. rating of "B+" or above;
  - d. a Fitch Ratings, Inc. rating of "A-" or above;
  - e. a Moody's Investor Services rating of "A3" or above

### **J-1 Visa Exchange Students:**

All Exchange Students holding J-1 visas are required to purchase ONU Student Health Insurance, which is billed automatically. Health insurance waiver submissions from Exchange Students will **not be accepted**.

### CULTURE SHOCK

\*The primary source of information for this section is the United States Department of State's guide, "If You Want to Study in the United States: Getting Ready to Go," published by the Bureau of Educational & Cultural Affairs.

Culture shock can be defined as the process of adjusting to a new country and its culture, which may be drastically different from your own. The familiar signs and faces of home are no longer there. The climate, food, landscapes, and even the people themselves may seem strange to you. Perhaps your English is not as good as you expected it to be. You may suffer from the pressures of U.S. academic life and the fast pace of life in general. If you do feel this way, do not panic! Culture shock is a normal feeling when you are adjusting to a new way of life. With time, it will subside, but this section contains some helpful information on American culture, as well as tips for coping with your culture shock. Also, please remember that International Student Services is always available to help you in any way possible.

### COPING STRATEGIES

1. Know what to expect. Use this guide, other books, and/or magazines to find out more about American culture. Ask your roommate, Polar Pal, or International Services any questions you may have about culture and/or value differences.
2. Get involved in **POLAR PALS** (see page 40) on campus! This is a peer-pairing program where you will be matched with an American student (or older international student) who will meet with you regularly and help you with your transition to life at ONU.
3. Eat well, sleep well, and take good care of yourself. Exercise can be a great way to alleviate any stress or tension. Visit the King Horn Sports Center, take a walk, or become involved with an intramural or club sport on campus.
4. Explore Ada! This may help you develop a new sense of home as you find local shops, parks or restaurants where you enjoy spending time.
5. Keep in touch with your family and friends back home to share all your new experiences!
6. A sense of humor is key. Laugh off your cultural missteps, and don't let them bother you!

## **IMPROVING YOUR ENGLISH**

One of the most gratifying parts of your study abroad may be the thrill of learning to communicate in another language. The ability to understand what people say in ordinary conversation and to reply in a similar fashion is often the most common immediate goal of students studying abroad. Your new American friends that you make in social gatherings will be your most constant teachers of everyday speech. The best advice is to not hang out with others who speak your native language all the time. Your English classes will deepen your understanding of what you hear, and widen your knowledge of possible responses.

## **AMERICAN TRAITS AND VALUES**

American Society is extremely diverse and complex. Stories you may have heard through the media and ideas you have gotten from books, movies, or music most likely only present cultural stereotypes. Important differences exist between geographical regions, rural and urban areas, and between social classes. Also, the cultures of millions of immigrants who came to the United States from everywhere in the world add even more variety and flavor to American life. Below, some characteristics that are “typically American” are discussed.

### **• INDIVIDUALITY**

Americans consider themselves individuals. Strong family ties and strong loyalties to groups are important, but individuality and individual rights are highly valued. Related to this idea of individuality are independence and self-reliance. It may be surprising for you to learn that in the United States, most students choose their own classes and majors, follow their own career aspirations, arrange their own marriages, and so on, instead of adhering to their parents' wishes. Honesty and frankness are two more aspects of this idea of individuality. Americans may seem blunt at times. Also, during polite conversation, they may bring up topics and/or issues that you may find embarrassing, controversial, or even offensive. However, most Americans respect the opinions, views, and ideas of others.

### **• COMPETITIVENESS**

Americans often place a high value on achievement, which results in constant competition (both friendly and not-so-friendly) with one another. Friendly joking, banter, “getting the last word”, and the quick and witty reply are subtle forms of competition. While commonplace among Americans, some international students may find it overbearing, disagreeable, or even sometimes offensive. You should note though, that even though Americans are often competitive, they also have a good sense of teamwork and cooperating with others to achieve a specific goal.

These instances of competitiveness are often also driven by the drive to succeed and being materialistic. How much money someone has, how much profit a business deal makes, or how many material goods an individual accumulates are often American's definition of "success".

### • **TIMELINESS**

Most Americans live according to a schedule, and keep some kind of appointment calendar (often called a "planner" or "agenda"), striving always to be on time. From an international student's perspective, Americans may seem to always be in a hurry, which can often make them appear rude. Americans, however, see this as efficient and most place a high value on promptness. It is always appropriate to make an appointment before visiting someone, especially at an office. If you believe you will be running ten or more minutes late to an appointment or event, you should communicate to the other person to let them know.

## **AMERICAN CUSTOMS**

Social and behavioral aspects of everyday life can vary greatly from country to country. Some students may find it difficult to understand the way Americans' behave, or what they really mean to say when using certain phrases. The following practices are common for the Midwest region of the United States.

### **GREETINGS**

- Formal greetings include: "How are you," "Good morning," "Good afternoon," and "Good evening." Often, Americans will simply say "Hello," "Hi," "How's it going," or "Hey, what's up." A similar response is often expected, or occasionally a simple smile will suffice.
- When meeting each other for the first time, men often shake hands firmly. Women may also often shake hands with people they meet, but not in every instance.
- Good friends, family members, or people in a romantic relationship may greet each other with a hug and/or kiss. This is reserved for people who have a very close relationship with one another or know each other very well.

### **USE OF NAMES**

- First names (or given names) are more readily used in the United States than in other countries. It is almost always acceptable to use the first name of someone your age or someone who is younger than you as soon as you meet him or her!
- When talking to your elders, or someone in a position of authority, you should use "Mr." (for men) and "Ms." (for women) unless you are instructed to call that person by their first name. Some American women prefer to be referred to as "Ms." (pronounced "mizz"), rather than "Miss" or "Mrs." This is a neutral form of address that may be used for married or unmarried women.

- Professors who have earned their doctorate will have Ph.D. after their name on their class syllabus. When addressing this person, you should say “Dr.” then their last name, unless you are instructed to address them differently.
- It is not customary to use a preface such as “Mr.” or “Ms.” with someone’s first name. For example, if you were to meet someone named Steven Smith, you would address that person as “Mr. Smith” and not “Mr. Steven.”
- Nicknames are common among Americans. Being called a nickname, if done in good taste, is not uncomplimentary or insulting. It is often considered a sign of acceptance and/or affection.

## **FRIENDLINESS VS. FRIENDSHIP**

- Americans are generally friendly, and tend to be informal or casual even with perfect strangers. It is not uncommon for someone you do not know to say “Hi!” to you for no reason. You should note, however, that there is a difference between friendliness and friendship. Friendships and close relationships take time to form.
- People will often ask “How are you?” or “How are you doing?” when you meet them. These are often polite phrases rather than personal questions, and it is not often expected for you to answer honestly. A polite, expected response to someone who you do not know very well is usually “Fine, thank you. How are you?” even if you are not really feeling well. If you are well acquainted or have a closer relationship with the person, you may say how you are truly feeling.
- American friendships tend to be shorter and more casual. Most Americans may only have one close friendship in their lifetime, and may consider other friends to be merely social acquaintances. Americans will refer to these social acquaintances or classmates as “friends,” but may not have close emotional ties to them.
- Body language is a big part of American culture. Americans may often communicate with touch, such as: putting a hand on someone’s shoulder to express a feeling of warmth, giving a nudge to express humor, or a giving a pat on the back to express reassurance. Often, they will hug when meeting.
- While touch may often be used to communicate, Americans usually maintain a relatively large physical distance between one another during social gatherings or conversations. Do not be offended if an American takes a step back as you approach him or her in a conversation.
- Men and women often have long-term platonic relationships. They may go out to events with one another, but never be romantically involved.
- Americans generally enjoy welcoming people into their homes. Accept their hospitality, and don’t feel uncomfortable even if you cannot reciprocate. They know you are far away from your home, and will not expect anything in return.

- Many cultures find comfort in visiting friends unexpectedly, but this is not the case for most Americans. Warning a friend of an uninvited visit beforehand is respectful.
- Make friends by participating in student life events on campus! The university offers various organizations, committees, religious groups, sports, clubs, and other activities in which everyone who is interested may take part.

## **DATING AND RELATIONSHIPS**

For many international students, understanding American dating and relationship rituals can be very difficult because America does not have an accepted pattern of behavior that regulates romantic relationships.

