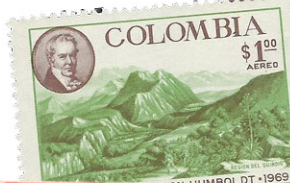




Handbook for International  
Students and Scholars at the  
University of Notre Dame  
2014-2015



UNIVERSITY OF  
NOTRE DAME

NOTRE DAME INTERNATIONAL

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## Introduction

Thank you for taking time to review the *2013-2014 Handbook for International Students at the University of Notre Dame*, which is brought to you by the staff members of International Student & Scholar Affairs (ISSA), a part of Notre Dame International.

In 1969, Rev. Daniel O'Neil, C.S.C., established International Student & Scholar Affairs (ISSA) to support and advise the international student community at the University. Today, ISSA strives to make the educational experiences of international students and scholars as meaningful and rewarding as possible.

ISSA provides a wide array of support services and educational and cultural programs for international students, their families, and the entire Notre Dame community. This includes providing International Student Orientation, general advising, and cultural programs and events. In addition, ISSA helps Notre Dame-sponsored international students and their dependents maintain lawful immigration status by reminding them about immigration rules, processing immigration requests, and offering helpful information sessions.

In this spirit of service, we publish this Handbook. Updated every year, this Handbook offers basic information about how to settle into life at Notre Dame, the South Bend area, and American culture. Whether this Handbook is useful immediately or in the future, we hope our guidance helps and encourages you.

We sincerely look forward to staying in touch with you and wish you a warm welcome to Notre Dame.

Kind regards,

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## Disclaimer

The *Handbook for International Students and Scholars at the University of Notre Dame* is intended to provide general guidelines on numerous topics. Laws and regulations in the United States are subject to change at any time; therefore, you are encouraged to seek legal or other advice should you be faced with a situation involving the interpretation of such laws and regulations. Likewise, the offerings and requirements of the University of Notre Dame are continually under examination, and revisions are common. This *Handbook* is not a contract; it merely reflects the offerings and requirements in effect at the time of publication and in no way guarantees that such information will remain the same.

In addition to this *Handbook*, all students studying at Notre Dame are required to become familiar with and abide by the rules contained in *duLac*, the official guide to student life at Notre Dame, which contains important University policies such as the Academic Code of Honor, Sexual Harassment and Discriminatory Harassment, the Alcohol Policy, and the Responsible Use of Information Technologies at Notre Dame. It is the responsibility of all Notre Dame students to be aware of the expectations in *duLac* and to conduct themselves accordingly.



# **Chapter 1: Getting Settled**

1.1 Housing

1.2 Transportation

1.3 Communications

1.4 Managing Money

1.5 Buying

## 1.1 Housing

### 1.1.1 General Information

Types of student housing in South Bend include University residence halls (for single students), University family housing (which accommodates some married students and their dependents), and off-campus rooms, apartments, and houses. In allocating residence hall spaces, the University gives preference to non-married, first-year undergraduate students, who are required to live on campus, and students who are renewing their housing contracts. Arriving students who have not previously arranged for a place to live may find it difficult to locate housing, especially at the opening of the fall semester. While you are looking for a permanent residence through the Office of Residence Life and Housing, temporary housing is available on campus in the Sacred Heart Parish Center. The rooms are dormitory-style and are available for \$20 per night, for stays shorter than a week, and \$15 per night for stays longer than fourteen days. For more information, contact Mr. Paul Eddy, Sacred Heart Parish Temporary Housing, University of Notre Dame, Notre Dame, IN 46556-5624. Phone 574-631-7511; fax 574-631-8080; e-mail: [peddy@nd.edu](mailto:peddy@nd.edu); <http://sacredheartparish.nd.edu/sacred-heart-parish-center>.

### 1.1.2 Housing Considerations

#### On Campus

Single rooms are not common in U.S. university residence halls. Most residents share a room with one or two other people, assigned to a room at random. These dorms are furnished with basic furniture and convenient to academic buildings. Total room, board, and associated costs are included in one bill each semester. Graduate and family housing is billed monthly. Up-to-date information about the residence halls, including rates, furnishings, activities, and optional services, is available from the Office of Residence Life and Housing: <http://housing.nd.edu>.

#### Off Campus

Off-campus rooms, apartments, and houses are plentiful but sometimes more expensive than dorms. A lease is almost always required and usually ranges from 6 to 12 months.

### 1.1.3 Residence Halls (Dorms)

#### *Undergraduate*

All first-year students (freshmen) and the majority of undergraduate students live in residence halls. Basic furnishings are provided and buffet-style meals are offered in nearby dining halls. The single-sex residence halls at Notre Dame differ in age, size, and tradition, but each one offers social, religious, and service activities. Furthermore, they afford excellent opportunities to interact with Americans. The undergraduate residence halls close between the fall and spring semesters, making it necessary for occupants to leave the residence halls during this time. Most U.S. students go home at this time, since it coincides with the Christmas and New Year's holidays. International students who cannot travel home or elsewhere during the break must find an alternative place to live while the halls are closed. Please notify ISSA-Programs if you need assistance in finding alternative housing.

#### *Graduate*

There are several facilities available for graduate students to live on campus. The Fischer Graduate Residence Complex consists of fully furnished, air-conditioned apartments with two private study/bedrooms. The O'Hara-Grace Townhouse Complex provides apartment-style living with four private study/bedrooms. Although fully furnished, the O'Hara-Grace units are not air-conditioned. Students sign a housing contract for the length of the academic year (including the summer months), but have the option of giving notice to vacate 30 days in advance of departure.

#### Family Housing

To be eligible to live at Student Family Housing, at least one member of the household must be a registered student. Couples without children have an option of living in the Cripe Street Apartments. Married students with children may live in the University Village. Students with dependent children will be given priority if the application is received by certain deadlines. After the deadlines pass, all other applicants are assigned on the basis of the date on which application was received. Students sign a

housing contract for the length of the academic year (including the summer months), but have the option of giving notice to vacate 30 days in advance of departure.

For more information about on-campus housing, visit the Office of Residence Life & Housing's Web site: <http://housing.nd.edu>.

#### 1.1.4 Types of Off-Campus Housing

##### *Rooms*

A room has facilities for sleeping and studying. It may be in a private house or in a rooming house, where there are many sleeping-studying rooms. In either case, bathrooms are usually shared with other residents. Not all rooms include access to cooking facilities.

##### *Apartments*

An apartment is a complete living unit, with no shared facilities other than laundry machines that are used by all residents in the apartment building. An studio has just two rooms: a bathroom and another large room that serves as kitchen, bedroom, and living room. Unfurnished apartments have only a refrigerator, stove, and window coverings; the renter must acquire all other furniture. A furnished apartment usually includes all basic furniture, but not linens (towels, sheets, etc.) or cooking and eating utensils. In the South Bend area, there are many more unfurnished than furnished apartments. A renter or tenant usually has to pay for his own utilities (i.e., electricity, gas, water, and telephone), although the monthly rent may include some of these. The landlord or manager can explain what you must do to begin utility services or you may call the utility company for instructions.

#### 1.1.5 Finding Off-Campus Housing

Student Government and Student Affairs created a website that focuses on living and playing in South Bend, <http://offcampus.nd.edu>. *Off-Campus Connector*, provides information about rentals near campus, tips for looking for an apartment, as well as fun things to do in South Bend.

Many international students find off-campus housing through personal contacts, online resources, or through classified advertisements (called “want ads”) in the *South Bend Tribune* newspaper and Notre Dame’s own paper, *The Observer*. It is also possible to locate rooms and apartments by walking or driving around town and looking for signs posted in front of buildings where rooms are available. ISSA-Programs carries bus route maps that are helpful, when choosing an apartment, in determining your transportation options. Here is a partial list of definitions for abbreviations that you may find in newspaper advertisements for rooms and apartments:

000–0000 morns—call this phone number during morning hours  
afts—afternoons  
eves—evening  
appt—appointment  
sum sublet/fall opt or SBLT FL OPT—summer sublet with option to rent in fall  
avail immed—available immediately  
LG 1 BR apt—large one-bedroom apartment  
unfurn—unfurnished (without furniture)  
furn—some furniture provided  
H/W furn—heat and water furnished (you do not have to pay for these utilities)  
H/W pd—heat and water paid (you do not have to pay for these utilities)  
A/C—air conditioning  
C/A—central air conditioning (throughout living quarters, rather than only in some rooms)  
Indry—laundry on premises  
refrig—refrigerator included  
W/D—clothes washer and dryer on premises  
all appls—all appliances on premises (includes stove and refrigerator,  
but may or may not include washer and dryer)  
\$/mo—rent per month  
\$ + utils—rent plus utilities  
\$ + dep—rent plus deposit  
\$ + elect—rent plus electricity  
\$/OBO—or best offer (landlord will rent to tenant offering to pay the most, if no one will pay the desired rent)  
rent negot—cost of rent negotiable



1 mi S—one mile south  
2 blks—two blocks  
newer bldg—newer building  
condo—condominium  
fam rm—family room (a large recreation room)  
gar—garage  
off st prkg—off-street parking places  
occ—occupants (number living in the apartment)  
prof/grad—available to professional or graduate student  
resp adult—available to responsible adult  
ref or refer—references needed from previous landlord

### 1.1.6 The Lease

A lease is a written agreement between a tenant and landlord describing the rights and responsibilities of each. It is a binding legal document, which, among other things, makes the tenant responsible for minimal care of the rented property and for the monthly rent of a stated amount for a stated period of time. It specifies the landlord's responsibilities for maintenance and repair of the housing unit. A lease may or may not contain provisions concerning its early termination. Students who want to be able to enter on-campus housing when a space becomes available will want to avoid signing a lease that binds them to other housing beyond the time an on-campus unit might become available.

### 1.1.7 Property and Renter's Insurance

Renter's insurance (which might also be called "homeowner's insurance") protects against losses caused by fire, theft, or vandalism. This kind of insurance covers personal belongings in your rented residence, and in your car if you have one. It also covers damages for which you would be legally liable if a fire or other accident that was your responsibility damages the building in which you rent and/or the property of other renters in your building. The cost of renter's insurance varies depending on the value of your personal possessions, but it is relatively low. When buying insurance, it is wise to get rate information from two or three different insurance agents. You can find agents' names and telephone numbers in the telephone directory or online, or you may also inquire of your landlord what insurance covers tenants. For on-campus residents, the University has established a program

for personal property insurance through Haylor, Freyer, and Coon, Inc. The only exclusion for location of loss is while your property is in a parent's home. You may learn more about this coverage by reviewing the policy terms online at: [www.haylor.com](http://www.haylor.com).

### 1.1.8 Housekeeping Requirements

Most Americans—and American landlords—think it is important that living quarters be kept reasonably clean (you may encounter notable exceptions to this rule, although if you will live in University Housing, you are obliged by contract to take responsibility for the maintenance of both the individual and shared spaces of your room or apartment). You will find available in most grocery and drug stores a great variety of liquids, powders, and sprays designed to help in cleaning. Most of the major markets and organic food markets now carry environmentally friendly products. The Purdue University Cooperative Extension Service of St. Joseph County, 125 South Lafayette Blvd., 2nd Floor, South Bend, IN 46601, 574-235-9604, [stjosephces@purdue.edu](mailto:stjosephces@purdue.edu), employs a home economist who is happy to answer questions about nutrition, buying and preparing foods, cleaning and household products, clothing, and so on.

### 1.1.9 Disposal of Trash and Garbage

Ask your landlord how you should dispose of your trash products (also called refuse or garbage). Garbage is usually collected once weekly by a trash service. You may have to order and pay for this service yourself, or your landlord may pay for trash removal as part of your lease agreement. If your apartment has a garbage disposal in the sink for disposing food waste, be sure to ask your landlord what kinds of waste should and should not be put into it.

#### *Recycling*

The University of Notre Dame encourages recycling. Blue containers for office paper, newspaper, cans, bottles, and plastic are found in buildings throughout the institution. Look for tall green recycling/trash containers on campus, too. Instructions for recycling on campus are posted on many bulletin boards. Both South Bend and Mishawaka have a voluntary curbside recycling service. Call St. Joseph County Solid Waste Management, 574-235-9971, to get your recyclables container and a schedule of pickup times.

### 1.1.10 Keeping the Kitchen Clean

American kitchens are less open to fresh air than are kitchens in some other countries. Thus, grease and oil in the air tend to accumulate on walls and on the tops of refrigerators and cabinets, especially if you frequently fry food. You should keep these areas clean to avoid the development of what some may consider unpleasant odors. Keeping crumbs off the counters and sweeping the floors will help to keep insects and rodents away. Clean all kitchen appliances on a regular basis.

### 1.1.11 Keeping the Bathroom Clean

An important area in which there are widespread differences in customs and cultures has to do with ideas about toilets and bathrooms. International students and scholars who share bathrooms with others will want to be aware of these differences in the use and maintenance of bathroom appliances/fixtures. Students and scholars who rent rooms or apartments from Americans and wish to recover their entire security deposits will also want to be aware of these differences.

### 1.1.12 Laundry and Dry Cleaning

Students usually wash their own clothes, although you may choose to use St. Michael's Laundry services (see description below) for garments requiring special care. There are washing machines (washers) and drying machines (dryers) in every dormitory and in most apartment buildings, or you may sometimes arrange to lease a washer and dryer set. Instructions for using washers and dryers are usually posted in the laundry room of the dorm or apartment, or in the Laundromat. Washers usually require a fee of \$1.25 with Domer Dollars or \$1.50 with cash to operate and dryers \$1.00 with Domer Dollars or \$1.25 with cash. You must provide your own laundry soap. Laundering instructions can be found on clothes labels or on laundry detergent containers. Articles of clothing that cannot be washed in water can be taken to a cleaner, where they will be cleaned with a chemical solvent. St. Michael's Laundry offers this service on campus.

*Laundry Service*

The University operates a laundry facility on campus, St. Michael's Laundry, located across Douglas Road behind the Notre Dame Federal Credit Union. St. Michael's Laundry also has a distribution center on the corner of Sorin Court and Holy Cross Drive. In addition to laundry and dry-cleaning services, St. Michael's offers tailoring, clothing repair, and summer clothing storage. If you live in one of the University dormitories, you may take advantage of in-house pickup and delivery. See the St. Michael's Laundry Web site for more information: <http://laundry.nd.edu>.

## 1.2 Transportation

### 1.2.1 Bicycles

#### *Buying a Bicycle*

Many of the bicycles for sale here are elaborate 12-speed and 18-speed racing models or rugged all-terrain bicycles. Used bicycles are advertised in the *South Bend Tribune*, *The Observer*, and in the classified ads section of NDonline. Used bikes are also offered for sale during the "Old2Gold" sale held on campus each spring.

#### *Bicycle Registration*

You do not need to license a bicycle in South Bend. However, you may wish to have your bicycle's serial number registered at the police department. Having the serial number registered can help the police recover your bicycle if it is stolen. You can take your bicycle serial number to the South Bend City Police Department, 701 W. Sample, 574-235-9201. There is no fee for registering the serial number. You also may register your bicycle with the University to help recover it if it is stolen or impounded. Registration forms are available free of charge at the Notre Dame Security Police (NDSP) office in Hammes Mowbray Hall.

#### *Leaving a Bicycle on Campus during Winter and Summer Breaks*

If you plan to leave a bicycle on campus during the winter break, you may store it safely from theft and harsh weather through a program offered by Notre Dame Security Police. Details for the

program are announced by e-mail in the weeks before winter break begins.

During the summer months, no bicycle storage is provided. Bikes must be removed from campus immediately following Commencement, or you must obtain a summer tag for it through the NDSP department.

### *Bicycle Theft*

It is important to lock your bicycle securely whenever you leave it. When possible, you should lock your bicycle to a bicycle rack (not to light or utility poles, trees, or posts).