- Men and women generally treat each other in an informal or casual way. There is often friendly teasing between them.
- While it is traditional for men to ask women on dates, it is acceptable for women to ask men as well.
- Expenses on a date may be paid by one person, or split between the two.
- Going on a date in the United States is meant as a way of expressing a desire to get to know someone better. It does not assume any kind of romantic or sexual involvement with the other person. Be sure to respect the other person's wishes, and also make sure that you are not being forced to do something you do not want to.
- Homosexual relationships are commonplace in the United States. Many people are still uncomfortable with homosexual men and women, but it is not acceptable to discriminate or make derogatory remarks against them. If you are homosexual, you will be able to find organizations, newspapers, and magazines for you in most American cities and at some American universities. ONU has an organization called Open Doors, which is a Gay/Straight Alliance committed to promoting diversity and fostering awareness around GLBTQUIA issues. If you are not homosexual and someone of the same sex takes interest in you, just decline politely.
- Every situation is different and must be approached with consideration for the other person's standards, values, and sensitivities. Remember as well that HIV, AIDS, and other sexually transmitted diseases are present in the United States, and you should always take the necessary precautions to protect yourself from infection.

## **PERSONAL APPEARANCE AND HYGIENE**

Americans are very concerned about how they look and smell to others. It is common for people in the United States to bathe or shower daily, putting on clean clothes and deodorant after each shower or bath. They also brush their teeth regularly and use mouthwash. Often, Americans feel offended by others who do not maintain the same standards of cleanliness and they often try to avoid those people.

When going to someone's home, or to speak to a group of people, your national dress is usually appropriate and/or appreciated. You may be asked a lot of questions about the garments of your national dress, since attire is a good conversation topic.

While business and professional settings tend to require more formal clothing, daily dress tends to be casual. You will want to dress appropriately for the weather conditions of the season.

Example outfits for each season include:

Fall: Jeans, a long or short-sleeved shirt, boots or tennis shoes, and a light jacket.

Winter: Long pants, long sleeved shirts and/or sweatshirts, boots, heavy coat, hat, scarf, and gloves/mittens.

Spring: Long pants or shorts, long or short sleeved shirts, and a light jacket. Closed toed shoes or open toed shoes (sandals or flip flops) are acceptable.

Summer: Shorts, t-shirt or tank top, sun dresses, sandals or flip-flops. A light jacket or sweatshirt may be needed in the evenings.

## CLOTHING/SHOE SIZE CONVERSIONS

### WOMEN

#### Dresses & Suits

#### Juniors Sizes

#### Misses Sizes

American	5	7	9	11	13	15	6	8	10	12	14	16
British	28	29	30	31	32	33	34	36	38	40	42	44
Continental	30	32	34	36	38	40	34	36	38	40	42	44

#### Shoes

American	6	6 1/2	7	8	8 1/2	9
British	4 1/2	5	5 1/2	6 1/2	7	7 1/2
Continental	36	37	38	38 1/2	39	40

### MEN

#### Shirts

American/ British	14	15	15 1/2	16	16 1/2	17	17 1/2	18
Continental	36	38	39	40	41	42	43	44

## Shoes

American/ British	5	6	7	8	8 1/2	9	9 1/2	10
Continental	38	39	40	41	42	43	44	45

## VISITING

Verbal invitations for events or gatherings are considered informal, and dress for that event is usually casual (although you may ask the host if you are uncertain what you should wear). Announcements or invitations are sent out for formal events or gatherings. Most invitations contain the letters “RSVP”, which means that the host/hostess wants to be informed whether or not you will attend. You should notify the host or hostess within a few days if you are going to attend. Some invitations say “regrets only”, which means that you should only inform the host/hostess if you will not attend the event.

It is also commonplace to get invitations for events or gatherings on Facebook. You should still reply to confirm or decline your attendance at the event in a timely manner.

If you accept an invitation, or make an appointment, it is very important that you appear since your hosts will have taken considerable trouble to prepare for your visit, and professional people will have arranged their schedules to accommodate you. If you are unable to attend for an important reason, inform the hosts immediately.

It is polite to thank the host/hostess when leaving the event or their home.

## TIPPING

In the United States, 15-20% of the bill is usually a tip for services performed by waiters/waitresses in restaurants, taxi drivers, barbers/hairdressers, and bartenders. Porters in airports and hotels generally get \$2.00 per piece of luggage. No tips are given to government workers, theatre ushers, hotel clerks, bus drivers, gas station attendants, servers in fast food restaurants, or food that is carry-out (unless you have it delivered).

If the service was poor, some Americans will tip lower than 15% of the bill, or will not tip at all. Exceptional service is usually rewarded with a tip higher than 15% of the total bill.

Typically, the tip at restaurants is left in cash on the table or handed directly to the server. If you pay with a credit or debit card, you can add the tip to the receipt. Usually, if you are eating out with 8 or more people, the tip, often called “gratuity” will be automatically added to the bill. If this happens, it’s not necessary to leave an additional tip.



## **SLANG**

Slang and idioms are informal language consisting of words and expressions that are not considered appropriate for formal settings. Slang usage is very prevalent among college students. If you hear a word spoken or receive a message that you do not understand and cannot find in the dictionary, it is most likely slang. Utilize the Internet to determine what someone may be saying. [www.urbandictionary.com](http://www.urbandictionary.com) can be useful.

Idioms are also commonly used in the English language. An idiom is a phrase or saying that has a different meaning than what is literally being said. For example, “It’s raining cats and dogs!” means it’s raining heavily, or, “Keep your eyes peeled!” means to be alert or observant. Again, if you do not understand something that is said, utilize the Internet to determine the true meaning of the word or phrase.

## **FOOD AND HEALTHY EATING**

Some people who study abroad in the United States find it difficult to eat healthy as they had in their home countries. Even with its countless fast food restaurants, the United States still offers a number of healthy alternatives. Healthy eating is a priority to many Americans, and as a result many restaurants (including Dining Services on campus) offer healthy alternatives on their menus.

## **DINNER ETIQUETTE**

When Americans invite guests out to dinner (or over to their home), Americans expect them to arrive within ten minutes of the designated time. If you are invited to a person’s home for a meal, it is polite to ask if you should bring a dish with you. Generally, the host/hostess will decline. However, if the meal is deemed a “potluck”, you are expected to bring a container of food that you have prepared for all of the guests to share.

You should also offer to help with any last minute preparations of the meal, or the cleanup afterwards. Your host/hostess will also generally decline in this situation.

Dining halls are typically open around 5 to 7 p.m., although mealtimes for Americans can vary greatly depending on their daily schedule (especially in college). Sit-down meals mean that guests are seated around a table and food is passed around. Buffet styles meals mean that all the food will be on a table and the guests will walk along the table taking what they want. Most informal meals are served with three utensils (a knife, fork, and spoon) along with a napkin.

Leaving food on your plate, whether you do not like it or want it, is acceptable. Utensils should be placed on the plate to indicate you are done eating. It is considered rude to leave the table before everyone has finished eating. If you find it necessary to leave the table during a meal, say "excuse me." Belching in public is not acceptable.

Students sometimes gather together for events such as a pizza party during which the cost of the food is shared. Guests attending should be financially prepared (with cash) when accepting such an event invitation.

## **TOBACCO USE**

Ohio Northern University, committed to providing a safe and healthy environment for our students, faculty, staff and visitors, **hereby adopts a tobacco-free campus policy**. Such a policy benefits both tobacco users and non-tobacco users by protecting all faculty, staff, students, volunteers and campus visitors from exposure to second hand smoke and creating an environment that supports tobacco cessation.

## **ALCOHOL USE**

The legal age for buying or consuming wine, beer, or liquor is 21 in the United States. It is illegal to provide alcohol to those who are not yet 21 years of age.

Drink responsibly! Drinking excessively is not a good idea while abroad for a number of reasons. Beyond the fact that it will put you in danger, severe penalties for drinking while driving, being overly intoxicated in public, and/or drinking underage can include loss of driving privileges, fines, or jail sentences.

Female international students should take special care to drink responsibly, never leave their drink unattended (at a restaurant, bar or party), and never take a drink they have not seen opened or prepared. Men have been known to try and take advantage of excessively intoxicated women, or have even attempted to slip drugs into women's drinks without the women noticing.

Regulations regarding the consumption of alcohol while on campus can be found in the Ohio Northern University Student Handbook.

## **SAFETY**

Ohio Northern University is greatly concerned with the safety of its students, employees, and visitors.

**For all campus emergencies call Campus Security at 419-772-2222 (from a non-campus line) or 2222 (from a campus line). For any serious emergency, Contact Hardin County/Ada Police Dispatch by dialing 911.**

Ada is a small, rural farm town with a friendly atmosphere, but it still has crime. Basic safety precautions should be taken. Remember that good judgment and common sense are key to personal safety.

#### Safety Precautions:

- Do not walk alone at night. Always ask someone to accompany you if you are unsure about going somewhere on your own. If you are not sure if an area is safe or not, call someone who has lived in the area for a while.
- Make sure your windows and doors are locked when you leave your room/apartment/house. Never leave valuables (especially cash or credit cards) sitting in the open, even if your door is locked. Put a stick or item in your window ledge to prevent people from opening it (especially when you leave on breaks).
- Do not carry large amounts of cash on your person or wear jewelry of great value. Don't put your valuable items in a place that is easy to steal from (like the front pocket of your backpack).
- Never accept a ride from a stranger! Do not hitchhike or pick up hitchhikers!
- If a robber threatens you at home or on the street, do not fight back. Fighting back may provoke the attacker to harm you. Give him what he or she is asking for, remain calm, and observe as much as possible about the robber. Report this crime to the police (Campus Security or Ada Police) right away and give your best description of the attacker.

More information about Campus Security, or what to do in an emergency situation, can be found at ONU's Campus Security Website ([onu.edu/campus\\_security](http://onu.edu/campus_security)) or ONU's Emergency Information Webpage ([onu.edu/emergency\\_information](http://onu.edu/emergency_information)).

## MONEY MATTERS

Many countries operate on a cash-only basis. In the United States, credit cards are very popular options for payment. As an international student, you will probably want to open a bank account in the United States to take full advantage of the services offered. Some things you are not able to pay cash for (such as the security deposit on an apartment or utilities). They will not accept cash, so you must have a bank account in order to do these things.

### U.S. MONEY



Penny (1¢ or \$0.01)  
100 Pennies = 1 Dollar



Dime (10¢ or \$0.10)  
10 Dimes = 1 Dollar



Bills/Dollars (\$): 1 dollar, 5 dollars, 10 dollars, 20 dollars, 50 dollars, 100 dollars



One Dollar Coin  
(\$1.00)



Half-Dollar (50¢ or \$0.50)  
2 Half Dollars = 1 Dollar



## BANKS AND CREDIT

Banks in the United States are privately owned; hours and days of operation vary, but they are typically open 8 a.m. to 5 p.m. Monday through Friday and 8 a.m. to Noon on Saturdays.

There are three banks in Ada: US Bank, Liberty National Bank, and Quest Federal Credit Union. All are located on Main Street (State Route 235). Each offers a variety of checking accounts, savings accounts, and charge (credit) cards.

Automatic Teller Machines (ATM) are a convenience provided for bank customers and are located not only at many banks but also in some airports and shopping centers across the United States. For a minimal monthly charge, banks will provide a card that will enable customers to make withdrawals, deposits, and transfers from one bank account to another 24 hours a day, seven days a week. An ATM is located inside the east entrance of the McIntosh Center.

## **OPENING A BANK ACCOUNT**

Setting up an account is not very difficult. To open a bank account in the United States, you need to bring your passport, a driver's license, or another form of identification (I-20, DS-2019, Visa, I 94, or ONU ID card). Once you have figured out what type of account and/or services you want, go to the bank of your choice, fill out an application and give the bank money (sometimes there will be a certain minimum, usually \$25) to open the account. After all of this is completed, you will receive an account number (or two), an ATM/debit card (if requested), and checks (if opening a checking account). The Office of International Services offers time during International Orientation to open a bank account

## **BANK SERVICES**

Many bank accounts provide an online banking option and an app for your phone. This is a convenient way to keep an eye on your account balances, pay your bills, or transfer funds. Some banks also provide financial planning services, issue travelers checks, and convert currency. Several days are needed by the local banks to exchange international currencies for United States funds, to convert back to non-United States funds, or to obtain travelers checks in international currencies. There is generally a charge for these types of special services.

## **CHECKING ACCOUNTS VS. SAVINGS ACCOUNTS**

A checking account allows you to pay for items without having to carry a large sum on cash on your person. With a checking account, you are issued checks and often a debit card, which can be used to make purchases at most stores. Many banks, such as US Bank in Ada, offer free checking accounts for students.

Savings accounts are for money that you will not need right away. The money you put in this type of account earns interest. You can only make limited withdrawals a month from a savings account. Interest rates vary from bank to bank, and often they depend on how much money you place into the account.

## **OVERDRAFT FEES**

When you write a check or make a purchase with your debit card for more than you have in the bank, you create an “overdraft”. For each time you overdraw your account, the bank will charge you a predetermined fine (often \$10 or \$25, but could be more). The bank will return the check, and not pay the person or company to which you wrote that check. If the payee is a store or business, they may also charge you a fee for the trouble the bad check caused (and may never accept your checks again). Keep in mind that it is also illegal to issue a “bad” check (a check for which there is not sufficient money in the checking account) on purpose.

## **DEBIT CARDS VS. CREDIT CARDS**

Debit cards and credit cards may look the same, but they are very different. A debit card is typically directly tied to a checking account, allowing you to access money that you already have. A credit card is issued by a credit card company that lets you pay for things with money you do not yet have. Credit cards involve an interest fee that is charged on purchases and makes the end cost of the item much higher (depending on how long you take to pay off your debts). The most common credit cards are Mastercard, Visa, and Discover.

## **MONEY WIRES**

Money wires are a fast, easy way to move money between accounts at different financial institutions. Bank-to-bank wire transfers are considered one of the safest international payment methods. Different wire transfer systems and operators provide customers with a wide range of options depending on when and how much money is to be transferred. Fees are involved and depend on the type of transfer you are conducting. Inquire if your bank processes wire transfers.

General Process for Sending Bank Wire Transfers:

1. Go to your bank. Ask to conduct a wire transfer.
2. Generally, banks also require a recipient name, account number, mailing address, and the bank routing/swift number.
3. Through a secure system, the bank sends a message to the receiving bank. This message may request payment and settlement instructions.
4. In the time span of several hours (or up to a couple days), the money will be transferred.

In the United States, wire transfers are costly and not commonly used by consumers. Fees vary from bank to bank with an average of \$25 to send a wire and \$12 to receive a wire within the United States. For international wire transfers, it is usually around \$40 to send a wire and \$15 to receive them. However, many students find money wires to be the easiest way to pay their account balances at ONU.

The Office of Foreign Assets Control (OFAC) monitors information provided in text of the wire to find out whether money is being transferred to terrorist organizations or countries under sanction by the United States government. If a financial institution suspects this, it will block the transfer and freeze the funds.

## COMMUNICATION

### ON-CAMPUS TELEPHONES

Telephones should be provided in all residence halls and apartments on campus with free campus and local calling (Lima, Dunkirk, Alger, Kenton, and Findlay).

- On-campus to on-campus calling: Dial 4-digit extension number only
- On-campus to off-campus calling: Dial 8, then area code, then 7 Off-campus to on-campus calling: Dial 419-772 then the 4 digit extension number
- Off-campus to off-campus calling: Dial the area code then the 7 digit number

### CELL PHONES

For students who prefer to use cell phones, Verizon, AT&T, Sprint, and Virgin Mobile provide coverage in the Ada area. Verizon will give you the best coverage while at school. **TMobile does not have good service in Ada.** Verizon and AT&T operate on a contractual basis of one to two years. Virgin Mobile allows you to pay as you go. Verizon also offers a monthly pay-as-you-go, non-contract option.

With contract service, you are obligated to pay the monthly fee for the length of the contract. Breaking your contract early will result in large termination fees. Phones purchased on contract are subsidized by the carrier. This allows them to be cheaper upfront, and then the difference in cost is recovered through the contract. If you are bringing your own unlocked phone from home, it may work in the United States with one of the carriers mentioned above, just ask to be sure.

### LONG DISTANCE/INTERNATIONAL PHONE CALLS

Long distance calls from on-campus lines will require a calling card or other pre-paid card. When calling internationally, it is possible to direct dial an international line. Using direct dialing is less expensive than going through an operator. To get an international line dial "011" then the country code, city code, and telephone number you wish to reach. Dialing "0" will take you to the operator to make operator-assisted calls, person-to-person calls, and collect calls to foreign countries. For more information, visit

[www.countrycallingcodes.com](http://www.countrycallingcodes.com)

Most international students who will be here over 2 years purchase a contract with one of the larger companies like Verizon. International exchange students, or those only here for a shorter time, typically buy pre-paid phones and they purchase cards with phone minutes on them. Most international calling is done through Skype and/or Google Voice.

## **UNITED STATES POSTAL SERVICE**

The ONU Mail Center is located in McIntosh Center. All students can use this Mail Center to send letters to others on-campus, off-campus, and internationally. You must first stamp your mail and stamps can be purchased in machines inside the mailroom.

To mail packages and larger items, you will want to visit the Ada Post Office, which is located on the northwest corner of Main Street and Lincoln Street. The hours of operation are 8:30 a.m. to 4:30 p.m., Monday through Friday, and 8:30 a.m. to Noon on Saturday.

To mail packages within the United States, you can visit the ONU Mail Center. The hours of operation for package shipping are Monday through Friday from 10 a.m. to 3:30 p.m., except for legal holidays.