### *Bicycle Safety*

South Bend and Mishawaka do not allow bicyclists to ride on sidewalks within the city limits. When you are riding your bicycle on the road, you must obey the same rules and traffic signs as a motorist does. Police can ticket you and require you to pay a fine for violating traffic regulations with a bicycle, just as for violating them with a car. There are hand signals you should use to let motorists know when you plan to make a turn: (1) putting your left arm straight out from your side signals a left turn, and (2) bending the left arm upward at the elbow indicates a right turn. If you are riding your bicycle before sunrise or after sunset, you must have a headlight and rear light or reflector installed on your bicycle. It is a good idea to wear light-colored or reflective clothing when riding at night, and a very good idea to wear a helmet any time you ride a bike.

Notice that although it is required by law, cars do not usually yield to bicyclists. Neither do pedestrians. Bicyclists must be very attentive to all moving vehicles and pedestrians.

### *Bicycle Repair and Maintenance*

To fill flat tires, you will find an air pump located in front of the Transportation Services Maintenance Center (northeast corner of campus). Please ask for assistance. For other repairs, tools, and replacement parts, there is a bicycle shop nearby, ProForm, at 2202 South Bend Ave. Outpost Sports, 3602 Grape Road,

Albright's Cycling and Fitness, 2720 Lincolnway West, and The Avenue Bicycle Station, 2716 Mishawaka Ave., are other bicycle sales and repair shops located further away from campus.

### 1.2.2 Bus Service

Three local bus systems operate in the South Bend vicinity—the South Bend-Mishawaka public bus system (Transpo), Greyhound Bus Lines, and Coach USA. Coach USA is sometimes referred to by old company names such as United Limo or Tri State. All Coach USA buses are painted red and white and display prominently the current company logo. Always consult with the bus driver concerning your destination before boarding any bus from the airports or from campus.

#### *University Shuttle Bus (The Sweep)*

The University bus is operated by Transpo, and referred to as “The Sweep.” The Sweep buses are green with brass side rails. Monday through Saturday during the fall and spring semesters, the shuttle offers free pick-up and drop-off services at various points on the Notre Dame and Saint Mary's campuses. The Sweep does not operate during the summer months following Commencement until the opening of fall semester. Students, faculty, and staff ride free by presenting a valid University ID to the driver. Spouses who reside in the University's family housing may ride without fee by obtaining a Sweep ID at the University Village administrative office. All other family members and visitors must pay a fare of \$1.00 each direction.

#### *Local Bus Lines (Transpo)*

You can get from the University to major retail centers and area attractions riding bus service provided through the Transpo company. Service within the South Bend-Mishawaka area runs between approximately 5:00 a.m. and 10:00 p.m., Monday through Friday, and between 6:00 a.m. and 6:00 p.m. on Saturday. No service is available on Sunday or on several legal holidays which are listed on the Transpo Web site ([www.sbtranspo.com/](http://www.sbtranspo.com/)). You should check the specific times, which vary, for each route.

All University of Notre Dame students, faculty, and staff may ride

free by presenting a valid University ID. The fare for all others is \$1.00 cents (subject to increase), payable upon entering the bus. Exact change is required; the bus driver does not give change. A monthly bus pass may be purchased for at the South Street Station, 1401 S. Lafayette Blvd., 574-233-2131, at the Hammes Bookstore, and at some downtown banks. They are also available online at [www.sbtranspo.com](http://www.sbtranspo.com). The pass covers an unlimited number of rides during the month, but it is not transferable to other family members. There is a special monthly pass for students age 17 or younger; children aged 4 and younger ride free, when accompanied by a fare-paying passenger.

Signs mark the places where buses on each route stop. Maps and schedules of all bus routes are available at the Transpo Center, the Hesburgh Library, and at ISSA. You may call 574-233-2131 to request information about routes or schedules, or refer to the Transpo website, [www.sbtranspo.com](http://www.sbtranspo.com). When transferring from one bus to another to complete a trip in one direction, ask the driver of the first bus you enter to give you a transfer (a small slip of paper you give the driver of the second bus). A transfer carries no additional cost. A transfer it is not valid for a return trip to your original starting place.

With the exception of the Sweep trolleys, all Transpo buses are able to transport bicycles on a first come, first served basis. For disabled and elderly passengers, there is a special bus line service, Transpo Access. For information on this service, call 574 234-1188.

### *Intercity Bus Lines*

Greyhound Bus Lines' local terminal is located at the South Bend Regional Airport, 4671 Progress Dr., 574-287-6542. For fare and schedule information call 1 (800) 231-2222 or visit <http://www.greyhound.com/>. Coach USA, 3025 N. Home St., Mishawaka, 1 (800) 833-5555, operates daily bus service from the Notre Dame campus to Michigan City, and Chicago's O'Hare and Midway airports. Coach USA buses arrive and depart from the bus stop opposite the security kiosk at the Notre Dame Avenue entrance to campus. Currently, the fare from Notre Dame to the South Bend Regional Airport is \$10 one way, from Notre Dame to Chicago Midway or O'Hare \$41 one way (\$73 round trip). Children under

17 ride free and group rates are available. For information, call 1 (800) 248-8747. Printed schedules are available at the front desk of the LaFortune Student Center and in the ISSA-Programs office. Coach USA also publishes bus schedules on its Web site, found at: [www.coachusa.com](http://www.coachusa.com). The Royal Excursion Express Line (REEL) also provides shuttle service from Notre Dame and South Bend area to Midway Airport and downtown Chicago area for \$25 one way (\$39 round trip). Visit <https://goreel.com> or call 574-587-8540 for more information.

### 1.2.3 Taxicabs

There are many taxicab companies in South Bend. You must usually call to arrange for a cab in advance to pick you up, rather than signaling to one in the street. The exception to this locally is at the airport, where you will find cabs waiting in line just outside the terminals. Taxicabs have meters that register the fare a passenger must pay; however, a cab ride from the airport to campus typically has a fixed rate. If you feel you have been overcharged, be sure to copy down the name of the driver and cab company and call the company's dispatcher immediately after completing your trip. It is customary to pay an additional 15 to 20 percent of the fare as a tip.

### 1.2.4 Car Rental

Licensed drivers may rent a car by the day, weekend, week, or month. Prices may vary widely from agency to agency. Most agencies have a minimum age requirement, and you must possess a major credit card. If you already carry insurance on a vehicle, you should check whether your current policy will cover a rental.

### 1.2.5 Notre Dame Transportation Services

Students participating in University-sponsored events may be eligible to rent and operate a vehicle from the fleet maintained and administered through Transportation Services. Each semester Transportation Services offers, for a limited time at the beginning of each semester, a series of one-hour training sessions for drivers who are at least 18 years of age and hold a valid driver's license with an acceptable driving record. Drivers must complete a training session and familiarize themselves with the Vehicle Usage Policy before



operating Transportation Services' rental cars or vans. You must also secure University sponsorship before Transportation Services will grant you a rental. Visit the Transportation Services website at <http://transportation.nd.edu>.

### 1.2.6 Owning and Operating a Car

#### *Indiana Driver's Licenses*

To drive in the United States, you should either:

**1. Have a valid, unexpired driver's license from your home country AND an international driving permit:**

- You are permitted to drive in the U.S. for one year using these two documents.
- You must carry both documents with you while driving.
- You cannot obtain the international driving permit in the U.S. - you must obtain it in your home country.
- You may not use any other translation of your license as a substitute for the international driving permit.
- If you want to buy or title a car in Indiana, you will first need to obtain an Indiana driver's license.

**OR**

**2. Obtain an Indiana driver's license:**

a. If you already have a valid unexpired driver's license from your home country:

- You must obtain an official translation of your driver's license. The instructions to obtain a translation from ISSA are on the back of this form.
- You must visit a BMV license branch to present identification documents, and pass a driving skills test, written examination, and vision screening test. See below for application instructions.

b. If you do NOT have a driver's license from your home country:

- You will first need to obtain an Indiana learner's permit at a BMV branch.
- You must follow the BMV instructions on using the learner's permit, passing the driving skills test, and obtaining a driver's license.

You may apply for your Indiana driver's license at any license branch office of the Indiana Bureau of Motor Vehicles (BMV). To obtain an Indiana Driver's License you must:

1. Wait at least 14 business days after you register your documents with ISSA before you apply for a license.
2. Verify that your first, middle, and last names are spelled consistently on all of your documents. If you discover a discrepancy, please contact an International Student AdvISSAr at the ISSA immediately.
3. Review the Driver's Manual on the BMV website and prepare for the written examination.
4. You must bring the following original documents to the BMV branch:
  - Passport with student visa (Citizens of Canada and Bermuda will NOT have a visa)
  - I-94 card (If your initial entry into the United States was after May 2013 and you did not receive a paper I-94 card, you should print your I-94 record by visiting: <https://i94.cbp.dhs.gov/i94/request.html>.)
  - Two most recent I-20 or DS-2019 forms
  - Social Security Card or Letter of Social Security Number Ineligibility
  - At least two documents with your name and address proving your Indiana residency. Examples include utility bills, credit card or bank statements, your student account statement, an official transcript, a letter from ISSA, etc.
  - Driver's license from your home country and official translation, if applicable.
  - Students on Optional Practical Training (OPT) will also need the valid Employment Authorization Document (EAD)
5. You must pass the written examination at a BMV branch. You do not need an appointment, but must arrive at least one hour before the branch closes in order to take the exam.
6. You must pass the vision-screening test. This test is given at the BMV when you submit your documents.
7. In order to obtain an Indiana driver's license, you must pass the driving skills test.
  - If you already have a valid license from your home country, you can take the driving skills test immediately.

You must schedule this test via the BMV website (<http://www.in.gov/bmv/>). You will need to create a personal account before you begin.

- If you do not have a valid license from your country, you will receive a learner's permit. You will be eligible to take the driving skills test after 180 days.
8. All documents proving your identity, Social Security Number or ineligibility for a Social Security Number, lawful status, and Indiana residency will be verified through a central verification process. The BMV will issue an interim license, valid for 30 days, authorizing you to drive until you receive your license.
  9. Once the BMV has determined that you are lawfully present in the U.S. and have passed all the examinations, they will mail your driver's license or driver's permit to you.

Note: If you are a student or scholar spouse, and lack the number of basic identification documents required to establish a local address, you should go to the BMV with your spouse. Along with whatever documents you do possess, your spouse may present his/her own documents that establish that the two of you are married and reside at the same address. You will also be asked to sign an affidavit attesting to this.

### *Traffic Violations and Driving under the Influence of Alcohol*

Punishments for violations of traffic regulations include fines, loss of driving privileges, and/or jail sentences, depending on the severity of the violation. Cars parked in violation of regulations may be towed away, and the owner then may be required to pay a fine, towing costs, and storage costs. If you are issued a traffic citation or ticket, it is important to respond promptly by paying the fine indicated or making an appeal according to the directions of the issuing officer and/or as written on the citation. A person who operates a vehicle in the state of Indiana agrees by law to submit to a chemical test (commonly known as a breathalyzer test) to determine the amount of alcohol in the person's bloodstream. Driving while intoxicated or with a blood-alcohol content ("BAC") in excess of the legal limit is a criminal offense and will have an immediate and significant effect on your privilege to operate a motor vehicle. Drivers who refuse to submit to a breath test will have their licenses immediately confiscated

and will face a license suspension of up to one year. Drivers who fail the breathalyzer test may have their driving privileges suspended for as many as 180 days and may face more serious legal consequences. International students must be aware that a Driving Under the Influence (DUI) charge may also have serious consequences for their immigration statuses.

### *Driving in South Bend*

In addition to knowing local traffic laws, it is necessary, for safety's sake, to know the customs and practices that local drivers follow. In their driver-training classes, Americans are generally taught to "drive defensively," which means to drive with the assumption that other drivers might make mistakes or drive dangerously. To master local driving practices and to reduce insurance rates, it is strongly suggested that you enroll in a driver education course.

### *Driving and Parking at Notre Dame*

Parking, traffic, and vehicle registration regulations are in place to maintain safety and order on University property. All students are expected to be familiar with these regulations. For a complete list of parking, traffic, and registration regulations, see the Web site at: <http://ndsp.nd.edu> or call the University's Parking Office in Hammes Mowbray Hall, 574-631-5053.

During the Winter Break if you plan to leave your car on campus, you should arrange to include it in the campus "Lock Up." All cars are parked in a specified lot and monitored during the break by NDSP. Details for this security initiative are sent by e-mail.

### *Indiana's Safety Belt Law/Children's Seating*

Indiana has a law requiring the use of seat belts by the driver and front-seat occupants of any 1966 or newer car, truck, or van. Children younger than age 3 must be secured in a child restraint system that meets federal safety standards. Children aged 3 to 6 years must be secured in a safety seat or a regular seat belt. The law is intended to protect motorists from death and injury and to reduce costs to taxpayers that result from accidents. There is a fine for not "buckling up," but this does not include court costs. The driver and front-seat passengers may each be ticketed

separately. The driver also may be ticketed if the belts are not usable.

### *Buying a Car*

Most students choose to buy a used car, either from a car dealer or from a private individual who has advertised a car for sale. Either way, you should take with you an acquaintance who is both knowledgeable about cars and skeptical by nature when you go to purchase a vehicle. This person can help you evaluate both the condition of the car and the claims made by the person who is trying to sell it.

Other valuable resources include car buyer's guides (available through libraries and bookstores) and some of the many Web sites that aid the consumer in making good choices. You will find helpful consumer links at: <http://international.nd.edu/international-student-services/current-students-families/living-in-the-united-states/car-license/>.

### *Title of Ownership*

Note: In order to title and/or register a vehicle in the state of Indiana, you must present verification that you have been issued a Social Security number or present a "letter of ineligibility" from the Social Security Administration. See chapter four of this handbook for more information about your eligibility for obtaining a Social Security Number.

When you buy a car, the certificate of ownership (title) must be signed over to you. Then you must immediately seek an Indiana state title for the car in your own name. If the transaction is not completed within 31 days of the purchase, you may be assessed a fine in addition to the title fee. (If you are bringing a car here from another state, you must seek an Indiana state title within 60 days.)

To title a car, you must present certain documents to the Indiana Bureau of Motor Vehicles and pay a fee. A car brought here from another state must be inspected by the police, although this is a simple matter of verifying the vehicle identification number (VIN).

If you purchased a car from a private owner, the state will collect sales tax before your title is granted. (Dealers will usually add the price of sales tax into your purchase price.) Call the Bureau of Motor Vehicles, 574-255-9620, or visit the Bureau's Web site for more information, [www.in.gov/bmv](http://www.in.gov/bmv).

### *Automobile Registration*

If you buy a car, you must register it and obtain license plates for it at the Bureau of Motor Vehicles. Offices are located in South Bend, 623 South St. Joseph Street, 574-233-2149, or in Mishawaka, 2544 Miracle Lane (closest to campus), 574-255-9620. Requirements for registering a car vary depending on whether the car is new or used and, if it is used, how old it is. To find out what you have to do to register a particular car, call the BMV office at 888-692-6841, or consult the following Web page: <http://www.in.gov/bmv/2334.htm>.

### *Automobile Insurance*

In the state of Indiana, you must carry at least liability insurance if you operate a car. If you are involved in an accident that causes damage and you have no insurance or cannot make immediate arrangements to pay for the damage, your driver's license can be revoked and the injured party may bring suit against you to recover damages by drawing from your future wages.

There are several types of automobile insurance:

- Liability insurance is the most basic type. It protects you if your car kills or injures someone else or damages someone else's property. You are considered legally liable if a car you own (whether you or someone else is driving it) causes injury or death to another person or damage to someone else's property, unless the accident is clearly not the fault of the person driving your car. If you are legally liable (at fault) for injuries, death, or damages resulting from an automobile accident, you could face payments of tens of thousands of dollars. If you do not have liability insurance to help you in paying those costs, you must pay them yourself. This is the reason you are required by law to have liability insurance, even if your car itself is not very valuable.
- Collision insurance covers the cost of repairing your car in

case of collision with another car.

- Comprehensive insurance covers losses caused by storms, thieves, and vandals.

### *Buying Car Insurance*

In the yellow pages of the telephone directory you will find a long list of insurance agents. You may purchase insurance through Internet-based companies as well, but remember that you may not be able to consult with a local agent and will be required to submit forms and claims through the Web site only.

The amount of insurance you buy for your car should depend on its value. Insurance rates vary from company to company and also depend on the value of the car, the amount it is driven, the age of the drivers, past driving records of the drivers, and other factors. Compare several policies before making a purchase!

### *In Case of an Accident*

Insurance companies advise people to follow the steps below in the case of a car accident.

- Call the police if there is any substantial damage to any car or other property.
- Do not move any car that is involved in an accident until the police arrive.
- Obtain identity and insurance information from all drivers involved, and furnish your own to other drivers. If you hit a stationary car and cannot meet with the driver, leave your name and phone number where the owner of the car will find it.

### *If Your Vehicle Breaks Down on the Roadway*

The Indiana State Police recommend the following measures for drivers whose vehicles break down on the road:

- Park your vehicle as far off the traveled portion of the road as possible.
- Turn on the four-way emergency flashers (hazard lights).
- Tie a light-colored (preferably white) cloth or handkerchief to the radio antenna or traffic-side door handle.
- Make a sign that reads SEND HELP, and put it in your window. Similar pre-made signs can be purchased in auto-parts stores

and some department stores.

- If you have a cellular telephone, call 911 and give the dispatcher your relevant information.
- Stay in your vehicle until a police officer arrives, especially if it is nighttime or if the weather is bad.
- If you are unable to pull over to a safe location, get out of your vehicle and wait in a safe location.
- Notify the police, sheriff, or Indiana State Police of the location and circumstances if you need to leave your disabled vehicle along a road.

### *Driving in Winter*

Winter often brings dangerous driving conditions to the South Bend area. If you plan to operate a car during the winter, there are some things you should remember.

- Get your car winterized. Consider putting on snow tires (which have a heavier tread than regular tires), or at least making sure your tires are not worn smooth; putting antifreeze solution into your radiator, unless your car's engine is air-cooled; changing to a lighter weight oil; and making certain your brakes, windshield wipers, turn signals, and headlights are in good operating condition.
- Be sure you have an ice scraper and a snowbrush in your car. The American Automobile Association (AAA) recommends carrying in your vehicle a winter driving kit that includes tire chains, a small snow shovel, extra clothing, traction mats, booster cables, warning devices (flares or reflective triangles), a small bag of abrasive material (sand, salt, or cat litter), a flashlight, some cloth or a roll of paper towels, and a blanket.
- Drive carefully! There are times around South Bend (radio and television reports will tell you when they are) when roads are so slippery and/or visibility is so limited that you should drive only if it is absolutely necessary. If you must drive under these adverse conditions, you should remember several safety rules:
  1. Before starting off, remove snow and ice from ALL windows, and remove snow from the ENTIRE car, so that blowing snow does not obstruct your vision once you begin driving.
  2. Start slowly, using a low gear, and drive slowly.
  3. Do not follow other cars closely.



4. To stop, “pump” your brakes on older models, press steadily on the brake pedal for cars with anti-lock brakes.
5. If your car starts to spin, turn your wheel in the opposite direction of the spin.
6. Watch other cars very carefully, and assume that their drivers are having difficulty controlling them. Be very careful to obey all traffic regulations.

### *Selling a Car*

In addition to advertising and negotiating a fair sale price for your car, it is important to complete the sales transaction by remembering to do the following:

- Sign and date the title in the presence of a Notary Public. (Notary Publics are available on campus in ISSA and the Office of the Registrar).
- Give the new owner—and retain for yourself—a copy of the sales receipt. Remove the license plates. You need to return the license plates to the BMV or mount them, within 15 days, on another car you own.

Without proof of having sold your car on a certain date, and until the new owner has registered the car in his or her own name and attached new plates, you are responsible for any parking fines, etc., charged against the car. Please phone one of the local Indiana BMV License Branches or the Notre Dame Security Police if you have questions.

#### 1.2.7 Hitchhiking

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

#### 1.2.8 Trains

South Bend is serviced by Amtrak. The passenger station is located at 2702 West Washington Ave., South Bend. For more information, call 574-288-2212 or 1 (800) 872-7245. You may also visit Amtrak’s website at at [www.amtrak.com](http://www.amtrak.com).

For those interested in traveling to Chicago, there is a special South Shore rail passenger service that runs between South Bend and Chicago. The South Shore offers daily round-trip service from South Bend Regional Airport to downtown Chicago. For train and schedule information, call 1 (800) 356-2079. Tickets may be purchased in advance or on the train. A one-way ticket between South Bend and the Randolph Street Millennium station currently costs \$11.75; one-way fares for shorter distances cost less. The South Shore line ends in Chicago at the Randolph Street station. When arriving in Chicago, you may continue to the airports by transferring, at an additional cost of \$2.25, to the CTA, Chicago's intracity rail. South Shore rates and schedules may be found online at [www.nictd.com](http://www.nictd.com). Rail service to nearby Niles, Michigan, is offered by Amtrak for passenger service.

### 1.2.9 Air Travel

The South Bend Regional Airport, 4477 Progress Dr., has daily flights to and from major cities in the Midwestern United States. Call 574-282-4590 for more information. Airlines servicing South Bend are as follows:

1. Allegiant Air 1-702-505-8888, [www.allegiantair.com](http://www.allegiantair.com)
2. Continental Airlines 1-800-523-3273, [www.continental.com](http://www.continental.com)
3. Delta 1-800-221-1212, [www.delta.com](http://www.delta.com)
4. United Airlines (United Express) 1-800-241-6522, [www.united.com](http://www.united.com)

You can make reservations for air travel directly with an airline, on the Web, or through a travel agency.

### 1.2.10 Anthony Travel Agency

There is a full-service travel agency, Anthony Travel, [www.anthontravel.com](http://www.anthontravel.com), in the basement of the LaFortune Student Center. This agency can arrange transportation by air, rail, bus, and rental car, as well as assist you in making hotel reservations. Hours are 8 a.m. – 5 p.m., Monday through Friday, and the phone number is 574-631-7080.

Anthony Travel sells the International Student Identity Card (ISIC), which provides student travelers with discounts on travel arrangements, accommodations, museums, cultural events, and

other entertainment. For more information about the ISIC card, visit: <http://www.isic.org/>.

## 1.3 Communications

### 1.3.1 Telephone Directory

The University publishes an online telephone directory with the names and addresses of all students, faculty, and staff at <http://inside.nd.edu>. You may choose to have your name, address, and phone number omitted from both the University and city telephone books.

Private companies publish area telephone directories which contain the name, address, and telephone number of each telephone subscriber. In addition, it includes sections covering telephone services and community information, government numbers, residential and business listings, and often discount coupons from local merchants. Emergency numbers for police, firefighting, and medical and ambulance service are usually located inside the front cover of the telephone book and the University telephone directory. The general emergency number to dial for immediate response is 911; however, there are other emergency numbers listed for critical situations that may require special expertise and intervention.

### 1.3.2 Telephone Service

#### *Telephone Service for On-Campus Residents*

The University's Office of Telecommunications (part of the Office of Information Technologies' Integrated Communication Services) is responsible for University-owned telephones with a 631 or 634 prefix. Please note: you must dial "8" in order to access a line outside the University phone system.

Telephones are not automatically included in undergraduate residence hall rooms; rather you must "opt-in" to the system if you would like to have service for a room telephone, and you must arrange for your own telephone. Graduate students living

in the Fischer O'Hara-Grace and University Village complexes will find a phone in their apartments. There is a semester fee covering the cost of this service, with features that may include caller ID, telephone line repair, and telephone assistance. Long-distance calling service is not a part of the University telephone service, however.

For long-distance service, students have the option of using any carrier, but the company must be able to bill the student with no bill-back to the University phone number. Students wanting more information may call the Office of Telecommunications Help Desk at 631-8111 from 8:00 a.m. to 5:00 p.m. Monday through Friday. You will find more information about campus telephone service on the Web at <http://oithelp.nd.edu/phone-and-tv/>.

Remember! Outgoing long-distance calls and incoming long-distance collect calls may NOT be charged to a 634 telephone number. The bill must be sent to a student.

#### *On-Campus Voice Mail Service*

Regardless of whether you opt-in for service to a room telephone, you have the opportunity to use the University voice mail service. You are assigned a five-digit number which serves as the voice mail access number throughout your studies.

In order to make use of this service, you must set up your voice mail according to directions that are sent to you by e-mail from the Office of Telecommunications, or you can find these directions online at: <http://oithelp.nd.edu/phone-and-tv/>.

Since many telephones include their own voice mail systems, you may choose to “map” (connect) the telephone number to the University’s voice mail system by requesting assistance from the Office of Telecommunications: 574-631-8111.

#### *Initiating Local Service*

To initiate local service, call AT&T, 1 (800) 288-2020 or Comcast, 1 (800) 934-6489. The cost for local service varies depending on the type of service you choose. You can arrange to pay a flat monthly fee for unlimited local calling. Since many new customers may have no U.S. credit history, AT&T may require an

initial deposit which will be returned after a year provided you have made regular and timely payments on your phone bills. The time at which you initiate your local service is the best time to decide whether you want any supplementary services. Some of the services offered are the capacity to talk simultaneously with people on more than one other telephone (conference call), an indicator that tells you whether someone is trying to call you while you are already talking on your line (call waiting), or the telephone number of the person who has called you (caller ID). Each service usually carries an extra cost.

### *Initiating Long-Distance Service*

To obtain long-distance service on a land line, telephone users must choose a long-distance carrier. If you do not choose one, a long-distance carrier will be chosen for you that may or may not offer services appropriate for your needs. Consult the yellow pages of the telephone book for a complete listing of phone companies. The companies offer an ever-changing array of plans from which consumers can choose. Variables to consider when selecting a service include the number, length, destination, and duration of one's long-distance calls, as well as the time of day most calls are made. If you expect to make a significant number of long-distance (including international) telephone calls, you will want to research the competing plans.

Telephone companies have varying capacities and costs for placing overseas calls. Find out whether the company provides service to the country or countries you will be calling.

### *Understanding Whether a Call is Local, Long-Distance, or International*

The cost of a telephone call depends, among other things, on whether the call is local, long distance, or international. The least expensive is the local call. From South Bend, calls to telephone numbers in Mishawaka, Indiana and Niles, Michigan are considered local, as are calls to the nearby small communities of Granger, Osceola, and New Carlisle (all in Indiana). Calls to these communities within the 574 area code do not require you to dial a "1" and the area code. The exception is Niles, Michigan which resides under a different area code (269). The typical monthly

telephone bill covers the cost of local service, no matter how many local calls are made, what time of day they were made, or how long they lasted.

Calls to other communities in Indiana, to other states in the United States, and to Canada are considered long distance. Calls to other countries are classified as international. Each long-distance and international call is listed individually on the monthly telephone bill. The cost varies depending on the long-distance plan, the basic rate, and the day, time, and duration of the call. Calls to all U.S. communities other than those listed in the previous paragraph require you to dial a "1" and an area code. International calls usually require the addition of international access codes and country codes. Consult your telephone directory for further information.

### *Long-Distance Calling Cards*

Long-distance calling cards allow you to make a long-distance call from any telephone, including one without long-distance service. These cards are available from and associated with major long-distance carriers.

### *Prepaid Phone Cards*

You may purchase prepaid phone cards for various dollar amounts at the U.S. Post Office and local department stores or convenience stores. Many of the international food markets carry a variety of cards that connect you to countries around the world.

### *Toll-Free Long-Distance Calls*

Many businesses and services have toll-free telephone numbers. This means the caller is not billed for the call, even if it is long-distance. In the place of the area code normally used for long-distance calls, toll-free telephone numbers have the number 800, 888, 877, or 866. To call a toll-free number, press (or dial) 1, then 800, 888, 877, or 866, as the case may be, and then the seven-digit number. There are several examples of toll-free numbers in this section of the handbook.

### *Cellular Telephones*

The University has installed a Distributed Antenna System (DAS) which enhances cellular service throughout campus. The Office of Telecommunications website lists cell phone service providers which are contracted with the University to work most effectively on this system: <http://oithelp.nd.edu/phone-and-tv/cellular-service/>.

Cellular telephones are sometimes free with service packages or can be purchased separately. Rates and plans are contractual and often require you to stay with the service provider for a specified period of time, such as one year. Some companies, offer plans that allow you to contract for service on a monthly basis, paying “as you go” with the ability to terminate your contract at the end of any given month without incurring penalties.

Note: Many companies require you to have a Social Security number (SSN) or a U.S. credit history in order to register for their services. Since many internationals do not have a SSN or U.S. credit history, companies may also charge you a higher rate for their services.

#### *Internet Phone Service (VoIP)*

A number of companies offer the possibility of using software and other computer hardware (headphone, video camera, etc.) to connect computer-to-computer, or to other telephonic technologies (landlines, cell phones, etc.). Rates vary from company to company, but some students suggest looking into Skype, which is free for many services, at: [www.skype.com](http://www.skype.com).

#### *Getting Telephone Assistance*

If you have any questions about how to use a campus telephone or make a particular call, call the Help Desk, 574-631-9000. Call Notre Dame Directory Assistance, 574-631-5000, for on-campus telephone numbers and connections. If you are using a pay phone, your money will be returned if you dial a toll-free number or 1411 (the standard “information” telephone number). If you want to learn a company’s toll-free number, call 1 (800) 555-1212. There is no charge. There is a charge to learn other long-distance numbers, which is done by dialing 1, then the area code where

the telephone is located, and then 555-1212.

### Telephone Harassment In the United States

It is considered a criminal offense for anyone to make obscene or harassing phone calls. If you receive such calls persistently, contact Campus Security or the local police to file a complaint. Then call your local service provider's Annoyance Call number (listed in the telephone directory).

#### 1.3.3 Mail

##### *University Records*

To receive important documents and other mailings, you should ensure that the Registrar knows your current local address. Other departments use the addresses provided through the Registrar. If you are employed on campus, it is essential for the timely receipt of tax documents that the Payroll Department has your local address as well. You may, however, opt to have your address and telephone number withheld from any records that are made available to the general public.

##### *Pickup and Delivery*

The U.S. Postal Service delivers mail to residences Monday through Saturday, once daily. Consider having the last names of all who receive mail at your address printed on your mailbox. Mail that you are sending out can be put in your mailbox for the mail carrier to pick up, deposited in one of the blue mail boxes located on many streets, or taken to the post office or a postal substation (see "Post Office Locations").

##### *Change of Address*

You should notify the University Registrar, Payroll Services, and the United States Postal Service, as well as the license branch and any utility companies or service providers, whenever you change your address. If you change your address frequently, it may be a good idea to rent a post office box to use as a permanent address. This can be done for a small fee by going to either the campus, South Bend, or Mishawaka post office with proof of your current residence and by filling out an application. Note: for purposes



of maintaining your non-immigrant status you must provide a physical address rather than a post office box number.

Please see your immigration responsibilities for reporting an address change in chapter four of this handbook.

### *ZIP Codes*

The United States Post Office requires a ZIP code on every letter with a U.S. destination. This is the last and very important part of an address on a letter. It is a five- (sometimes nine-) digit number telling what section of the United States the letter is going to. The University's ZIP code is 46556, with four varying additional digits for specific segments of the campus. The area post offices have ZIP code listings. There is also a complete listing of local ZIP codes organized by street in the front of the telephone directory.

### *Post Office Locations*

The Notre Dame branch office of the U.S. Postal Service (574-631-7304), located on campus in the Hammes Mowbray Hall, offers the full range of services or domestic and international mailings. The lobby, with access to post office boxes, a stamp vending machine, a coin-operated copy machine, and an electronic postal scale remains open daily, 24 hours a day. You may also purchase stamps from vending machines located in the LaFortune basement.