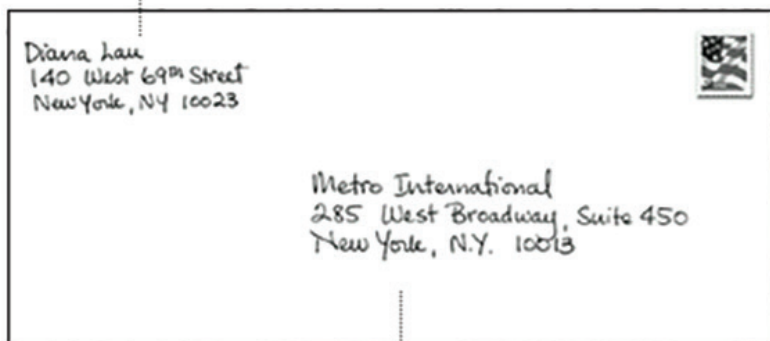
To receive packages from the ONU Mail Center, you must first have received an email confirmation from mailroom@onu.edu. Once you have received this email confirmation, you can receive your item(s) anytime between 10 a.m. and 4 p.m. Monday through Friday.

Mail is delivered once per day Monday through Saturday, except on legal holidays (see Holidays, pg 28). If you live on campus, this is the format for your mailing address:

“Your Name Here”  
Unit# XXXX  
402 West College Avenue  
Ada, Ohio 45810  
U.S.A.



your name and address here



name and address you are writing to

This is the only address you should give your friends and family when mailing items, and if you purchase anything online, even if it's a large package, use the above address. **Be sure if you are receiving a letter or package that the sender writes your full name and your unit box #, otherwise, the mailroom might not be able to decipher who the package is for and they will send it back.**

If living off campus, but in Ada, your mailing address will be:

"Your Name Here"  
House Number and Street Name  
Ada, Ohio 45810  
U.S.A.

If you will stay on campus over the summer, you must notify the Mail Center so they can keep your unit box open. Otherwise, any mail you receive will either be returned to the sender or forwarded to your home address.

First-class and surface mail go at the same rate within the United States (47 cents for a letter). The charge for mailing packages is dependent upon weight and destination. There are special lower rates for mailing books. You can buy stamps in the Mail Center lobby or any post office.

"Express mail" means it will get there the next day. "Priority" means it will take 2-3 days to get there. "Standard" is for a package that does not need to get there quickly.

## ELECTRONIC COMMUNICATION AND MEDIA

Text messaging, video calling, and social media websites have become popular forms of communication in the United States. Text messaging is available through your cell phone provider (or some apps such as WhatsApp, Line, etc.). Video calling is done through providers such as FaceTime (apple products), Skype, Google, or ooVoo.

When using social media websites, you should always read the terms and conditions so you understand what you are agreeing to. Some sites have rules of etiquette, and others may claim ownership of the media you upload (such as Facebook). Almost every college student you meet will have a Facebook account. Facebook is free and easy to access in the United States. It is a great way to build your social network. You can also “like” businesses organizations that will post updates about their current news and/or events.

“Like” the ONU international Services Facebook page at [facebook.com/OnuInternationalServices](https://facebook.com/OnuInternationalServices)

Twitter, Instagram, and LinkedIn (a professional social networking site) are also very popular networking sites.

## HOLIDAYS

The following legal holidays are recognized throughout the United States. Most banks, businesses, schools, and government agencies (including post offices) are closed. Some stores may be closed, but many will be open only during special hours.

**New Year's Day:** January 1 (winter break)

**Martin Luther King Day:** Third Monday in January (no classes)

**President' Day:** Third Monday in February (classes ARE held)

**Good Friday:** The Friday Before Easter (Easter Break – no classes)

**Easter Sunday:** Late March or Early April (Easter Break)

**Memorial Day:** Last Monday in May (no classes)

**Independence Day:** July 4 (summer break, no classes for summer sessions)

**Labor Day:** First Monday in September (no classes)

**Columbus Day:** Second Monday in October (classes ARE held)

**Veteran's Day:** November 11 (classes ARE held)

**Thanksgiving Day:** Fourth Thursday in November (Thanksgiving break)

**Christmas Day:** December 25 (winter break)

### WHAT IS ADA LIKE?

Ada is a town of about 5,000 residents. ONU's campus is 285 acres, and extends west from South Main Street (State Route 235). Ada is located about 20 minutes from Lima and Kenton, 30 minutes from Findlay, 1 hour from Bowling Green, and 90 minutes from Toledo, Fort Wayne, or Columbus. Ada is a rural farming community with only three traffic lights, and it offers a peaceful, small-town atmosphere with friendly residents.

### WEATHER

Ada, Ohio has four seasons: Fall, Winter, Spring, and Summer. The campus radio station, WONB (94.9 FM) provides daily weather forecasts. You can also check the weather online or use an app on your cell phone.

Fall: Ranges September-December. Temperatures could be as low as -24°C or as high as 21°C. Appropriate attire for early fall is long pants, long sleeved shirts, and/or light jackets. Toward the end of fall, one may consider wearing a heavier coat and a hat/gloves as the temperatures begin to drop.

Winter: Ranges December-March. Temperatures could be as low as -24°C or as high as 10°C. Warm clothes such as boots, heavy coats, scarves, gloves, and hats will be necessary for the winter months in Ada.

Spring: Ranges March-June. Temperatures could be as low as -1°C or as high as 27°C. In early spring, one may wear clothes such as heavy sweaters and jackets with gloves and hats as you did during the winter. As the weather warms up, light jackets or even shorts may become appropriate.

Summer: Ranges June-September. Temperatures could be as low as 16°C or as high as 38°C. Shorts, t-shirts or tank tops, sun dresses, and open-toed shoes are acceptable attire. Light jackets or sweatshirts may be needed in the evenings and after sundown.

### TRANSPORTATION

Ada is a very small town, with the "downtown" being within walking distance of Ohio Northern's campus. However, if you wish to travel to another city (such as Lima or Findlay) you will need to drive, find a friend to drive, or call for a taxi.

**Ada does not have public transportation.** McIntosh Center arranges airport shuttles for specific dates around holiday breaks and the beginning and end of the school years.

## Local Taxi Companies

City	Taxi Company	Phone number	Cost to or from Detroit	Cost to or from Columbus	Cost to or from Dayton
Kenton	Kenton Taxi	419-673-9353	Approx. \$225	\$120	\$120
Lima	Black & White Taxi	419-222-6161	\$225	\$200	\$120
Lima	Trinity Cab	419-860-3973	\$175	\$140	\$125
Findlay	Accurate Cab	419-424-0150	\$200	\$200	\$200
Dayton	Checker-cab	937-222-2822	X	X	\$167
Columbus	Acme Taxi	614-777-7777	X	\$180	X

When calling for a taxi, agree on a price ahead of time. You will also need to tip the driver 10-15% after your ride.

## OHIO DRIVER'S LICENSE

To obtain an Ohio Drivers License, you will need to obtain a copy of the "Digest of Motor Vehicle Laws" from International Services, or from a Highway Patrol exam station, to become familiar with Ohio traffic laws and signs. If you have an international driver's license, remember that it is valid for only one year. If you have a driver's license from another country, you should check with the Driver's Examining Station (open daily in Lima) to learn procedures for converting your present license to an Ohio license. If you have no driver's license, you must purchase a Temporary Permit Packet for \$22.00 and follow the instructions for obtaining a license.

Office of the Bureau of Motor Vehicles Driver Exam Locations:

Lima  
419 N. Elizabeth St., Suite C  
Phone: (419) 225-5786

All motor vehicles must be registered with the Bureau of Motor Vehicles to obtain a certificate of title (If you purchase a car from a dealership, you will be assisted with registering your vehicle.). The certificate of title is then used to get license plates. License plates must be obtained from the county in which you reside (ONU is in Hardin County and the Hardin County License Bureau is in Kenton). The state of Ohio requires that motor vehicles be covered by liability insurance. You cannot drive without this insurance.

Students wishing to park their cars on campus must register their cars and arrange for a parking permit through the Security Office (Extension 2222). The owners of unregistered cars found parked on campus property must pay fines.

## **OHIO STATE ID CARD**

If you do not plan to drive in the U.S., you may wish to apply for a state ID card. This is a convenient, government-issued form of identification that you can use while in the U.S. instead of carrying around your passport. You do not have to take an exam to get a state ID. You cannot have an Ohio State ID and an Ohio Driver's License at the same time.

The closest BMV to provide ID cards is in Lima:

2302 Harding Hwy.

Lima, OH 45804

(419) 221-3533

## **NIGHTLIFE**

With Ada being such a small town, nightlife is limited. There are three bars for international students who are 21 years of age or older. You will have to show an Ohio State ID or U.S. driver's license to be allowed into these establishments (they will not accept passports as a legal form of identification). Main Street Live offers live music and stand-up comedy for those who are 18 years of age or older, but there is often a cover charge (entrance fee). There is also a movie theatre, park, and community swimming pool. Often, students will attend athletic events or hang out with friends in the evenings and on the weekends. The ONU Student Planning Committee plans activities for students to take part in every week. Other times, students will get groups together and plan a day/weekend trip to one of the surrounding cities.