The South Bend branch office of the U.S. Postal Service (main office) is located at 424 S. Michigan St., 574-282-8450. The Mishawaka post office (main office) is at 111 E. Third St., Mishawaka, 574-255-9691.

There are "classified stations" of the South Bend Post Office at several sites, including Edison Park, 2417 E. Edison Rd., 574-282-8510. Substations are located at all of the Meijer retail stores in South Bend and Mishawaka; check the telephone book for other locations. The hours during which these substations are open vary with those of the store in which they are located, but the substations are generally open during evenings and on weekends when the post offices themselves are closed. The substations do not handle letters, packages or certified letters addressed to other countries.

### *Mailing Parcels Overseas*

Countries have differing regulations governing the parcels they will receive and handle in their mail. The regulations concern such things as the contents of the parcels, their weight, their dimensions, and the manner in which they must be wrapped. To avoid delays, it is wise to call the U.S. Postal Service and request information about the requirements for mailing any package you wish to send out of the United States. You can use the calculator online to estimate postage: <http://ircalc.usps.gov/>.

United Parcel Service (UPS) will deliver packages exceeding the weight allowed by the U.S. Postal Service. You can schedule a shipment pickup by phoning UPS at 1 (800) 742-5877 or make arrangements online at: [www.ups.com/content/us/en/shipping/index.html](http://www.ups.com/content/us/en/shipping/index.html). At the end of each academic year, UPS sets up tents on campus where they process your packages for shipment. Businesses that specialize in mailing services, such as the UPS Store (an independent franchise of the UPS), can also help you with packaging and shipping your parcels, 5776 Grape Rd., Ste. 51, 574-275-8382; 2043 South Bend Ave, South Bend, IN 46637, 574-277-6245.

### *Overnight and Express Service*

Although services available through the U.S. Postal Service may meet most of your needs, there are several private companies that provide overnight and express service as well, including UPS, Federal Express, and DHL. You may arrange a shipment pickup directly by phoning the company. There are also several locations on campus where you may drop off packages for pick-up. See the following Web site for details: <http://campusmail.nd.edu/Notre-Dame-Post-Office>.

## 1.3.4 Computer Technologies

As a Notre Dame student or scholar, you are granted access to a suite of network-based services, known as NDAccess, which provides access to files, teaching resources, and software for the entire campus and for all computing platforms. You access your file space using your "Net ID" and password from a computer with login

software provided by the University. All faculty, staff, and students with a valid Notre Dame ID are automatically assigned a Net ID and password which you must then activate. These technologies allow you to perform a wide range of functions and connect you to a vast array of electronic resources, but you must adhere strictly to a University policy of responsible and acceptable use. The Office of Information Technologies (OIT) assists all students and scholars in establishing a connection to University computer networks and provides ongoing support through classes, workshops, online tutorials, and a Help Desk (574-631-8111). The OIT also houses the Solutions Center, a technology store that offers computer products, consultation, and repair.

The OIT highly recommends that all students and scholars have a personal computer (specifications for which appear on the OIT website at: <http://oit.nd.edu/new-to-ND/recommended-hardware>), although you have access to shared computers throughout campus. All residence halls, as well as special stations in other campus buildings, are equipped with ResNet connections that enable you to enter the University network without a modem. The ND campus is now equipped for wireless connection through the NOMAD system, as well.

Notre Dame maintains an extensive website that links you to news, event calendars, directories, academic program information, registration forms and procedures, tutorials, student profiles, webcasts, and more. In addition, ISSA updates its website (<http://international.nd.edu>) regularly, and you are encouraged to check the site at least once a week for information regarding international events, continuing orientation programs, income tax obligations and procedures, and immigration requirements. In addition, you will find many websites that contain information about goods, services, and activities within the Michiana area, such as <http://www.visitsouthbend.com>.

### *Notre Dame Electronic Mail (E-mail)*

The Office of Information Technologies (OIT) generates electronic mail (e-mail) addresses for every student, staff, and faculty member at Notre Dame.

To begin using e-mail, you will need your Net ID password and can obtain this by visiting [accounts.nd.edu/activation](http://accounts.nd.edu/activation). You will need your

ndID number, which would have been provided by the appropriate Admissions office. Additional information about e-mail services at Notre Dame is maintained at <http://oithelp.nd.edu/email-and-calendaring>. Contact the OIT Help Desk at 574-631-8111 in room 128 DeBartolo Hall if you have questions.

### 1.3.5 Newspapers and Periodicals

Newspapers, such as the New York Times, Chicago Tribune, USA Today, are available to students at various locations around campus. You may select a newspaper cost-free by using your ND ID to open the dispensers. Home delivery is also available for most U.S. news publications. The Electronic Resources Gateway, accessible through the Notre Dame University Libraries Web page, connects you online to hundreds of newspapers from around the world, as well.

The Hesburgh Library also carries in print newspapers from several countries and in a variety of languages, which you may read in the periodical room. You may also purchase international newspapers at area bookstores, such as Barnes and Noble.

#### *Campus Publications*

- *The Observer* – <http://www.ndsmcobserver.com> – student-run newspaper published on weekdays during the academic year. It is a good source for current events and activities on campus. Copies are available free of charge in the dining halls at lunchtime, at the LaFortune Student Center, at the Hesburgh Library, and in several academic and administrative buildings.
- *Scholastic* – biweekly student-run magazine, available on Thursday afternoons at the same locations as *The Observer*.
- *Common Sense* and *The Irish Rover* - <http://www.irishrover.net> - offering more pointed perspectives on political and social issues, are also available in the same locations as *The Observer*.
- Additional campus publications include the *Juggler*, (<http://www.nd.edu/~juggler>) a literary/art magazine, the *Dome*, (<http://yearbook.nd.edu>) the yearbook, and various undergraduate reviews and departmental newsletters.

### 1.3.6 Radio

#### *AM and FM Radio*

More than 20 radio stations broadcast from the South Bend area, and like most stations in the United States can be divided broadly into two groups: commercial and public. Commercial stations are supported by advertising; public stations are supported by government funding and voluntary listener contributions.

Stations affiliated with National Public Radio (NPR), a public-radio network, tend to carry more diverse programming than commercial stations, including more international news and analysis.

Notre Dame has two student-run radio stations:

- WSND, 88.9 FM, 574-631-7342. This station broadcasts fine arts programs and concerts, wire service reports, and a broadcast of the *The News Hour* with Jim Lehrer weekdays at 7:00 p.m. At midnight, the station format takes a radical turn with *Nocturne*, a locally produced college rock and jazz broadcast.
- WVFI, 640 AM, 574-631-6888. The “Voice of the Fighting Irish” provides students with a mix of the best in modern progressive music, featuring special programs and student disc jockeys.

### 1.3.7 Television

Both new and used television sets are available at relatively low prices from commercial dealers and from private parties. You can receive broadcasts from most major U.S. networks for free, but depending on your TV, you may also need to purchase a digital convertor. You should consult with your rector or landlord about which sort of equipment is effective or may be installed. Options for expanded television service include cable and digital satellite. Cable television service is available in all rooms in the undergraduate residence halls, and the cost is included in your room fees. If you want additional channels or services, you must contract individually with the cable service provider, and keep in mind that your selection of program options may be limited in

scope by University policy. If you are a resident of Fischer/O'Hara Grace Graduate Residences or University Village/Cripe Street Apartments, cable service is also available, but you must subscribe (order and pay fees) for the service as the cost is not included in your monthly rent. You should check with your landlord about cable service if you rent a house or apartment off campus. Digital satellite, a popular alternative to cable, is not available or allowed in all housing situations. University undergraduate, graduate, and family residence halls do not permit permanent installation of a satellite dish. Off campus both the cable and satellite options for television service require that you pay a monthly subscription fee to a provider and pay any one-time installation or equipment rental fees in addition.

For broadcasts of important world sporting events, students often gather in the LaFortune Student Center, in residence hall lounges and common spaces, or at informal restaurants. Student clubs and other campus organizations sometimes purchase special cable subscriptions that allow interested students to see events not generally available to the public, such as the Cricket or Soccer World Cup tournaments.

### *Emergency Alert System*

In times of national emergency, the President of the United States addresses the country through the Emergency Alert System. You can program newer televisions, radios, pagers, and other devices to “turn themselves on” to receive an EAS message. Each week, the EAS generates an eight-second digital data signal as a test; each month, the EAS generates a test script that interrupts programming briefly.

## **1.4 Managing Money**

### 1.4.1 United States Currency

#### *American Coins*

- The penny or cent, worth 1 cent, is the only copper-colored coin.
- The nickel, worth 5 cents, is silver-colored and larger than a

penny.

- The dime, worth 10 cents, is silver-colored and is the smallest U.S. coin.
- The quarter, worth 25 cents, is silver-colored and is larger than the nickel.
- The half-dollar, or 50-cent-piece, is silver-colored and larger than the quarter. It is not in common use.
- Silver-colored dollar coins, or “silver dollars,” come in two forms, neither of which is currently being minted and neither of which is very often seen in circulation. The Susan B. Anthony dollar is about the size of a quarter; the older Eisenhower or “Ike” dollar is the largest U.S. coin. Both are worth 100 cents, the same as a paper dollar bill.
- Gold-colored dollar coins, the size of a quarter, feature the Native American woman, Sacajawea. This coin is not seen frequently in circulation, and its production was recently suspended.

### *Paper Money*

Most U.S. paper money is the same size and same color; however, some paper money (\$20 bills) now incorporates background colors and enhanced security features. In addition to the multicolor \$20 bills, the U.S. Treasury introduced a new design of the \$5, \$10, \$50, and \$100 bills. The figures and numbers on these bills are larger than on the old design, and some of the images on the bills have been shifted. Current paper money denominations include \$1, (commonly called a “buck”), \$2 (rarely seen), \$5, \$10, \$20, \$50, \$100, and larger amounts. Paper money in denominations greater than \$100 is not usually seen in public circulation. Most people do not carry—and some merchants will not accept—bills in denominations larger than \$20.

## 1.4.2 Banks and Banking Services

### *General Description*

There are several types of reputable banking services available in South Bend, including full-service banks, savings and loan associations, and credit unions. All offer savings and checking accounts, online banking services, loans to qualified customers,

and carry federal insurance against consumer loss, and interest rates for services vary only slightly between different institutions. Banks offer additional services, such as safe-deposit boxes, wire transfers, and international currency exchanges. Credit unions are member-owned, and one must usually be employed at a school, university, or a selected business to become a member. To open any kind of account, go to the banking institution in person and discuss your financial goals and concerns with a customer service representative. Increasingly you will encounter small businesses, known as “payday lenders” or “check-cashing services,” that offer to cash checks, make loans, etc. These businesses, generally speaking, charge interest rates that are considered excessive and can range up to an annual rate of over 500 percent.

*Personal Checking Account* (called a current account in many countries)

Customers who open a checking account have several choices, and a banking institution may package any number of benefits and restrictions in combination. Some accounts require a minimum initial deposit or monthly balance or limit the number of monthly transactions, while others pay interest or offer a variety of special discounts (e.g., to students, senior citizens, etc.) and auxiliary services.

Key issues to consider in choosing the type of account that will be most cost-effective are the minimum balance you expect to maintain and the number of checks you will likely issue each month. Many people use checking accounts to pay bills or purchase merchandise, preferring to maintain other accounts for savings and investment. Two or more people can open a joint account that allows both partners to access the account.

*Personalized Checks*

Personalized checks have your name, address, and telephone number or other information you choose printed on them. You must pay for your supply of personalized checks, so it is wise to wait until you have a permanent address and telephone number before you have your checks printed. In the meantime, the bank will issue you a temporary supply of blank checks, although some merchants are reluctant to accept checks that are not



personalized.

### *Writing a Check*

Here are the steps to follow when writing a check. See also the following illustrations.

1. Always use a pen, preferably with black or blue ink.
  2. Write the date on which you are issuing the check.
  3. Write the name of the person or business to whom you are making the payment. Fill in the entire space with your writing, or fill in the remaining space with a horizontal line so that nobody can write in another name there.
  4. Write the amount of the payment in Arabic numerals. Put the first numeral directly after the dollar sign, not leaving any space for another person to alter the amount of the check by writing in an additional numeral.
  5. Spell out the number of dollars included in the payment, and write the number of cents in the form of a fraction (for example, 50/100). Begin writing on the far left end of the line. It is important that you fill the entire line with your writing or draw a horizontal line through the remaining space so that no one can add numbers to the line.
  6. Sign your name as it is printed on the check.
  7. Note the purpose of the payment on the line marked memo, if you need the information for budgeting.
- Immediately after you write a check you should record all the information from it on your check register (see the example) unless your checkbook is the kind that makes a carbon copy of the original check as you write it. Then calculate the balance remaining in your account. Each month your bank will send you a statement of your account, showing the canceled checks that you have written and they have paid. In order to balance your account, you should make sure your records coincide with the bank's record.

275

Name John Smith  
 Account No. 012345678 DATE May 11, 2003 31 9109 2712

PAY TO THE ORDER OF Hammes Bookstore \$ 32.87  
*Thirty Two and 87/100*

**NOTRE DAME**  
 FEDERAL CREDIT UNION

H/M Booke John Smith

⑆ 271291596⑆

Check Register

NUMBER	DATE	DESCRIPTION OF TRANSACTION	DEBIT (\$)	CREDIT (\$)	DEPOSIT (\$)	BALANCE (\$)
	5.9	Deposit			100.00	100.00
275	5.11	Hammes Bookstore	32.87			67.13
						117.13

*Endorsing a Check*

When you are ready to cash a check made out to you, you must endorse it by writing your signature on the back of the check. A check with your endorsement on it is like cash, so you should never endorse a check until you are ready to exchange it. A safeguard, for those times when you must endorse a check in advance and/or send it with someone else to be deposited, is to write just under your endorsement “for deposit only.”

*Bouncing a Check; Balancing Your Checkbook*

Writing a check without sufficient funds in your account to cover the amount (“bouncing a check”) can prove costly. Both the bank and the business to which you addressed the check may charge fees for the overdraft. You may also be required to make other arrangements for payment of your debt, and if you continue the practice of writing checks without available funds, the bank may close your account. To avoid such a situation, remember to record all check amounts, withdrawals, deposits, ATM transactions, and automatic deductions (fees, check orders, etc.). You should balance your checkbook every month and report immediately any lost or stolen checks. You may also opt for “overdraft protection,” if your bank offers such a service.

*Savings Account*

A savings account earns interest at relatively low rates. You can withdraw from a savings account whenever it is necessary. If you have a savings and a checking account in the same bank, you can transfer funds between your checking and savings account. Other savings accounts may be available with limited check-writing and transfer privileges.

Banks also offer savings certificates and money market certificates, which require specified minimum deposits and earn higher rates of interest than regular savings accounts but must remain on deposit for designated periods of time. A savings certificate or money market certificate is a prudent investment only if you are certain that you will not need the money until the designated time period has elapsed (which can be 90 days, six months, one year, or more). This type of certificate is usually called a certificate of deposit (or CD).

#### *University Cashier Services*

You may cash traveler's checks and manage other aspects of your Notre Dame student account through the University's cashier services, provided in partnership with the Notre Dame Federal Credit Union, in the basement of the LaFortune Student Center.

#### *Electronic Funds Transfer*

Electronic funds transfer or direct deposit can be used to deposit checks (including your paycheck) directly into your bank account, to pay bills from your bank account without physically handling the money, or to transfer funds between banking institutions. Some banks may charge a fee for this service when funds are transferred outside the United States.

#### *Automated Teller Machines (ATMs)*

Automated Teller Machines (ATMs) are located in businesses and other public locations in town and throughout the campus, including: the first floor of the LaFortune Center, at the Joyce Center-Gate 10, and in the lobby of the Hammes Bookstore, in addition to other campus ATMs. For a full listing of campus ATMs, visit <http://treasury.nd.edu/cash-management/campus-banking-atm-locations>.