## **SURROUNDING CITIES**

Lima and Findlay are each about 30 minutes from Ada when traveling by car (Findlay to the northeast, and Lima to the west). Kenton and Bluffton are each about 20 minutes away from Ada. Bowling Green is about an hour's drive from Ada. If you are looking to get to a larger city, Toledo and Columbus are both major cities in Ohio, and are 1 hour and 30 minute's drive from Ada. Dayton is also a 1 hour and 30 minute's drive from Ada.

## **SHOPPING**

Lima, Findlay, and Kenton offer grocery store options such as Walmart, Kroger, and Meijer. Lima and Findlay also offer a variety of restaurants (fast food and sit-down), as well as a mall with stores such as JC Penny's, Kohl's, and Macy's. For more dining options, entertainment venues, and shopping of all sorts, Columbus may be worth the drive.

## **SALES, COUPONS & LOYALTY PROGRAMS**

Many stores have sales or specials when the cost of some of their items are temporarily reduced. You can also find coupons in newspapers and magazines which you show the cashier and can be used to save you money. Additionally, many stores (especially department stores) offer loyalty programs which cost no money to join and they reward you for frequently shopping at their store with special member discounts. Before you join a loyalty program, ask the clerk if there is a fee.

## **RETURNING/EXCHANGING ITEMS**

Most stores will allow you to return and exchange items, especially if they are damaged or do not fit. You should always save your receipts because the clerk will want to see the receipt before they issue a return. Exchange and return policies differ from store to store and it's usually explained on the store's receipts or website.

# **RESIDENCE LIFE**

## **LIVING ON-CAMPUS**

Ohio Northern University offers a variety of on-campus living options (including university apartments, suites, and residence halls). You are encouraged to look over these options, along with on-campus dining options, which are available on the ONU website ([onu.edu/student\\_life/housing\\_dining/housing](https://onu.edu/student_life/housing_dining/housing)).

You will be required to sign a housing agreement online before you arrive to campus (if you are a new student), or during the spring semester (for current students). All housing agreements are for a period of one academic year, except for one-semester exchange students.

All incoming Ohio Northern University international students are subject to the residency requirements in place for all ONU students. All ONU students are required to live on campus for 3 years unless they meet one of the following criteria:

- The student is 23 years old.
- The student is commuting from the permanent residence of a parent, grandparent, or sibling within a 30-mile drive to campus.
- The student has earned an undergraduate degree.
- The student is married and their spouse will live with them.
- The student has lived on campus at Ohio Northern University for 3 years.

From experience, the university has found that students who live on-campus tend to be more successful academically, more involved in ONU's culture, and they develop more friendships than students who live off-campus. It is highly encouraged for incoming international students to live on-campus.

If you meet one of the requirements and would like to live off campus you must apply for off-campus housing through the Office of Residence Life. All students who live off campus must be approved to do so. If you plan on living off-campus, please plan on arriving to Ohio at least a week before the set arrival date so that you may find an apartment to rent. Ada is a small town, and there are not many available apartments to rent. It may take time to find something suitable.

If you have any additional questions regarding on-campus housing, please contact the Office of Residence Life at [reslife@onu.edu](mailto:reslife@onu.edu)

## **CAMPUS LIVING FREQUENTLY ASKED QUESTIONS**

Want a single room?

- There are some single rooms available on campus but you have to request a single with residence life and be willing to pay much more.

Want to live with friends?

- There are two-person rooms (doubles) in all residence halls and some halls have triples. On-campus apartments like Stadium View and University Terrace offer four-person apartments.

Want a kitchen so you can make your own food and not be on the meal plan?

- Check out the apartments (University Terrace, Stadium View, Klondike's Den, Polar Place, and Northern Commons). Typically, you have to be an upperclassmen to qualify for these apartments.

What if I don't get my first housing choice?

- Make sure you have a backup plan and a couple options in case the hall of your choice is already full by the time you apply for housing. Talk to current students or International Services for housing advice.

## **CAMPUS LIVING AMENITIES**

There are many benefits to living on campus at ONU.

- All campus housing comes with a desk, dresser, closet or wardrobe, bed with mattress, and a phone. The apartments also include couches and chairs, some end tables, refrigerators, ovens, stoves, and some have dishwashers.
- You are also provided with free cable, WIFI connection, laundry, fitness centers, lounge rooms, and vending machines.
- In each residence hall and apartment there are Resident Assistants who enforce rules and are there to help you with anything you need.
- If there is a problem with your room, you can submit a maintenance request - talk to your RA to learn how to do this - and they will come fix the problem.

## **LIVING OFF-CAMPUS**

If you choose to live off-campus, you will have to furnish your apartment and set up contracts with utility companies in order to have water, electricity, gas,

trash pick-up, and cable and internet. It is a good idea to purchase renter's insurance as well.

For more information about living off-campus, please contact International Services.

## FOOD & EATING

### ON-CAMPUS DINING SERVICES

ONU uses a Campus Card, an electronically controlled system. The card contains a magnetic strip that is encoded with data that will activate the readers at food service locations.

The Campus Card should be treated like a signed check or debit card. It is valuable: protect it. You must present your Campus Card to the door checker at each meal. Cards are not transferable between students and friends. Your meals may NOT be shared with anyone else. You may, however, use your Dining Dollars to treat friends and family to a meal. Lost or stolen Campus Cards can be replaced. Should this happen to you, report it immediately to the Controller's Office.

### MEAL PLANS

There are three different meal plan options. As a first year student, you will have the 19 meal plan in the fall semester, and you may select from any of the three meal plans for the spring semester.

1. Block 200
  - a. 200 meals + \$275 Dining Dollars = \$2805 per semester
2. 19 Meal Plan
  - a. 19 meals per week + \$250 Dining Dollars + 5 guest passes = \$2740 per semester
3. 12 Meal Plan
  - a. 12 meals per week + \$250 Dining Dollars + 5 guest passes = \$2640 per semester

You may also use your meals as meal exchanges at White Bear Inn or Cosi Shop during the allotted periods.

### DINING DOLLARS

Dining Dollars are convenient, safe, easy and smart. They work like a debit card. Funds are deposited into your account as part of a meal plan, and purchases are automatically deducted at the cash register. The terminal will display your remaining balance.



Dining Dollars are designed to cover between meals or snacks at the White Bear Inn and Cosi, guest meal purchases, and items that are not included in the meal equivalencies. **Unused Dining Dollars do not carry over from semester to semester.**

## **DINING HALL ETIQUETTE**

Plates, bowls, and silverware are located in several stations close to the food. If you return to the line to get more food, pick up a new plate. After finishing your meal, take your plate and silverware up to the trash area and deposit everything in the appropriate place.

## **VEGETARIAN OPTIONS**

The Dining Hall provides an entire section to vegetarian and vegan options during meals. An extensive salad bar is available as part of the regular menu. A variety of fresh fruit and canned fruits packed in natural juices are a few of the selections provided at each meal. Vegetarian options are available at every dining location at ONU.

## **DIETARY NEEDS**

Do you have particular dietary needs? No problem! Our Campus Dining Services Program can accommodate your special dietary requirements. For more information, please contact us at 419-772-2414.

## **WHITE BEAR INN**

This is an alternative to the dining hall, located in McIntosh. White Bear serves grilled food (burgers, chicken, fish, fries, etc.) as well as fresh wraps and salads.

During specific times of the day, you can use your meal swipes here instead of the dining hall.

## **COSI**

Cosi is a great place to eat food such as sandwiches to salads, breakfast to desserts, the menu is full of delicious surprises, unique flavors, and fresh ingredients that are a cut above the rest. They are open daily from 7 a.m. to 10 p.m. during the week and 7 a.m. to 7 p.m. on weekends. Holiday hours may vary.

## **OFF-CAMPUS DINING IN ADA**

### **FAST FOOD**

- McDonald's
- Taco Bell
- Subway

## **PIZZA PLACES**

- 3 Brothers Pizza
- Padrone's
- East of Chicago Pizza
- Viva Maria

## **RESTAURANTS**

- New China
- China King
- Jalapenos Mexican Grill
- El Campo Mexican Restaurant

## **BARS**

- The Regal Beagle
- John & Toni's Lounge
- The Cask Room
- Little Mexico

## **CARRY-OUTS**

- 302 Carry Out
- Four Seasons Drive-Thru

## **GROCERY STORES**

Ada's largest grocery store is Community Market, located on Main Street. You can also purchase food, toiletries, and other goods at Dollar General, Rite-Aid, and the carry-outs.

## **STUDENT AFFAIRS**

The offices that fall under the division of Student Affairs are:

Residence Life, Polar Careers, Greek Life & Student Involvement, Multicultural Development, Counseling Center, Health Center, Religious Life, and Student Conduct

## **POLAR CAREERS**

Ready to start your career? Need an internship or academic training? Want to work on-campus? Thinking about grad schools?

Call the Polar Careers office at (419) 772-2145 or e-mail them at [career@onu.edu](mailto:career@onu.edu) to schedule an appointment with a professional career adviser to review your resume, request your personalized business cards for career fairs or conferences, register for career fairs, or if you have questions or need additional information.