In some instances, a fee is assessed for each use of an ATM, or for each use beyond a certain number. You may also encounter fees for using an ATM that is not owned by your particular bank. Avoid making ATM withdrawals when you are alone at night, especially if you are in a location with which you are unfamiliar.

### *Traveler's Checks*

Traveler's checks are used less frequently than ATMs, and are not always accepted; however they sometimes come in handy for situations where you believe an ATM network may not be readily available. Banks and credit unions sell traveler's checks for a small fee.

### *First Source Bank*

A full service bank, First Source Bank, is located in the basement of the LaFortune Student Center.

### *Online Banking*

Many banks offer online banking options such as transferring money, sending checks and depositing checks. Please see your bank regarding these options as these services vary with the banking provider.

## 1.4.3 Credit and Debit Cards

### *Credit Cards*

Credit cards, unlike personal checks, can be used at most places when you travel. The most important thing is to keep track of all credit card expenditures and be prepared to pay bills in full when they arrive. It is important to review your statements carefully and to immediately dispute charges made in error. Each month the balance of your credit card is rolled over from the previous month along with compounded interest. These accounts set a spending limit that may be increased if you continue to pay your bills in full and on time.

You can apply for a credit card at a bank or credit union, but be

aware that most banking institutions require you to have a Social Security number before processing your credit card application. If you have no credit history, you may want to ask about secured cards, with the credit line secured by savings. With no credit history and without a regular income, a local bank may be unwilling to issue you a card. Some out-of-town banks, particularly ones pursuing student business, may be willing to issue you a credit card, but the interest rate is likely to be high.

Many people get into trouble with credit card debt! Businesses often invite you to open a credit account with one-time discounts; however, you should be aware that interest rates for these credit accounts often are higher than with Visa or MasterCard, and fees may accrue, in addition to interest, for failure to make payments within a specified time. Owning several cards, not keeping track of charges, and paying only the minimum-required payment each month may leave you paying very high interest rates, regardless, and rapidly increase your total debt.

### *Debit Cards*

Debit cards are issued by your bank as ATM cards or in conjunction with a credit card company. The important distinction between a debit card and a credit card is that charges against a debit card are immediately subtracted from your bank account, and the charges you can make are limited to the amount you hold in your bank account at that time.

### *Paying Bills*

It is important to pay your bills on time not only for planning your monthly budget, but because the record of your payments becomes part of a credit history that banks, merchants, and even employers may later examine to determine whether you are considered reliable in your financial dealings and thus eligible for a loan, credit, or even certain jobs. Some utility companies offer budget plans that allow you to pay each month over a certain period an averaged amount, based on a history of past charges. Merchants with whom you have a line of credit will often suggest a minimum payment; however, you may find yourself paying additional interest and fees if you do not pay the charges in full each month. Most utilities and merchants charge a late fee for

payment received after the due date.

If you discover that you are unable to pay a bill on time or in full, you should speak to a company representative about arranging a schedule for payment. Most companies are willing to work with you. Leaving a bill unpaid for several months may result in legal action against you for collection and will damage your credit rating.

There are currently several options for arranging payment of your bills.

- Some utility companies and most businesses have counters or drive-in stations where you may pay in person.
- You may choose to mail a personal or cashier's check through the mail (never mail cash!), but you should always allow extra time for the mail to arrive ahead of the bill's due date.
- Some companies allow you to authorize electronic transfers directly and automatically from your bank by signing up in person, over the phone, or online. Many banks offer bill payment programs where you can designate bills that you receive on a regular basis to be paid directly from your account.

## **1.5 Buying**

### **1.5.1 General Comments**

Shopping facilities in South Bend are diverse, and most products are either locally available or can be purchased through special orders or online. Prices in stores are fixed. A shopper does not generally bargain for a lower price with the store employee, except in the case of automobiles and large appliances or furnishings, or where you are making a purchase in bulk (large quantity). Many stores operate on a self-service basis. If you need help in making your selections, you have to find a clerk to help you. You can ask a store employee whatever questions you wish about a product without being obligated to buy anything.

When you buy something, it is advisable to keep the receipt for the item as a proof of purchase. Many businesses require that you present a receipt when you return an item.

## 1.5.2 Cautions About Sales Tactics

### *In Shops*

There are many salespeople who are genuinely interested in assisting customers and in offering good products at reasonable prices, but you might encounter salespeople who use various high-pressure tactics to induce you to buy from them. This may happen in person or on the telephone. Many salespeople work on commission, which means their wages grow as the volume of their sales grows. Such people have a strong interest in selling as much as possible, and they may be very good at talking people into buying from them.

Remember that you do not have to buy anything from any salesperson. You are entitled to ask a salesperson any question you wish about the product or service, and you are entitled to get a clear, complete answer. You can tell the salesperson you want to think about the matter for a few days, or that you want to talk to other people who have purchased the product or service. You can walk away from a salesperson without a cordial end to the conversation.

### *Avoiding "Consumer Fraud"*

Foreigners anywhere are likely targets of people trying to take financial advantage of other people. International students and scholars are sometimes considered uninformed or unfamiliar with local practices and therefore easy to deceive. Naturally you should be especially cautious in situations involving money.

The dictionary defines fraud as "an act of trickery or deceit; intentional misrepresentation; an act of delusion." The slang term is scam. The legal term for scams aimed at getting people's money by selling them defective goods or services is consumer fraud. The common-sense guideline is this: "If it sounds too good to be true, it probably is!"

### Guidelines to Avoid Current Scams

*Prizes.* You may receive a letter or postcard telling you about a

wonderful “free” prize you have won. You may be told that all you have to do is call a certain telephone number to find out more about it. You will likely be asked to purchase additional merchandise, listen to a sales presentation, or give the caller your bank account number from the bottom of your checks, or your credit card number. The purpose of the “prize” is, of course, to lure you to buy something or allow the scammers to gain access to your finances. **DO NOT GIVE YOUR BANK ACCOUNT OR CREDIT CARD NUMBER** over the telephone!

*Door-to-Door Sales.* Someone might come to the door of your home or apartment trying to sell you something, however, door-to-door sales are not common for apartments. If you are not interested, just say so, immediately. You do not have to let anyone into your house. If you are interested in the product, you should ask the salesperson for proper identification—for example, a business card—and get everything in writing that the salesperson promises you, including warranties, guarantees, and a receipt of purchase.

*Telemarketing.* You are likely to receive numerous telephone solicitations from high-pressure salespeople who are either trying to sell you something or get you to donate money to some organization or cause. Saying “NO, thank you,” and hanging up the telephone is a polite and effective way to end the conversation. If you are interested in the product or service offered over the telephone, ask detailed questions and request more information in writing so that you can find out more about the company. Again, **DO NOT GIVE YOUR BANK ACCOUNT OR CREDIT CARD NUMBER** over the telephone, unless you have previously conducted business with the company.

If you would like to stop all unwanted telephone solicitations, you may register for the “Do Not Call Registry” at [www.donotcall.gov](http://www.donotcall.gov).

*Buying Airplane Tickets by Telephone or Internet.* Low-cost airplane tickets are often advertised on the Internet. If you decide to buy a ticket based on such an advertisement, you are wise to pay with a credit card. If the “good deal” turns out to be a scam, you will have a better chance of getting your money back than you will if you send a check to pay for the ticket. There are many reputable websites that sell airplane tickets (Travelocity, Expedia, Cheap Tickets, Kayak, Priceline, etc.), and you can also buy tickets from the



airlines' websites.

*Internet Shopping.* In general, one should take great precaution when making purchases via the Internet. For an overview of security concerns and best practices, please refer to the Office of Information Technology's Web pages: [secure.nd.edu](http://secure.nd.edu).

*"900" Telephone Numbers.* Telephone calls to numbers that begin with "1-900" cost more than a normal long-distance call—sometimes as much as \$50 for a one-minute call. Although some legitimate services are provided through "900" numbers, (ordering products, getting financial advice, etc.), be aware that ALL of them cost money.

*Consumer Action Website: How to File a Consumer Protection Complaint.* If you believe you have been the victim of a scam, first try to get satisfaction from the individual or business that you believe took advantage of you. If that approach is not successful, you can contact the following: 1 (800) 382-5516 or [www.usa.gov/topics/consumer.html](http://www.usa.gov/topics/consumer.html).

### 1.5.3 Sales Taxes

A sales tax is added to the cost of some purchases. Income generated from sales taxes is used to support various state-run programs such as highway maintenance, public education, and law enforcement. No sales tax is charged for food items purchased in grocery stores or prescription medicines. Particular localities may have additional sales taxes.

### 1.5.4 Food

There are several types of food stores in South Bend. Supermarkets are large stores that sell not only groceries but also paper goods, kitchen supplies, and health and beauty aids. Some include Kroger, Martin's, Meijer, Sam's Club, and Aldi. Several grocery stores and markets carry a variety of international products, such as Bamber Superette, Indian Market, and Saigon Market. A popular health food store is Garden Patch Market. Neighborhood stores and convenience stores are smaller, have far fewer nonfood items, usually have longer hours of business, and charge somewhat higher prices. Convenience stores usually sell gasoline and some automobile supplies as well as a limited range of foods.

A farmer's market operates in South Bend, where many individual vendors bring fresh vegetables and fruit, home-baked goods, green plants, flowers, and hand-crafted items to sell. The best fresh vegetables are sold early in the morning, so shoppers who want them need to arrive close to opening time. The South Bend Farmer's Market operates year-round on Tuesday, Thursday, Friday and Saturday and is located at 1105 Northside Blvd. in South Bend, 574-282-1259. For more information, including hours of operation, visit: <http://www.southbendfarmersmarket.com>.

For a more complete list of area supermarkets, restaurants, and resources for international cuisine, visit <http://www.visitsouthbend.com>.

#### 1.5.5 Discount Clothing

A variety of stores sell discount clothing, including second-hand stores such as the Salvation Army, St. Vincent DePaul Society, and Goodwill Industries (all of which sell used merchandise at low prices). Some second-hand stores specialize in clothes (and books and toys) for children. Many international students find it economical to buy used clothing, especially winter clothes and accessories, at second-hand stores. Several discount clothing stores are located near Grape Road in Mishawaka: T.J. Maxx, 5880 Grape Rd., Marshalls, 355 University Dr.; and Target, 155 University Dr. E.

#### 1.5.6 Furniture

Furniture stores, department stores, discount stores, second-hand stores, and rent-to-own stores all sell furniture. In addition, used furniture is often available from private individuals who have garage sales at their homes or who advertise the items they wish to sell in the classified section of the newspaper. A local publication, *The Michiana Shopper*, advertises both new and used goods—not only furniture but also household goods, clothing, and cars.

##### *Used Furniture*

Goodwill Industries, with several locations in the area, sells donated

items of all sorts—furniture, household goods, clothing, books, and more—at very low prices. Half-price sales are held one Saturday per month. Call Goodwill to check the date; the main office number is 574-247-0370. Goodwill does not deliver items that it sells. The St. Vincent DePaul Society, 3408 W. Ardmore Trail, 574-234-6000, has a variety of donated furniture, clothing, household items, stoves, refrigerators, and other products for sale. Delivery service is available for a fee, and St. Vincent will also pick up items that you wish to donate. The Salvation Army, 506 S. Main St., 574-288-2539, and 2009 South Bend Ave, 574-273-0157. (near Martin’s Supermarket), sells donated furniture, appliances, and other household items.

#### *Discount and Rental Furniture*

Discount furniture is new furniture that is sold at a reduced price often because it was either damaged in shipping or because it represents the remnants of a style or model of furniture that is no longer being produced. Some local new furniture dealers may also stock discount furniture. Furniture that is new but not yet painted (unfinished) can be purchased in many area discount stores as well.

Shops such as Cort/Instant Furniture Rental, 123 S. Michigan St. in South Bend, rent sets of furniture for a monthly fee and also sell used furniture that is no longer available for rental, 574-245-5375.

### 1.5.7 Drug Stores

Drug stores, or pharmacies, sell health products such as medicines and toiletries (including soap, toothpaste, shaving cream, deodorant, and shampoo). They also sell small household goods, stationery, magazines, and newspapers. Drug stores close to campus include CVS and Walgreens.

### 1.5.8 Household Goods

Items such as small appliances, kitchen utensils, and cleaning equipment are available at many places, including department stores, drug stores, discount stores, hardware stores, second-hand stores, and from private individuals selling through the classified ads. The previous listings mention many places where you can find relatively inexpensive household goods.

### 1.5.9 Books

The Hammes Notre Dame Bookstore on campus is a primary resource for Notre Dame students' academic needs. Textbooks used in classes are ordered through this bookstore and delivered here. Some suggest that you purchase your textbooks after attending your first class, and you should acquaint yourself with the book return policy. The bookstore also carries school supplies, as well as basic necessities such as toiletries and medicine, and a wide selection of Notre Dame memorabilia and "official" Notre Dame sportswear. For more information call 574-631-6316 or visit [www.nd.bkstr.com](http://www.nd.bkstr.com).

Barnes and Noble carries more than 150,000 book titles and has a wide selection of music CDs and cassettes, listening stations, a complete newsstand, and a literary café. It is located in University Park Mall at 6501 North Grape Road, Mishawaka, 574-247-0864. Many students find that textbooks, new and used, are less expensive when purchased online through sites such as Amazon, Alibris, etc. There are also a few bookstores in town that offer used textbooks and literary selections, including Erasmus Books, 1027 E. Wayne, South Bend.

#### Reselling/Recycling Your Textbooks

At the end of each semester you may want to resell the textbooks that were required for a course. Options include posting notices on community bulletin boards or participating in exchanges or "swaps" within your residence hall. You may also sell certain textbooks back to the Hammes Bookstore at a percentage of the original cost.

Various organizations sometimes collect used textbooks which they redistribute or resell to raise money for charitable works. Look for donation boxes in the LaFortune and in your residence hall at the end of the spring semester.



# **Chapter 2:**

## **Medical Care and Insurance**

2.1 The U.S. Medical Care System

2.2 What Happens When You Visit a Doctor

2.3 University Health Services

2.4 Family Health Care

2.5 Dental Care

2.6 Mental and Emotional Health/Cultural Adjustment

2.7 Health and Accident Insurance

## **2.1 The U.S. Medical Care System**

The medical care system in the U.S. has two characteristics that distinguish it from many others in the world. First, it devotes considerable resources to prolonging the lives of people with serious illness or unusual injuries. The cost of medical care reflects the enormous investment in research, medication, and technology that is required to make this type of care available. Second, there is no general, government-supported system for paying individuals' medical costs, outside of assistance for the elderly and indigent. That is, there is no universal medical care program or insurance program at the national level. As a result, medical costs in the United States are extremely high and must be paid by the individual incurring them. Although health and accident insurance can be purchased to pay some medical expenses, no health insurance plan readily available to students covers all medical expenses.

## **2.2 What Happens When You Visit a Doctor**

When you go to see a doctor, he or she will ask many questions. The doctor will expect you to give details about your symptoms — what they feel like, whether they are more noticeable under some conditions than others, how long you have had them, and so on. The doctor will ask you what treatments you have already tried. If you should require an interpreter, please make this request when you set your appointment.

In the U.S. health-care system, patients are encouraged to ask doctors (or other caregivers) questions about their condition and its treatment. Patients are expected to ask about the costs of recommended treatment and may be asked to participate in making decisions about treatment and medications. If your doctor does not know the likely costs, ask someone on the office staff.

## **2.3 University Health Services**

St. Liam Hall, 574-631-7497

All enrolled students, regardless of whether they carry University health insurance, are eligible to use University Health Services.