The Polar Careers office is located on the 2nd floor of McIntosh.

## GREEK LIFE

The Greek community at Ohio Northern University began in 1905 when the first fraternity was established. The strong tradition of Greek life at ONU provides students with an opportunity to develop leadership skills, serve the university and local community, and get involved on campus as early as their first semester.

Currently there are 5 national fraternities (Delta Sigma Phi, Phi Gamma Delta, Phi Mu Delta, Sigma Phi Epsilon, and Theta Chi) and 4 national sororities (Alpha Xi Delta, Delta Zeta, Kappa Alpha Theta, and Zeta Tau Alpha), which are governed by the Interfraternity and Panhellenic Councils respectively. While the Greek Life journey begins at ONU, the lifelong friendships and career connections that arise from the experience during college will remain long after graduation!

Visit the ONU Greek Life webpage ([onu.edu/greek](http://onu.edu/greek)) for more information, including how to join!

## STUDENT INVOLVEMENT & STUDENT ORGANIZATIONS

At Ohio Northern University, there are many ways to get involved. There are over 200 organizations to participate in during your time at ONU! For a complete listing of the organizations on campus, check out the Student Organization page ([www.onu.edu/student\\_life/student\\_activities/student\\_organizations](http://www.onu.edu/student_life/student_activities/student_organizations)).

- **WORLD STUDENT ORGANIZATION**

A particular organization of interest to international students may be the World Student Organization (WSO). WSO is an informal social organization open to everyone regardless of nationality. International, as well as American, students are encouraged to join and participate in various activities. The major event for WSO is the Multicultural Fair held each spring semester. The primary purpose of WSO is to help students from other countries feel at home at Ohio Northern. Students can learn about people from other cultures as well as enjoy the fun and fellowship of those who are interested in different lands and people. Long-term international friendships have resulted from membership in this club!

- **ONU ATHLETICS**

Ohio Northern University is a member of NCAA Division III's Ohio Athletic Conference in which they compete in 11 men's varsity sports and 10 women's varsity sports. More information regarding sports news, schedules, and facility information is available at [onusports.com](http://onusports.com). There are also club sports and intramural sports teams which you can join throughout the year to play for fun.

## **RELIGIOUS LIFE**

Ohio Northern University is a Methodist Church-related institution, encouraging religious observations by all faiths, but not imposing religious views on others. A voluntary chapel service is held each Thursday morning of the academic year at 11:00am in the English Chapel. Sunday morning worship services are not held on campus, and students are encouraged to attend local churches. The University Chaplain (David MacDonald, extension 2200) would be glad to respond to questions about other faith groups and the availability, time, and location of specific religious services.

The Muslim Student Association is an organization that helps facilitate new Muslim students into campus life, educates the campus about the Muslim faith, and provides an environment conducive to observance of Muslim holidays.

There are some great volunteer organizations to get involved with as a way to make more American friends, interact with the local community, and have the opportunity to go on spring break trips. Habitat for Humanity and Ada Friends are two examples.

## **COUNSELING CENTER**

The Counseling Center staff is committed to helping students cope with personal problems that could negatively impact successful academic performance, identify meaningful career goals through vocational and academic assessment and counseling, and deal with emotional crisis.

The Counseling Center is a place where you can come to share your personal concerns. College years are years of growth, of change, of major transitions in life that often bring with them problems that are not easily or quickly settled – this is especially true for international students who may be dealing with homesickness and culture shock.

If you would like to make a counseling appointment, contact Christine Cherry at 419-772-2190 or visit the Counseling Center. The Counseling Center is located in Klondike's Den on campus.

## **HEALTH CENTER**

The ONU Health Center is a FREE, walk in clinic for ONU students. Any ONU student, regardless of insurance may utilize their services. The Health Center provides general health assessments, treatment, as well as referrals to specialists in the area.

Students who are ill and miss classes are responsible for notifying their professors concerning missed classes/assignments. Written excuses are not issued.

The Health Center is located in Lakeview on campus.

Open Hours:

Monday – Thursday 7:30 a.m. – 11 p.m.

Friday 7:30 a.m. – 4 p.m.

Saturday CLOSED

Sunday 3 p.m. – 11 p.m.

You will learn about the U.S. healthcare system, how it differs from your country's health care, and how to use it during orientation.

## **STUDENT CONDUCT**

The purpose of the Student Code of Conduct is to explain student rights and responsibilities as members of the Ohio Northern University community. The Code of Conduct is based upon the values contained in the University Mission Statement:

Ohio Northern University, a United Methodist-related institution of higher learning, seeks to educate and graduate students accomplished in scholastic achievement, prepared for a useful life and meaningful career, and inspired with a desire to contribute to the good of humankind.

If students have allegedly violated the student code of conduct, they will be required to attend a meeting with the Office of Student Conduct.

The Office of Student Conduct is located in Student Affairs in McIntosh.

## **MULTICULTURAL DEVELOPMENT**

The Office of Multicultural Development seeks to emphasize respect for diversity in all its forms, to create an inclusive campus environment and provide programming opportunities which will allow students to feel more comfortable with difference when they leave Ohio Northern University, preparing them to thrive and succeed in the world of the 21st century.

The Office of Multicultural Development is located in the Lehr-Kennedy House and they offer several programming opportunities throughout the year, including Unite for Awareness Week, Harambe/Kumba Fest, and Thanksgiving and Holiday Celebrations. You are invited to attend and participate in all activities and events! Find out more information here: [www.onu.edu/student\\_life/diversity/office\\_of\\_multicultural\\_development](http://www.onu.edu/student_life/diversity/office_of_multicultural_development)

## **INTERNATIONAL STUDENT SERVICES (ISS)**

The Office of International Student Services is located in the Office of Multicultural Development. They are devoted to facilitate transition from your home country to the United States and Ohio Northern University. They are also dedicated to promoting awareness and understanding of international cultures and to cultivate and form global citizenship amongst Ohio Northern's campus environment, Ada, and Ohio.

Furthermore, they are engaged in assisting students in finding and utilizing resources to facilitate academic and social success at Ohio Northern University.

You can contact the office at (419) 772-1966, email [internationalservices@onu.edu](mailto:internationalservices@onu.edu) or visit them 8 a.m. to 5 p.m. Monday through Friday!

For more information on what International Student Services does, visit their webpage ([onu.edu/student\\_life/diversity/international\\_student\\_services](http://onu.edu/student_life/diversity/international_student_services)).

- **POLAR PALS PEER-PAIRING PROGRAM**

The Polar Pals program helps to ease international students' transition to campus life by pairing a current ONU student with our new international students to help you throughout the semester and serve as a resource, and most importantly, as a friend. There will be various group events throughout the year. If you're interested in the Polar Pals program, either as mentor or a new student, feel free to contact International Services for more information!

- **HOLIDAY HOST PROGRAM**

International Student Services offers the Holiday Host Program for our international students and the area community.

The goal of this program is to connect current ONU international students with local families and community members who are willing to open their homes to international students during the holiday breaks (Thanksgiving, Christmas, and Easter). Celebrations could include Thanksgiving meals, events and family gatherings, weekend trips, or simply hanging out. Duration and amount of interaction can be decided between the student and the family.

This program is designed to give our international students an opportunity to experience traditional U.S. family life and to participate in U.S. customs and traditions that surround our holidays.

- More information regarding the Holiday Host Program as well as how to apply can be found at [onu.edu/student\\_life/diversity/holiday\\_host\\_program](http://onu.edu/student_life/diversity/holiday_host_program), the Host Family FAQs page ([onu.edu/student\\_life/diversity/holiday\\_host\\_program/holiday\\_host\\_family\\_faqs](http://onu.edu/student_life/diversity/holiday_host_program/holiday_host_family_faqs)), the International Student FAQs page ([onu.edu/student\\_life/diversity/holiday\\_host\\_program/international\\_student\\_faqs](http://onu.edu/student_life/diversity/holiday_host_program/international_student_faqs)), or by contacting International Services at [internationalservices@onu.edu](mailto:internationalservices@onu.edu)

## ONU SLANG

**CSC** is the Communication Skills Center located on the 2nd floor of the library

**GenEd** is the General Education Program, the liberal arts core curriculum required of every student.

**GNBs** or Good News Bears will assist new students during the Summer Orientation program.

**Green Monster** - Green outdoor track located around campus for walking, biking or roller blading. Track is 2.5 miles in length.

**HR** stands for Human Resources and they help with employment processes

**ISGs**, International Student Greeters, are current students who help with International Orientation

**IT** is Information Technology which deals with all the technical computer issues

**King Horn** is the complex which includes cardio and weight rooms, various sports courts, an indoor track, and pool.

**Klondike** the polar bear is our beloved mascot!

**Mac** is the all-you-care-to-eat dining facility located within McIntosh Center.

**MPC** is the Multicultural Planning Committee composed of the executive officers of the multicultural organizations on campus

**NOM**, Northern on Main, is the on-campus coffee shop and bakery.

**Orientation Leaders or OLs** are a group of energetic, fun and dedicated leaders will assist during the Fall Orientation program.