Students must present a current student identification (ID) card when seeking care. A staff of physicians, registered nurses, and patient care assistants provides health care through the ambulatory care clinic and inpatient unit. Additional support services available through University Health Services include laboratory, physical therapy, a pharmacy, transportation to and from off-site medical appointments and pharmacies, and an insurance/accounts office that assists students with questions regarding the University-sponsored group insurance policy.

During the academic year, the health center is open 24 hours a day, seven days a week. Physicians are available for inpatient and ambulatory patient care from 8:00 a.m. to 6:00 p.m. Monday through Friday. Call for hours of operation and physician availability during academic breaks, holidays, and the summer session.

Prescription medications, over-the-counter medicines, and medical supplies are available through the campus pharmacy. Note that prescription cards, other than those from the school-sponsored insurance provider, are not accepted at the campus pharmacy and charges may be rejected by a private insurance carrier. Although a student's spouse and children cannot receive treatment at the University Health Center, they may fill prescriptions and purchase medical supplies from the pharmacy either with cash or by charging the cost to a student account.

University Health Services provides van service at no charge to off campus medical facilities, doctor's offices, and pharmacies. To use this service, you must make an appointment at the front desk of Health Services or by calling 574-631-7497.

## **2.4 Family Health Care**

For family members with health insurance, it is important to determine which hospital system or physician is eligible to provide care under the terms of their policy. You may also consult with the staff of University Health Services for community referrals to physicians who will treat spouses and children. There is also a local physician referral service, Memorial Health Professionals, at



574-647-6800. This service will ask about your insurance coverage and assist you in finding a doctor who provides care according to the insurance policy you carry.

Please note that new patients must often wait several weeks or months to see an off-campus doctor for the first time. It's important to select a doctor and schedule a new patient appointment right away to establish yourself as a patient, even if you are not sick. If you do so, you can see your doctor much more quickly when you are sick or injured.

For infant and child immunizations and travel vaccinations administered at a nominal fee, you may make an appointment through the St. Joseph County Health Department. Call 574-335-8222 for hours of operation. Be sure to bring any medical records from your home country to the clinic.

The Women's Care Center is a nonprofit agency, supported by individuals, businesses, congregations, and charitable foundations. With several locations, these centers offer counseling, pregnancy tests, assistance in selecting a physician, prenatal and parenting workshops and classes, and maternity and infant clothing. Call 877-908-2341 for the nearest location.

La Leche League, an international, nonprofit, nonsectarian organization dedicated to providing education, information, support, and encouragement to women who want to breastfeed, may be reached at 574-287-0702.

Generally speaking, international students and their families may seek the support and services of any health care agency or provider, whether privately or publicly funded. However, it is important to consult with knowledgeable representatives of that agency and/or an international student advisor whenever you have questions about your eligibility as a non-U.S. citizen.

## **2.5 Dental Care**

University Health Services may be able to recommend a dental care provider. You may also consider calling directly one of the dentists listed in the yellow pages of the telephone book or

consulting a referral service. The Dental Referral Service is a privately owned service that refers you to a dentist based upon your needs, place of residence, and insurance coverage. This service is offered at no cost, but referrals are limited only to those dentists who choose to be listed with this service, 1 (800) 428-8774.

The following clinics offer dental services on a sliding scale to uninsured patients:

The Indiana Health Center  
1901 W. Western Ave., Ste. B  
South Bend, IN 46619  
574-234-9033

<http://www.indianahealthonline.org/our-locations/south-bend>

Sister Maura Brannick Health Center  
326 S. Chapin St.  
South Bend, IN 46601  
574-335-8222

<http://www.sjmed.com/sister-maura-brannick-csc-health-center>

This clinic will provide dental exams, cleaning, extractions or whatever the need may be for just a small fee per visit to those who meet the clinic guidelines.

For preventive services such as cleanings and X-rays, the Dental Hygiene Clinic at Indiana University South Bend (IUSB) offers care at a moderate cost. The clinic is located on the campus of IUSB in Riverside Hall, just off Northside Boulevard. It is open from September to June. For hours and more information, call 574-520-4156. Many dentists will accept patients on an emergency basis; however, it is better to have made inquiries and compared costs before an emergency presents itself.

## **2.6 Mental and Emotional Health/Cultural Adjustment**

University Counseling Center (UCC), St. Liam Hall, 574-631-7336

The UCC offers a broad range of professional services to all students at the University, both undergraduate and graduate. The

UCC is devoted to helping students with any problem or concern that may require professional assistance, such as issues related to interpersonal relationships, cultural adjustments, exploration of values, personal growth and well-being, stress management, social/sexual issues, time management, academic difficulties, self-esteem, vocational guidance, loss and grief, life and career planning, anxiety, depression, alcohol/drug abuse, and eating disorders.

Postdoctoral students, visiting scholars, and their family members should seek counseling services through the LifeWorks Employee Assistance Program, 1-800-729-7655.

The UCC website provides links to additional resources including classes, workshops, and self-help topics at <http://ucc.nd.edu>.

Students who wish to speak informally with a counselor attend “Let’s Talk.” “Let’s Talk” offers students a 15-minute chat with a UCC counselor on Tuesday and Thursday afternoons. Visit <http://ucc.nd.edu/outreach-and-consultation/lets-talk>.

For more information regarding cultural adjustment, please see Chapter 8 of this handbook.

## **2.7 Health and Accident Insurance**

### *University Health Insurance Requirement*

The University requires that all graduate and international students have health insurance coverage for the duration of their stay at Notre Dame. Your name will be added automatically to the list of students to be insured under a group policy designed specifically for Notre Dame students. The University will pay the premium and charge the cost back to you through the Office of Student Accounts. Students who are admitted through the Graduate School can expect to benefit from an insurance supplement that will reduce the total cost for coverage under the University’s group policy.

This insurance coverage will be waived only if proof of other

comparable, U.S. based, coverage has been presented to the Insurance office of University Health Services between Aug. 15 and Sept. 15. International students are strongly urged to provide insurance coverage for their dependents, as well (federal government regulations require J-1 students and scholars to provide health insurance for themselves and their families; the school policy meets the coverage requirements of the J visa status). Students and their families must understand that private health insurance plans in the United States do not cover all medical expenses. Services such as dental care and eye examinations are often not covered, although there are optional dental and vision care insurance plans available on the University Health Services website. Other medical services may be paid in part by the insurance company, but the student must be prepared to pay the balance.

### *Graduate School Assistance Program*

The Graduate School Assistance Program offers supplemental funds for health care needs to all degree-seeking graduate students enrolled in the Graduate School. Materials outlining the application procedure for this program are distributed each summer. Read these application materials carefully and be sure to follow the established guidelines. Remember that if you have received an assistanceship or intend to apply for one, you must establish yourself as a patient through St. Joseph Hospital and its affiliated health care system. Always present the special membership card whenever you are seeking care. Other questions concerning the program may be directed to the Graduate School.

### *Hoosier Healthwise for Children*

Hoosier Healthwise is a health insurance program for Indiana children, pregnant women, and low-income families. Health care is provided at little or no cost to Indiana families enrolled in the program. For details and the enrollment phone number, see the following Web site: <http://member.indianamedicaid.com>. In most cases, you must be a United States citizen to qualify for this benefit; however, some international students have used this service for their children who have been born in the United States.

## *Health Insurance Terminology*

Understanding written information or discussions about health insurance requires knowledge of certain terms. These definitions of common insurance terms come from “To Your Health,” a publication by NAFSA: Association of International Educators.

*Claim:* A written request by the insured individual for payment by the insurance company for a cost incurred and covered under the insurance policy.

*Copayment:* The portion of a covered expense, after the deductible is paid, which must be paid by the insured individual. The copayment is usually expressed in a percentage—for example, if the insurance company pays 80 percent of covered charges, the copayment is 20 percent.

*Covered Expense:* Any expense for which complete or partial payment is provided under the insurance policy.

*Deductible:* The initial portion of a covered expense, which must be paid by the insured person before the insurance policy pays its part of the expense.

*Exclusion:* Any condition or expense for which, under the terms of the insurance policy, no coverage is provided and no payment will be made.

*Insurance Policy:* A written contract defining the insurance plan, its coverage, exclusions, and eligibility requirements, and all benefits and conditions that apply to individuals insured under the plan.

*Insurance Premium:* The amount of money required for coverage under a specific insurance policy for a given period of time. Depending on the policy agreement, the premium may be paid monthly, quarterly, semiannually (twice a year), or annually.

*Lapse in Coverage:* After an initial insured period, the period of time during which an individual is uninsured, usually because of failure to pay the premium.

*Pre-existing Condition:* A condition that existed before the commencement of coverage under a given insurance policy. Depending on the policy, a pre-existing condition may be defined as (a) a condition that had its origins before the commencement of coverage; (b) a condition that exhibited symptoms before the commencement of coverage; (c) a condition for which treatment was sought before the commencement of coverage; (d) a condition that was diagnosed before the commencement of coverage; or (e) a condition for which treatment was received before the commencement of coverage.

*Renewal:* Paying a premium for an additional period of time (after the initial insurance period has expired) so as to continue coverage.

Other terms with which you should be familiar:

*Preferred Provider Organization (PPO):* An organization of hospitals and physicians, who provide, for a set fee, services to insurance company clients. These providers are listed as preferred, and the insured may select from any participating hospitals and physicians but also may select a hospital or physician outside the PPO without prior authorization. The cost of visiting a hospital or physician outside the PPO usually is incurred by the client, with the PPO then reimbursing the client a percentage of the cost.

*Health Maintenance Organizations (HMOs):* Similar to PPOs, except that the insured clients must select a “primary care physician” (PCP) who will take care of their routine medical needs. Referrals to specialists within the HMO must be done through the PCP. The HMO generally will not pay for any visit to a specialist without a prior referral from the PCP, as well as any visit to a physician or hospital outside the HMO or any unapproved visit to a physician within the HMO other than the PCP. The insured will incur these costs. Premiums in an HMO are usually less expensive than those in a PPO.

*Explanation of Benefits (EOB):* The statement sent to a participant in a health plan listing services, amounts paid by the plan, and the total amount billed to the patient.

*Reasonable and Customary Charges:* The charges that a carrier

determines normal for a particular medical procedure in a specific geographic area. If charges are higher than what the carrier considers normal, the carrier will not pay the full amount charged and the balance becomes the responsibility of the insured.

*Referral:* Occurs when a physician or other health plan provider receives permission to consult another physician or hospital. Frequently an insurance provider will require that you obtain a referral before seeing a specialist.

### *Coverage Provided by Health Insurance*

Health and accident insurance does not cover all medical expenses. In general, it covers the higher costs that result from accidents and serious illness, with attendant hospitalization, medical tests, and the services of doctors and nurses.

Examples of costs that health insurance may not cover include:

- Routine visits to a doctor.
- Visits to the emergency room when there is no emergency.
- Medication a doctor prescribes for routine illness.
- Routine dental work.
- Vision examinations (some policies do cover eye examinations, but most do not).
- Eyeglasses.
- Certain procedures that the insurance company considers “experimental,” such as bone marrow transplants.

These costs usually must be met by the individual, even if he or she has health and accident insurance. The coverage afforded by various health insurance policies varies. Written information accompanying each policy describes what that policy covers. Of course, policies that are more comprehensive in their coverage are more expensive.

### *Record Keeping*

To successfully file claims with your insurance provider, document for tax exemptions, and keep track of expenditures, you should retain copies of all your medical records, receipts, and claim forms.

Always carry your insurance identification card with you and present it whenever you are seeking treatment from a care provider. Keep a copy of your insurance policy and any updates you receive throughout

the year.

*Help with Health Care and Insurance Problems*

If you have questions or need help filing claims with the University's group policy insurer, please call University Health Services (574-631-7497).





# **Chapter 3: Education and Student Life at the University of Notre Dame**

3.1 Academic Systems and Expectations at Notre Dame

3.2 Academic Support Services

3.3 Resources for Improving Your English

3.4 Student Life Services

3.5 Student Programs and Organizations

## 3.1 Academic Systems and Expectations at Notre Dame

You are likely to find that the American academic system differs from the one you have experienced in your home country. This chapter provides information about the University of Notre Dame's basic student life structures, systems, and expectations. You will learn the informal rules for academic success as you begin your coursework and have the opportunity to interact with faculty and experienced students in your field of study.

You will find more information about the Notre Dame academic system through your academic department, and from various University publications and Web sites, including the Hours of Instruction (Schedule of Classes) handbook, the Bulletin of Information, and the duLac Guide to Student Life. You may also pick up in the ISSA-Programs office a copy of the NAFSA publication "U.S. Classroom Culture," which compares different pedagogical methodologies, and includes comments and suggestions from international students.

### 3.1.1 Organization of the Academic System at Notre Dame

#### *The Semester System*

The academic year at Notre Dame is composed of two semesters, fall and spring, each approximately 16 weeks in length. There also are summer sessions of various lengths. While many U.S. universities use the semester system, some divide the academic year into shorter periods, either quarters or trimesters.

#### *Credits*

The quantity of academic work a student performs at the University is measured in credits. The number of credits that a course is worth usually depends on the number of hours per week that the course meets. A three-credit course, for example, will meet three hours weekly for one semester. It could meet for three 50-minute or two 75-minute sessions every week, as undergraduate classes normally do, or for one weekly three-hour session, which is a fairly common pattern in graduate classes. At the end of the semester, students who have achieved a passing grade in the course have earned three credits.

As a requirement of your international student status, you must carry a minimum number of credits each semester, specified according to your level of study (undergraduate or graduate) or exchange agreement. For more information about the number of credits required as part of your international student status, see: <http://international.nd.edu/international-student-services/current-students-families/>.

A student must earn a specified number of credits to graduate, a number which varies for undergraduates and graduates. Information about graduation requirements can be found in the University's Bulletin of Information, which lists University course offerings and requirements online at: <http://registrar.nd.edu>.

### *The Grading System*

For graded exams, essays, and other assignments that you complete as part of your daily or semester work, there are, generally speaking, four passing grades (A, B, C, and D) and one failing grade (F). Each grade carries a designated number of points per credit.

#### GRADE POINT VALUE

##### **Superior**

A	4.000
A-	3.667
B+	3.333

##### **Above Average**

B	3.000
B-	2.667
C+	2.333

##### **Average**

C	2.000
C-	1.667
D	1.000

##### **Failing**

F	0.000
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For your final grades, the following system is in effect at the University of Notre Dame.

#### GRADE POINT VALUE

A	4.000
A-	3.667

B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000 (Lowest passing grade for graduate students)
C-	1.667
D	1.000 (Lowest passing grade for undergraduates)
F	0.000 Failure
X	0.000 (Given with the approval of a dean for circumstance beyond the control of a student. It reverts to an "F" if not changed within 30 days after the beginning of the next semester in which a student is enrolled.)
I	0.000 (Given for incomplete coursework - reserved for advanced students in advanced studies only. The coursework must be completed and the "I" changed on the transcript prior to the beginning of the final examination period of the next semester in which a student is enrolled; otherwise, the grade "I" remains on the transcript and is calculated as the equivalent of an "F".)

A student's grade-point average (GPA) is calculated by dividing the number of grade points earned by the number of credits earned. For example, if a student has taken three courses, each for three hours of credit, and the grades include one A, one B+, and one C+, the GPA in Notre Dame's 4-point system (a 4.00 being a perfect "A") would be 3.22. The cumulative GPA is the GPA a student has earned for all studies taken at Notre Dame and those given in the co-exchange program with Saint Mary's College.

### *Enrollment*

Enrollment is a separate procedure from registration. A student has until the seventh class day to complete "Roll Call," or Web enrollment, through insideND each semester. By completing Roll Call, a student informs the University Registrar of the intention to pursue the classes for which he or she is registered. International students must register all immigration documents with ISSA within seven days of arrival as a new student in order to proceed with enrollment.

### *Registration*

You must register for the particular set of courses you take each term. Before you can register, you must meet with your academic advisor, reach agreement on a course schedule, and get your advisor's approval for your plan. The introductory section to the Hours of Instruction (Schedule of Classes) gives detailed information about such topics as registration procedures, deadlines for changes in registration, the payment of fees, supplementary regulations, and student privileges. The registration process is then completed online through insideND.

### *Academic Advisor*

Your academic advisor is a faculty or staff member who helps you plan your program of studies in a way that will best enable you to fulfill your graduation requirements and at the same time tailor your studies to your interests. The First Year of Studies Office provides academic, personal, and career advising during undergraduates' first year at school. Each first-year student is assigned to an advising team, which includes an advisor-director, several undergraduate peer advisors, and consultants from among the faculty of the many University departments.

If you are a graduate student, you may depend on your advisor for many things, including help with improving grades, acquiring financial support, forming an examining committee, and getting letters of recommendation. If you are a graduate teaching assistant, your advisor also may be your "boss." Academic departments vary in their procedures for assigning academic advisors to graduate students. In some departments, either the chairman or the director of graduate studies serves for at least the first semester as a new student's advisor. Then the student selects an advisor, based on shared academic interests. In other departments, a new student is assigned a faculty advisor based on some system of distribution of the department's advising load. Later, students may have the opportunity of selecting the advisor that they prefer.

In any case, new graduate students can learn who their advisors (or temporary advisors) are by visiting or e-mailing the departmental office and asking for the information.

## *Graduation Requirements*

Graduation requirements specify the number of credits you must earn, the minimum GPA you must achieve, and the distribution of credits you must have from among differing departments or fields of study. In addition, it is necessary to apply for graduation when you near the time that you will be completing your graduation requirements. Since graduation requirements vary among various divisions of the University, you should consult the Bulletin of Information (<http://registrar.nd.edu/BOI/BOI.php>). You should also direct your questions to your departmental office or academic advisor.

### 3.1.2 Methods of the Academic System

#### *Lectures*

The most common method of instruction at Notre Dame is the classroom lecture. These lectures are supplemented by classroom discussion (especially when classes are small), discussion sections (especially in large undergraduate classes in which graduate teaching assistants aid the professor who presents lectures), reading assignments in textbooks or library books, and by periodic written assignments. It is important for a student to contribute to the discussion since classroom participation is often considered when assigning a grade for a class.

#### *Seminars*

The seminar is a small class that is likely to be devoted to discussion. Students often are required to prepare presentations for the seminar, based on their independent reading or research.

#### *Laboratories*

Many courses require work in a laboratory, in which the theory learned in a classroom is applied to practical problems.

#### *Term Papers*

In many courses, you will be required to write a term paper (often called simply a “paper”). A term paper is based on study

or research you have conducted in the library, classroom, or laboratory. Your teacher will usually assign a term paper in the early part of the course. You are expected to work on it during the semester, and submit it near the end. The grade you receive on the term paper may constitute a significant portion of your grade for the course. It is wise to complete term papers ahead of schedule so that you have time to ask another person to review your paper and suggest revisions. There are books available that explain the format of a term paper, including the use of footnotes and bibliographies. The University Writing Center, 203 Coleman-Morse, also assists students in preparing such a paper. If you have questions, ask the professor.

### *Examinations*

You will have many examinations. Nearly every class has a final examination at the end of the semester, and most have a midterm examination near the middle of the semester. There may be additional tests or quizzes given with greater frequency, perhaps even weekly. All of these tests are designed to assure that students are performing the work that is assigned to them and to measure how much they are learning.

There are two general types of tests: objective and subjective. An objective examination tests the students' knowledge of particular facts. Five kinds of questions are commonly found on objective examinations:

1. Multiple Choice—The student must choose from among a series of answers, selecting the most appropriate answer (or answers).
2. True and False—The student must read a statement and indicate whether it is true or false.
3. Matching—The student must match words, phrases, or statements from two columns.
4. Identification—The student must identify and briefly explain the significance of a name, term, or phrase.
5. Blanks—The student must fill in the blanks left in a phrase or statement to make it complete and correct.

A subjective examination (sometimes called essay questions) requires the student to write an essay in response to a question or statement. This kind of examination tests a student's abilities



to organize and relate his or her knowledge of a particular subject.

### 3.1.3 Academic Honesty

Many students in the United States get into trouble for what is called cheating or plagiarism. Cheating means copying or getting help from a fellow student on an assignment, quiz, or examination. Plagiarism refers specifically to the practice of copying from a book or other publication and not acknowledging that the words used are someone else's, and not the student's.

#### *Notre Dame Academic Code of Honor*

Be sure to thoroughly read and understand the *Academic Code of Honor* (<http://honorcode.nd.edu/the-honor-code>). The *Academic Code of Honor* asks all students to perform academic work honestly. It commits a student to take action when academic dishonesty occurs, and it asks faculty to strive to engender an atmosphere of trust in the classroom and to share responsibility.

The *Academic Code of Honor* advocates responsibility, an integral part of the moral growth that Notre Dame espouses. At the start of the semester, professors will discuss specific expectations of their students regarding the academic code. More general discussion follows.

#### *What Is Considered Cheating?*

In general, students in the U.S. academic system are expected to do their own academic work without receiving excessive assistance from other people. This does not mean that you cannot ask other students to help with classwork. It is permissible and sometimes even advisable to seek help in understanding what is happening in a class and what a specific assignment is about. It is not considered proper, however, to have someone else do an assignment for you, or to copy answers or information from a publication in a way that makes it appear that the answers are ones you devised and composed yourself. That would be considered cheating.

Here are some other things that are considered cheating:

- Copying other students' assignments.
- Copying other students' answers to examination questions.
- Allowing another person to copy your answers to examination questions.
- Taking notes or books to an examination and secretly referring to them for assistance while answering examination questions.
- Misrepresenting your contribution to a group project.
- Collaborating with others on a take-home examination when instructed not to do so.

### *Possible Consequences of Cheating*

Some students cheat and are not punished for it, either because the cheating is not detected or because the faculty member in whose class the cheating takes place prefers not to take any action against the student who has cheated. In most cases, though, cheating is detected and has negative consequences for the student who does it. These consequences may include:

- a failing grade for the assignment or examination on which the cheating took place.
- a failing grade for the course in which the cheating occurred.
- expulsion from the course.
- expulsion from the University.

## **3.2 Academic Support Services**

### **Center for the Study of Languages and Cultures**

300 DeBartolo Hall

574.631.5881

cslc@nd.edu, <http://cslc.nd.edu>

The Center for the Study of Languages and Cultures (CSLC) is an interdisciplinary initiative dedicated to the education of the mind and heart through the advancement of language learning and cultural understanding. The CSLC provides facilities and material support for students and teachers via second and foreign language programming, technology and resources; the CSLC also administers its own language study abroad program, manages English for

Academic Purposes program, pursues action research in areas like language assessment and computer assisted language learning, hosts major academic conferences, executes grants and provides strategic leadership and planning to a variety of academic departments and administrative units across the university.

### **Kaneb Center for Teaching and Learning**

353 DeBartolo Hall

574-631-9146,

kaneb@nd.edu, <http://nd.edu/~kaneb>

The Kaneb Center's general mission is to stimulate critical reflection on university teaching and learning, and promote best practices in all aspects of pedagogy in an independent and welcoming environment. Its services include: a) a Learning Technology Lab (<http://learning.nd.edu>); b) confidential individual consultations; c) workshops; d) a library; and e) reading circles and faculty learning communities. The TA Program for Graduate Students is a key component of the Kaneb Center. It is administered by the Program's TA Associates, which always include at least one international graduate student. Its offerings are integrated into the Center's overall agenda and include: a) the Striving for Excellence in Teaching Workshop Series; b) the Professional Development Workshop Series; c) the Teaching Well Using Technology Workshop Series; d) online resources on university teaching for international graduate students; and e) teaching certification. International graduate students are welcome to use the Kaneb Center's Faculty/TA Lounge (350 DeBartolo Hall) and contact Kaneb Center staff and TA Associates with questions and concerns regarding teaching.

### **The Learning Resource Center**

219 Coleman-Morse Center

574-631-7421,

<http://fys.nd.edu/academic-support/learning-resource-center>

The Learning Resource Center offers programs to First Year Studies students in:

- collaborative learning
- learning strategies
- tutoring
- help sessions

Also available are resources for linking college majors with career opportunities.

### **Office of Information Technologies (OIT)**

Information Technology Center  
574-631-8111, <http://oithelp.nd.edu>

The Office of Information Technologies (OIT) offers a full range of computer services, support, products, and education. Call the Help Desk for technical assistance at 631-8111 or access the OIT Web site for more information: <http://oithelp.nd.edu>.

Since some students may not be familiar with or confident in their abilities to operate certain systems, programs, and applications, the OIT offers throughout the year computer classes, workshops, and online tutorials. Courses include introduction to basic skills, as well as instruction in Web design and in applications that enhance your academic performance and experience.

### **Registrar's Office**

300 Grace Hall  
registrar.1@nd.edu, <http://registrar.nd.edu>

The Registrar's Office records registration changes, name and address changes, grade reports, and transcripts; affixes the official ND seal; and prepares letters certifying that students are enrolled at the University. Students can go to the Registrar's Office to acquire copies of each semester's schedule of courses and to register for classes.

### **University Libraries**

<http://library.nd.edu>

The University of Notre Dame has many libraries on its campus, ranging from informal hall libraries with a few shelves of books, to the substantial and professionally oriented collection of the Kresge Law Library, to the 14-story Theodore M. Hesburgh, C.S.C., Library. Most of the major libraries and collections fall under the auspices of the University Libraries system, which includes six branches and the Hesburgh Library. The University Libraries

contain nearly 3 million volumes, 2.6 million microform units, and 23,000 serials. Questions about the University Libraries may be directed to the Information Desk, Main Library, 574-631-6258, or to a departmental library. You may also find information at <http://library.nd.edu>. The Notre Dame directory lists the locations of the departmental libraries. A limited number of closed carrels are available to doctoral degree candidates upon application to their academic departments. “Lokmobiles,” a type of lockable desk on wheels, also are available to seniors and graduate students upon application to the Circulation Desk.

### **The Writing Center**

203 Coleman-Morse Center  
<http://writingcenter.nd.edu>

The Writing Center at the University of Notre Dame is dedicated to helping students become better writers. Writing Center tutors accomplish this goal by listening attentively in writing conferences, reading papers carefully, and asking questions that can help writers better express ideas or construct arguments. Tutors work with writers during all stages of the writing process—from understanding an assignment, to developing a thesis, to organizing the paper, to revising the first draft, to editing the final product.

Writing Center instruction conforms to the University of Notre Dame Honor Code. Tutors do not write or edit papers for students. Instead, they help students develop strategies to achieve their goals as writers. Appointments can be made online at <http://writingcenter.nd.edu>.

## **3.3 Resources for Improving Your English**

### **3.3.1 Classes and Self-Study**

The Center for the Study of Languages and Cultures offers an English for Academic Purposes (EAP) program that includes tutoring, computer instruction, workshops, and a formal course. The University Writing Center helps second-language learners organize and write academic papers.

Graduate students may enroll in “English for Non-Native

Speakers,” a course offered every semester through the English Department. Spouses of international postdoctoral research assistants and visiting scholars may also enroll in this class with their three-credit education benefit, if space allows. Further resources are available to international students who will serve as teaching assistants through the Kaneb Center for Teaching and Learning.

English as a Second Language classes are available through other area schools. Formal classes can be helpful at lower and intermediate levels of foreign language ability, but self-directed study and practice is probably the most helpful for international students who have mastered basic grammar and vocabulary and are enrolled in a full course of academic study. In addition to the numerous computer programs that allow interactive instruction, here are some suggestions for practicing English on your own.

#### *Assess your Language Skills*

Handbooks, such as “The Whole World Guide to Language,” and various ESL Web sites, including [www.testpodium.com](http://www.testpodium.com), offer self-rating checklists that help you understand your strengths and set goals for building your language skills.

#### *Set Aside Time to Meet your Language Goals*

Whether you decide to use a self-study course, meet with a language partner, or take a class, it is important that you regularly focus on your language skills if you hope to make good progress.

#### *Make Good Use of your Opportunities to Practice and Communicate in English*

Every time you meet with an English speaker—in the classroom, at a party, in the grocery store—you have the chance to improve your English. Prepare certain greetings, phrases, and questions to use in the appropriate setting. Listen carefully to the patterns of sound and word choice native speakers use. Ask questions about what a word or expression means.

As you become more confident with basic exchanges, you can improve your vocabulary and general language competence, and

of course, begin to learn more about the people, language, and culture of your present community by asking questions that go beyond getting information for your immediate needs. Generally speaking, Americans enjoy informal conversation about a variety of topics, such as sports, movies, travel, local history, and news of the day. Since many Americans still have a connection to their national or ethnic heritage, you will find that often they will take a bright interest in you as an international and want to know who you are, where you come from, and what your opinions are. Here again, it is a good idea to have prepared vocabulary and phrases that will help you enter into a discussion about your own country and culture.

### **3.4 Student Life Services**

#### *3.4.1 Notre Dame International - International Student and Scholar Affairs (ISSA)*

Notre Dame International  
105 Main Building  
<http://international.nd.edu>  
issa@nd.edu, 574-631-3825, issa@nd.edu

International Student and Scholar Affairs, part of Notre Dame International, is responsible for providing programs, immigration advising, and a host of other support services to the international student community. The staff strives to create a supportive atmosphere where students can live and learn effectively, and promotes international programs and services as a means of stimulating cross-cultural understanding.

In addition to providing assistance and advice to all University-sponsored F and J international students and their dependents about immigration rules, responsibilities, deadlines, and benefits, ISSA provides pre-arrival correspondence, orientation, general advising, counseling, resource and referral, cultural programs, and community outreach programs. The programs listed below are open to all international students, scholars, and their families. Stop by ISSA for more information, or visit <http://international.>

[nd.edu/international-student-services/current-students-families](http://nd.edu/international-student-services/current-students-families) for details and program applications.

### *Field Trips*

Many international students choose Notre Dame not only because of its excellent academic reputation, but also because they want to experience life in the United States. To this end, the office coordinates various field trips that allow students the chance to experience another aspect of American culture.

### *English as a Second Language (ESL) for International Spouses*

ISSA offers English classes for the spouses of international students and scholars. Classes last for two hours, twice a week, throughout the fall and spring semesters at the Sacred Heart Parish Center. A small course fee is required of each participant.

### *Family Friendship Program*

The Family Friendship Program pairs international students with members of the community to share cultures. While not a homestay program, students and their hosts meet regularly through planned activities and according to individual schedules to learn about each other's language, culture, traditions, work, and home life. This program is open to all international students and their families.

### *International Ambassadors*

The International Ambassador (IA) Program develops leadership qualities in students in the international context at Notre Dame. This program is open to undergraduate and graduate, international and domestic students. International Ambassadors work with the ISSA staff in welcoming new students to Notre Dame, as well as on various projects throughout the year. Applications are available in February for the following academic year.



### *International Speakers Bureau*

Through the International Speakers Bureau, international students present about their home countries and cultures at local schools. International students have educated local school children about their home countries languages cultures, customs, histories, and landscapes.

#### 3.4.2 Office of Student Affairs

The Office of Student Affairs helps provide intellectual, spiritual, moral, and social growth in a student's life outside the classroom. The office consists of hall staffers who support the residential mission of the University in the 27 undergraduate residence halls and four graduate residence facilities, together with many departments that offer a wide range of services designed to assist students in their educational experience outside the classroom.

#### *Alcohol and Drug Education*

St. Liam Hall

574-631-7970, <http://oade.nd.edu>

The Office of Alcohol and Drug Education offers a confidential student assistance program for Notre Dame's campus. The office provides a central location where students can obtain up-to-date information about alcohol and other drugs, and affords a wide range of services, including confidential alcohol and other drug screening, referral, a walk-in information center, and educational programs and resources.