**Polar Points** are dining dollars you can use at a variety of establishments on and off campus.

**RA** - Resident Assistant is a student who supervises, assists and provides programming for residents in residence halls

**RD** - Resident Director is the upperclass student who coordinates the residence hall community and oversees the RAs

**RL** The Office of Residence Life, located in McIntosh Center, is in charge of all on-campus housing.

**+Number** is your student ID number that you will need to use when performing a variety of activities such as registering for classes.

**SPC** is the Student Planning Committee responsible for planning fun events for students to attend

**Student Senate** - The governing student body of Ohio Northern University which is comprised of student leaders who strive to actively participate in the formulation and application of University policy

**The Tundra** is the large grassy area between the residence halls and the academic buildings, with the English Chapel at one end and Fraternity circle on the other. This area serves as a popular location for events as well as downtime for students.

**White Bear Inn** is the grab and go dining location in McIntosh Center which offers food from the grill, wraps, and salads as well as a late night option.

## ACADEMIC AFFAIRS

### ACADEMIC HONESTY

Academic honesty is an important standard in the university community. Examples of academic dishonesty include:

- Taking unauthorized materials into or out of the examination room.
- Leaving the examination room without authorization before completing an examination
- Talking in the examination room without authorization
- Discussion of the examination outside the examination room during the course of the examination



- Attempting to observe the work of another student
- Taking an examination for another, or permitting someone else to do so
- Collaborating improperly by discussion, joint research, or joint effort in any way expressly prohibited by the instructor
- Submitting work which was been previously submitted for credit
- Submitting work done wholly or partly by another, including unattributed copying of all or parts of a published work
- Consulting materials or persons contrary to the instructor's directions
- Engaging in any discussion, joint research, or joint effort of any kind expressly prohibited by the instructor
- Misrepresenting the authenticity of sources, citations, or principles in any written work

Students who are caught in acts of academic dishonesty, which is called plagiarism, may receive serious penalties, including dismissal from the university. For further information, read the Code of Student Conduct in the Ohio Northern University Student Handbook.

## **CLASSROOM EXPECTATIONS**

- Be on time to class and for appointments. Americans respect promptness.
- Do assignments exactly as the professor asks. Follow his/her directions and ask questions if you do not understand.
- When you miss class, ask the professor or a classmate for the assignments, and ask if you can turn the homework in as soon as possible. Always make up any homework you miss - it may affect your grades.
- Expect to be given several short tests or quizzes. Do not say that you are not prepared and do not want to take the quiz. Always turn in the test as soon as the instructor asks for it.
- Attend classes on a regular basis, complete all assignments and readings, and take all tests. Course grades reflect your academic performance.
- It is important to observe all deadlines for assignments, tests, etc.

## **CLASSROOM COURTESY**

Classroom courtesy helps maintain good relations between the student and the instructor. These suggestions are offered to the student for this purpose.

- If you are late to class, do not knock on the door or ask if you may come in. Enter quietly and take a seat where you will not disturb anyone. If you are very late, explain after class.
- Sit near the front of the room, not in the back away from others.
- If you know you will be late or absent from class, tell the professor ahead of time.

- If you will be absent or away for more than two or three days, tell the professor ahead of time. Call, write a note, or email a message. If you cannot reach the individual at his/her office, call the department and leave a message there.
- Unless the professor gives you permission to call him/her by a first name, call your professors (Dr. or Professor) with the family or surname. Use Dr. with the surname if you know the professor has a Ph.D. Do not just say "Teacher" or "Doctor" or any title alone.
- Depending on the class and the professor, you may be called "Mr." or "Ms." with your surname (family name), or by your given name. If you wish, you may tell your professors if you have a special name you would like them to use.
- When you telephone the office of a professor, identify yourself at once. If it is a large class, remind the professor which class it is. For example: "Hello, Dr. Taylor. This is John Smith. I am in your Physics 101 class at 10:00 am."
- It is appropriate to ask questions in class. Raise your hand, however, and wait until the professor indicates you may speak.
- American classrooms are informal and the teacher may sometimes sit on the desk. You, however, should not sit on the desk or put your feet on a chair. Talking to other students or reading newspapers is not considered polite in a lecture class.
- Smoking is prohibited in all University buildings.
- If you make an appointment with a professor, you should keep it. If you cannot be there, you should call him/her before the appointed time to excuse yourself.
- When another student is talking to the professor during class, you should listen to them and not talk to anyone else.
- If you wish to tape record a lecture of a class, first ask the professor for permission.

## **COURSE SCHEDULING**

You will be assigned an academic advisor when you begin as a student at Ohio Northern. This person will be a member of the faculty of the college in which you are enrolled. You will meet with him or her on a regular basis to discuss the courses you need to take and the order in which you should take them. Each semester, your advisor will have to approve your course schedule before you can register. He or she should be your first point of contact for questions about your schedule and/or courses.

An advanced registration and advising period occurs during the last half of each semester, at which time you will register for the courses to be taken in the following semester.

## PROBLEMS WITH SPECIFIC COURSES

If you are having difficulty with a particular course, you should always talk with the professor of the course first. Other concerns involving academics should be directed to your academic advisor, department chair, or to the dean of the college. Once you have spoken to the dean of your college, you may speak with the Vice President for Academic Affairs if necessary. Ohio Northern is a relatively small school that emphasizes teaching. This means that your professors are readily available and always interested in helping students on an individual basis. At the beginning of every course, the professor will tell you where his or her office is, the office telephone number, and office hours. The department chair and/or academic dean may be contacted for additional assistance after you have talked to the professor.

The Ohio Northern Student Handbook details the procedure you must follow if a grade appeal for a course is initiated.

For many courses there are volunteer student tutors available to help you understand the material. Your academic advisor or International Services can tell you how to get in touch with one of these tutors.

## GENERAL HELP WITH STUDYING AND TEST-TAKING

The Counseling Center (Ext. 2190) and the Communication Skills Center (Ext. 2186) both provide a wide range of services to assist students in developing their writing, studying, and test-taking skills. There are also many tutors and tutoring sessions available within each college. You should call either center or talk to your academic advisor to find out which place has the kind of help you need.

OFFICE	LOCATION	PHONE #
Dean of Arts & Sciences	Dukes 207	419-772-2132
Dean of Business Administration	Dicke 121	419-772-2132
Dean of Engineering	Biggs 203	419-772-2371
Dean of Pharmacy	Robertson-Evans 132	419-772-2275
VP for Academic Affairs	Lehr 204D	419-772-2034
Registrar	Lehr 101	419-772-2024

## ACADEMIC CALENDAR

The academic calendar/semester schedule may be accessed at [www.onu.edu/academics/academic\\_affairs/semester\\_calendar\\_and\\_schedule](http://www.onu.edu/academics/academic_affairs/semester_calendar_and_schedule).

## ACADEMIC VOCABULARY

**Academic:** Relating to theoretical, practical, and technical studies

**Academic Advisor:** A university faculty or staff member who assists undergraduate students with academic planning. Questions regarding academic procedures should be directed to this person.

**Accredited:** Certified as conforming to certain standards or requirements. Accreditation means that a university or university department has met standards established by a recognized accrediting or professional association. For Example, Ohio Northern is accredited by the Higher Learning Commission and is a member of the North Central Association

**Advanced Standing:** The status given to a student who has earned acceptable credit at another university or who has earned college credit by taking an examination

**Associate Degree:** A degree given for completing a college program of at least 2, but less than 4 years of study. This degree is usually given by a junior or community college.

**Bachelor's Degree:** The degree given for completing an undergraduate university program that normally takes 4 years. The degree is also called a baccalaureate degree.

**Course:** A single subject of study to be taken for one term, or semester.

**Course of Study:** The succession or combination of courses taken in a degree program.

**Course Load:** The total number of credits for which a student is registered in a given term. A normal undergraduate load is 12 to 19 semester hours or credits. International students are required to carry a minimum of 12 credits. Students in the engineering co-op program are maintained on a full-course of study basis. These students must see the DSO to complete forms for co-op employment authorization.

**Credit Hour:** A measurement of academic work expressed in semester hours. A university degree represents a specific number of credit hours satisfactorily completed. Some colleges or universities divide the year into two parts (semesters), exclusive of summer sessions. Others divide the year into four parts and grant quarter hours. A quarter hour is worth two-thirds of a semester hour. Ohio Northern University runs on the semester system and holds two sessions in the summer months.

**College:** Ohio Northern University is divided into five colleges: Arts and Sciences, Business Administration, Engineering, Pharmacy, and Law. You belong to the college in which your major falls, although you may take courses in all the colleges throughout your time as a student.

**Double Major:** A program of study in which a student completes the requirements for two majors at the same time.

**Elective:** A course that is not part of the major or minor requirements for a particular degree. An elective course is not mandatory, but counts toward the total of credit hours required for a degree.

**Extracurricular Activity:** Student activities not associated with classroom work (Example: social events, student government, sports and athletic events, etc.)

**Fraternity:** A men's social club.

**Grades:** A letter mark which indicates the quality of a student's work. The grade is recorded at the end of a term and indicates the degree of proficiency the student has achieved in a particular course. The grade in any course is determined by the professor in charge of that course and is based on class participation, research papers, homework, and examinations, etc. Grades used at Ohio Northern University are stated in letter form and are based on a 4.00 number scaled called points. This includes:

A = 4.00 (Excellent)

B = 3.00 (Good)

C = 2.00 (Average)

D = 1.00 (Passing)

F = 0.00 (Failure)

**Grade Point Average:** The Grade Point Average (GPA) is determined by multiplying the number of earned credit hours by the number equivalent of the grade for each course, then by adding these points together, and dividing by the total number of credit hours. A student who receives 3 credit hours of A ( $3 \times 4.00 = 12$ ), 6 credit hours of B ( $6 \times 3.00 = 18$ ), and 3 credit hours of C ( $3 \times 2.00 = 6$ ) will earn a GPA of 3.00 or B. In general, undergraduate students must maintain at least a 2.00 or C grade average to remain in good standing to graduate. More detailed information on maintaining appropriate academic standing may be found in the ONU catalog.

**Graduation Requirements:** Specific requirements which a student must meet to qualify for graduation. The requirements include specified total credit hours, required courses, minimum grade point average, etc.

**Honorary Society:** An organization in which membership is based on academic qualifications.

**Laboratory Course:** A course in which a student participates in experimental projects in addition to lectures and classroom work.

**Major:** Field of study in which a student specializes and receives a degree.

**Minor:** A secondary field of study, taken in addition to a major

**Option:** A structured interdisciplinary program separate from the major and minor that requires specific courses.

**Prerequisite:** A requirement for registration in a particular class.

**Sorority:** A women's social club.

**Summer School:** An intense summer semester, with special hours and days of attendance, which is not included in the fees for the regular academic year.

**Term:** Period of time to complete academic coursework.

**Transcripts:** Ohio Northern University provides electronic transcript service (eTranscript) through The National Student Clearinghouse, a third-party vendor. In order to be able to provide the eTranscript service, ALL transcript orders will be placed through the National Student Clearinghouse, and a fee will be charged. You may use any major credit/debit card to place your order.

For more information visit [www.onu.edu/registrar\\_office/transcript\\_information](http://www.onu.edu/registrar_office/transcript_information)

## THINGS TO KNOW BEFORE YOU LEAVE

### GRADUATION

Ohio Northern University hopes the commencement activities and ceremonies will be a prominent part of the celebration of your accomplishments in this very important part of your life, and wants to do all it can to make commencement weekend an enjoyable and memorable one for you.

We welcome to campus the families and friends who will share this significant occasion with you. Please use [www.onu.edu/commencement](http://www.onu.edu/commencement) to learn about commencement activities and find answers to any question you may have.

### STORAGE OF BELONGINGS

Storage of your possessions is not available on campus over the summer sessions. However, you may check with local storage unit facilities or with friends who live off campus to see about storing belongings near the university when you travel home. Consult International Services for more information.

### TRAVEL DOCUMENTS

If you travel during breaks and/or summer, make sure your I-20 or DS-2019 are appropriately signed! Signatures are only good for one year and must be renewed. Also, take care to ensure that your visa is not expired when you leave the country if you plan to return to the U.S. If it's expired, the border patrol will not allow you back into the U.S. See the Office of Academic Affairs

### AIRPORT SERVICE

An airport shuttle will run during the final week of the semester. More information can be found by contacting the McIntosh Center.

## CAMPUS CONTACTS & RESOURCES

**Health Center**, Lakeview Apartments, 419-772-2086

[health-center@onu.edu](mailto:health-center@onu.edu)

[onu.edu/student\\_life/health\\_and\\_counseling/health\\_center](http://onu.edu/student_life/health_and_counseling/health_center)

Hours:

Monday - Thursday: 7:30 a.m. - 11 p.m.

Friday: 7:30 a.m. - 4 p.m.

Saturday: CLOSED

Sunday: 3 p.m. - 11 p.m.

**University Chaplain**, English Chapel, 419-772-2200

[d-macdonald@onu.edu](mailto:d-macdonald@onu.edu)

[onu.edu/student\\_life/religious\\_life](http://onu.edu/student_life/religious_life)

**Counseling Center**, Klondike's Den Apartments, 419-772-2190

[r-diller@onu.edu](mailto:r-diller@onu.edu) or [m-schafer@onu.edu](mailto:m-schafer@onu.edu)

[onu.edu/student\\_life/counseling\\_center](http://onu.edu/student_life/counseling_center)

Hours:

Monday - Friday: 8 a.m. - 5 p.m.

(Other times available by appointment.)

**Dining Hall**, McIntosh Center, 419-772-2414

[www.onu.edu/student\\_life/housing\\_dining](http://www.onu.edu/student_life/housing_dining)

Hours:

Monday - Thursday

Breakfast: 7 a.m. - 9:30 a.m.

Cont. Breakfast: 9:30 a.m. - 11 a.m.

Lunch: 11 a.m. - 1:30 p.m.

Dinner: 4:30 p.m. - 7 p.m.

Friday

Breakfast: 7 a.m. - 9:30 a.m.

Cont. Breakfast: 9:30 a.m. - 11 a.m.

Lunch: 11 a.m. - 1:30 p.m.

Dinner: 4:30 p.m. - 6 p.m.

Saturday - Sunday

Breakfast: CLOSED

Brunch: 10:30 a.m. - 1:30 p.m.

Dinner: 4:30 p.m. - 6 p.m.

**White Bear Inn**, McIntosh Center, 419-772-2407

[www.onu.edu/mcintosh\\_center](http://www.onu.edu/mcintosh_center)

Hours:

Monday - Thursday: 11 a.m. - 12 a.m.

Friday: 11 a.m. - 7 p.m.

Saturday: CLOSED

Sunday: 6 p.m. - 12 a.m.

Meal Swipe Hours:

Monday - Friday                      Sunday  
Lunch: 1:30 p.m. - 4:30 p.m. Dinner: 6 p.m. - 10 p.m.  
Dinner: 7 p.m. - 10 p.m.      Late Night: 10 p.m. - Midnight  
Late Night: 10 p.m. - Midnight

**Cosi**, Main Street (Next to Taco Bell)

dining-services@onu.edu

Hours:

Monday - Thursday, Sunday: 7 a.m. - 10 p.m.  
Friday - Saturday: 7 a.m. - 7 p.m.  
\*Hours subject to change for Fall Semester 2016

**Office of Residence Life**, McIntosh Center (First Floor), 419-772-2430,

reslife@onu.edu

[onu.edu/student\\_life/housing\\_dining](http://onu.edu/student_life/housing_dining)

Hours:

Monday - Friday: 8 a.m. - 5 p.m.

**Office of Financial Aid**, Weber Hall (Second Floor), 419-772-2271

financial-aid@onu.edu

[onu.edu/financial\\_aid](http://onu.edu/financial_aid)

Hours:

Monday - Friday: 8 a.m. - 5 p.m.  
(Open occasional Saturdays.)

**Polar Careers**, McIntosh Center (Second Floor), 419-772-2145

career@onu.edu

[onu.edu/career\\_planning](http://onu.edu/career_planning)

Hours:

Monday - Friday: 8 a.m. - 5 p.m.

**Office of the Controller**, Lehr 100, 419-772-2011

[onu.edu/controllers\\_office](http://onu.edu/controllers_office)

Hours:

Monday - Friday: 8 a.m. - 5 p.m.

**Office of International Admissions**, Weber Hall (Second Floor), 419-772-2483

(From Outside the US 001-419-772-2483), int-adm@onu.edu

[onu.edu/admissions/international\\_admissions](http://onu.edu/admissions/international_admissions)

Hours:

Monday - Friday: 8 a.m. - 5 p.m.



**Office of International Student Services**, Multicultural House (Second Floor),  
419-772-1966, [internationalservices@onu.edu](mailto:internationalservices@onu.edu)  
[onu.edu/student\\_life/diversity/international\\_student\\_services](https://onu.edu/student_life/diversity/international_student_services)

**Office of Academic Affairs**, Lehr (Second Floor), 419-772-2032  
[onu.edu/academic\\_affairs](https://onu.edu/academic_affairs)

**ONU Security Office**, Business Services Building (Union Street), 419-772-2222,  
[campus-security@onu.edu](mailto:campus-security@onu.edu)  
[onu.edu/campus\\_security](https://onu.edu/campus_security)

Office Hours:

Monday - Friday: 8 a.m. - 5 p.m.

Saturday: 8 a.m. - Noon

(Can call 24 hours a day)