#### *Campus Ministry*

Coleman-Morse Center

574-631-7800, <http://campusministry.nd.edu>

Campus Ministry coordinates an array of services and opportunities to assist students of all faith traditions in their efforts to engage in a rich and active spiritual life. Campus Ministry offers retreats, small faith-sharing communities, resources for liturgy planning, spiritual advising, catechetical programs in conjunction with the Department of Theology, opportunities to participate in a variety of choirs, and pastoral support for gay, lesbian, and bisexual students. Students who are

not Catholic are always welcome at any of the various activities sponsored by Campus Ministry.

*The Career Center*

248 Flanner Hall

574-631-5200, <http://careercenter.nd.edu>

The Career Center is dedicated to the development and implementation of innovative programs and services that promote lifelong career management skills for students and alumni. Staff assists undergraduate and graduate students with all stages of their career planning, including career counseling, self-assessment, resume and cover letter writing, employer presentations, workshops, presentations for academic departments, career fairs, and mock interviews, in addition to other career-related services.

*Gender Relations Center*

311 LaFortune Center

574-631-9340, <http://grc.nd.edu>

The Gender Relations Center (GRC) was founded to create a healthier climate for women and men at the university of Notre Dame. Committed to the spiritual, emotional, and intellectual development of all students, the GRC is a place where both women and men can engage in respectful dialogue and explore issues of identity, relationships, and equality. The GRC also provides support and programs for lesbian, gay, bisexual, transgender and questioning students.

*Multicultural Student Programs and Services (MSPS)*

Intercultural Center

210 LaFortune Center

574-631-6841, <http://msps.nd.edu>

The Office of Multicultural Student Programs and Services administers programs and services specifically designed to assist in the retention and success of traditionally underrepresented students. MSPS offers opportunities for cultural expression, advising, mentoring, diversity training, internships, scholarships, summer research opportunities, and a variety of programs designed to enhance the conversation about multicultural issues

among all students at the University.

*Office of Community Standards*

306 Main Building

574-631-5551, <http://communitystandards.nd.edu>

The Office of Residence Life is charged with the administration of the University disciplinary system. The staff publishes, distributes, and implements the policies and procedures that guide student behavior. The Office of Residence Life staff responds to all alleged violations of University policy that are referred by members of the community. In addition, they provide assistance to students experiencing a wide variety of difficulties, including family problems, harassment, sexual assault, substance abuse, and eating disorders. The staff also may refer students to support services on or off campus.

*Office of Housing*

305 Main Building

574-631-5878, <http://housing.nd.edu>

The Office of Housing staff performs a number of tasks that influence residence hall life at Notre Dame. The office is responsible for coordinating housing assignments for all on-campus students as well as managing the wait list for on-campus housing. The staff works cooperatively with other University departments to ensure the physical maintenance and security of the residence halls. In addition, the office is available as a resource to students who wish to live off campus. They also work cooperatively with rectors in the selection, supervision, and training of hall staff.

*Student Activities Office*

315 LaFortune Student Center

574-631-7308, <http://sao.nd.edu>

The Student Activities Office (SAO) strives to enhance the overall educational experience of students and serves the campus community through development of, exposure to, participation in, and assistance with intellectual, spiritual, cultural, recreational, social, leadership, and employment opportunities. The office also fosters an environment that values differences, the freedom of expression, and the holistic development of students.

*University Counseling Center (UCC)*

St. Liam Hall

574-631-7336, <http://ucc.nd.edu>

College life is a time of change, growth, and transition, and this is especially true for international students. The staff of the University Counseling Center (UCC) is trained to help college students through times of adjustment. The UCC offers a broad range of professional services to all degree-seeking undergraduate and graduate students at the University. The staff is devoted to helping students with concerns such as interpersonal relationships, exploration of values, personal growth and well-being, stress management, self-esteem and confidence, social/sexual issues, performance enhancement, time management, cultural adjustment, life and career planning, academic difficulties, sexual assault, anxiety, depression, alcohol/drug abuse, and eating disorders. The UCC operates under an ethical and legal code of strict confidentiality.

The UCC staff is also available to consult with faculty, staff, TAs, or students about their concerns about another student. In addition, arrangements can be made for UCC staff to present workshops or programs on a variety of topics to a class, residence hall, or group. Postdoctoral students, visiting scholars, and their family members should seek counseling services through the LifeWorks Employee Assistance Program, 1-888-267-8126. The UCC website provides links to additional resources including classes, workshops, self-help topics, and tips for how to refer a student for services.

*University Health Services (UHS)*

St. Liam Hall

574-631-7497, <http://uhs.nd.edu>

During the academic year, the health center is open 24 hours a day, seven days a week. Physicians are available for inpatient and ambulatory patient care Monday through Friday. Call for hours of operation and physician availability during academic breaks, holidays, and the summer session.

### 3.4.3 Other University Divisions and Offices Providing Services to Students

*Legal Aid (Notre Dame Legal Aid Clinic)*

725 Howard Street

574-631-7795, <http://law.nd.edu/academics/clinics-and-experiential-learning/clinics>

The Notre Dame Legal Aid Clinic is the teaching clinic of Notre Dame Law School. The Legal Aid Clinic provides legal services through specially certified Notre Dame law students who practice under the close supervision of law school faculty members. The clinic is a general practice clinic; however, the case types of most relevance to international students include:

- Consumer: Interns assist clients with consumer debt problems.
- Housing: Interns assist clients with problems involving both mortgages and rental housing. Landlord/tenant problems include negotiating with landlords, representing tenants at court hearings, and seeking the return of security deposits wrongly withheld by landlords.
- Wills: Interns assist clients in preparing wills and performing related planning for the care of children in the event of a parent's death.

There is no charge for the legal services that the clinic provides. The clinic's clients are mainly local residents who cannot afford private-practice attorneys. Every client must meet income eligibility requirements. The clinic does not perform criminal defense work. The Legal Aid Clinic takes cases only by referral from other agencies. Those wishing to seek assistance from the Legal Aid Clinic should first contact the ISSA office; ISSA will then contact the Clinic to make the referral.

*Notre Dame Security Police (NDSP)*

Hammes Mowbray Hall

574-631-5555, <http://ndsp.nd.edu>

Employing both sworn police officers and non-sworn security officers, NDSP is a fully authorized police agency in the state of Indiana. NDSP officers maintain a 24-hour patrol of campus every day. In addition to the patrol section, NDSP encompasses an investigation unit, a crime prevention and technical services unit, a parking services unit, and a special event security unit.

*Office of Student Financial Services*

Office of Student Accounts, 100 Main Building, 574-631-7113  
Financial Aid, 115 Main Building, 574-631-6436, and  
Student Employment, 115 Main Building, 574-631-6454  
<http://studentaccounts.nd.edu>

The Office of Student Accounts administers all student account transactions, including the issuance of monthly student account statements along with processing payments, credits, refunds, and charges.

Citizenship and residency requirements disqualify most international students from the federal financial aid programs in which the University participates. The University does, however, offer three types of support to graduate students: fellowships, assistantships, and tuition scholarships. Students may receive one type of support or a combination of them. Limited, need-based financial aid is considered for undergraduate international students at the time of initial application to Notre Dame. All students may apply for special loans as well, provided a U.S. citizen will co-sign as a responsible party for the amount granted.

- Assistantships - Most financial aid available for international graduate students is in the form of assistantships granted through academic departments. It is very rare for undergraduates to have assistantships. Application deadlines are usually in January or February. Graduate assistantships are available for qualified students in all doctoral programs. Research assistantships provide support to qualified recipients under research programs sponsored by governmental, industrial, or private agencies.
- Fellowships - A fellowship provides a tuition scholarship and a stipend for full-time study by students admitted to doctoral programs. Applicants' academic departments automatically consider them for all University, endowed, and contributed fellowships. The departments usually provide tuition and stipend support for the students in good standing once the fellowship expires.
- Part-Time Employment - Many graduate/professional students working on campus are employed on assistantship agreements arranged directly with their academic department. Other campus jobs, such as those with University Food Services, also may be available to graduate

and undergraduate students. Graduate students receiving a full stipend should consult with their advisor, employer, ISSA and/or the Graduate School before arranging to work on a part-time basis.

- Tuition Scholarships - The University offers full or partial tuition scholarships to graduate students qualifying on the basis of merit. International Tuition Scholarships are available to eligible international students for graduate study.
- Student Loans - There are a number of non-need based loans, including the Notre Dame Undergraduate Loan, and several private loans for graduates, which you may discuss and arrange for through the Office of Financial Aid. These loans require a U.S. citizen co-signer.

### *Disability Services*

Sara Bea Learning Center for Students with Disabilities  
574-631-7157, <http://disabilityservices.nd.edu>

At the University of Notre Dame, qualified students with disabilities may request reasonable accommodations intended to reduce the effects that a disability may have on their educational experience. Accommodations do not lower course standards nor alter essential degree requirements, but instead give students an equal opportunity to demonstrate academic abilities. Students must register with the Coordinator of Disability Services by providing information that documents the disability. For more information, please visit the Web site: <http://disabilityservices.nd.edu>.

### *Alumni Association*

100 Eck Center  
574-631-6000, <http://mynotredame.nd.edu>

The Notre Dame Alumni Association (NDAA) is a network of over 120,000 graduates (thousands of whom live outside the United States), forming more than 250 alumni clubs around the world. Membership in the Association is free and effective upon your graduation from Notre Dame, but all students may register for <http://mynotredame.nd.edu> prior to graduation for networking purposes. Currently there are more than 60 international clubs and the numbers continue to increase. These clubs provide student support by assisting with internships and career

networking, planning social events, and more. You are encouraged to connect with your home alumni club by contacting the representative for your club. You can find the names and e-mail addresses for each club representative on the Alumni Association website, <http://mynotredame.nd.edu>. Alumni Association offices are located in the Eck Visitors Center, across from the Hammes Bookstore.

#### *Center for Social Concerns*

Geddes Hall

574-631-5293, <http://socialconcerns.nd.edu>

The CSC is the service and experiential learning center of the University of Notre Dame, providing educational experiences in social concerns inspired by Catholic social teaching. The Center does this in collaboration with academic departments throughout the University as it sends students out into various service and experiential learning placements both locally and abroad. In addition to serving as a resource for those seeking to perform volunteer service, the center provides working space for affiliated student organizations and houses a café, kitchen, and other facilities for student activities. The Center also coordinates campus response to natural disasters throughout the world.

## **3.5 Student Government and Clubs**

### **3.5.1 Support for Prospective and Existing Student Clubs**

#### *Student Activities Office*

315 LaFortune Student Center

574-631-7308, <http://sao.nd.edu>

The Student Activities Office offers a number of services, including guidance in initiating and maintaining a student club, student leadership training, oversight for the branches of student government, and support in planning special programs and events. It is also through the Student Activities Office that student groups seek approval to post signs, notices, and posters on campus as well as arrange for the use of various facilities such as rooms in LaFortune Student Center, Stepan Center, and outdoor grounds. Participating in a student club allows you to gather with



others who share your interests, talents, and expertise. There are clubs that range from supporting your academic interests to your passion for athletic competition. For a complete list of student clubs and contacts, visit <http://sao.nd.edu/groups/alphabetical.html>.

Student clubs are organized and governed by interested students, in collaboration with a faculty/staff advisor and the Assistant Director of Student Activities. New club proposals are accepted only once a year.

### 3.5.2 International Student Clubs

Many cultural and nationality groups on campus have their own organizations. Some exist year after year, while others appear and disappear, depending on the level of interest of the students and scholars who are here at the time. Current cultural clubs include the African Student Association, Asian American Association, Canadian Association for Notre Dame Youths (CANDY), Chinese Friendship Association, Indian Association of Notre Dame, Korean Student Association, Muslim Student Association, Organización Latino Americana, and others. Contact names and e-mail addresses can be found at <http://sao.nd.edu/groups/categories.html#Cultural>.

Student Activities publishes (online only) a student organization handbook, *The Source* (<http://sao.nd.edu/thesource>), which outlines policies and procedures for establishing a student club and gaining recognition and funding. Undergraduate club funding is available in large part and allocated through the Club Coordination Council (part of Student Union); however, graduate student clubs must seek funding from a variety of sources. ISSA offers cultural clubs meeting space, assistance in planning and publicizing events, and resources for securing financial support.

### 3.5.3 Student Union Board/Student Government

203 LaFortune Student Center  
574-631-7668, <http://studentgovernment.nd.edu>

The Student Union Board represents Notre Dame's undergraduate student body. According to its constitution, members of the Student Union "endeavor to make efficient and effective use of the resources available, to communicate student convictions clearly and willfully to faculty, administrators, and trustees, and to achieve consensus within the University community on formulation and execution of policy." Issues considered by the Student Union range from improvement to University facilities, services, and educational resources to the development of a student's intellectual, social, and spiritual life.

The organizations that comprise the Student Union include the office of the student body president (Student Government), Student Senate, Council of Representatives, Judicial Council, Financial Management Board, Student Union Board (SUB), Hall President's Council, Club Coordination Council, Graduating Class Councils, and Off-Campus Council. There are also a number of committees formed to explore campus issues and enhance campus life through improved communications, gender relations, diversity awareness, community outreach, etc.

Undergraduate students in good academic and disciplinary standing are eligible to take office in any of the Student Union bodies, and international students are especially encouraged to bring their unique perspectives and intercultural understanding to bear on those issues and projects that challenge representatives of the student body.

*Student Union Board Programming Body*

201 LaFortune Student Center  
574-631-7757, <http://sub.nd.edu>

Student Union Board (SUB) is Notre Dame's programming board and coordinates the majority of campus events, ranging from concerts, lectures, and weekly movies to comedy shows, and performances by up-and-coming bands. The SUB also sponsors three annual festivals: the ND Literary Festival, the Collegiate Jazz Festival, and AnTostal, a spring celebration.

*Judicial Council*

214 LaFortune Student Center  
574-631-5136, <http://jcouncil.nd.edu>

The Judicial Council is responsible for organizing and conducting student body elections, as well as serving as advocates for students involved in University disciplinary proceedings. Council members are trained to assist students with Office of Residence Life and Housing hearings and to answer questions about the University disciplinary process.

### *Residence Hall Councils*

Residents of each campus residence hall elect members to a council consisting of an executive board together with a number of coordinators and commissioners charged with managing activity funds, making general improvements to residence hall facilities and quality of life, and effecting programs that foster good social relationships, cultural diversity, and athletic spirit.

#### 3.5.4 Graduate Student Union

Mezzanine Level, LaFortune Student Center  
574-631-6963, <http://gsu.nd.edu>

The Graduate Student Union (GSU) represents graduate students from the Colleges of Arts and Letters, Engineering, and Science. The GSU strives to represent the needs and contributions of the graduate student population to the University community while it seeks to promote excellence in graduate student education and quality of life.

Over the past several years, the GSU obtained an increase in stipends for teaching assistants (“TAs”) and campus graduate housing. It was also instrumental in creating a new community center for married-student housing, hiring a career and placement advisor, obtaining affordable on-campus child-care, establishing a “graduate students only” computer cluster and study rooms in Hesburgh Library, and securing more affordable health care and insurance for graduate students and their families.

Throughout the year, the GSU sponsors social gatherings, special activities, and a lecture series to enhance the graduate student experience. The GSU also organizes orientation programs for new students and manages the Conference Presentation Grant, which subsidizes conference travel and lodging expenses for graduate students.





# **Chapter 4: Immigration Regulations, Benefits, and Services**

4.1 Immigration Services: An Overview

4.2 Newsletters, E-mails, and Information Sessions

4.3 Student Immigration Rules and Responsibilities

4.4 Travel Documents

4.5 Immigration Terms

4.6 J-1 Research Scholars and Professors

4.7 Becoming a U.S. Permanent Resident

4.8 U.S. Immigration Laws, Enforcement, and  
Benefits

## 4.1 Immigration Services: An overview

Notre Dame International - International Student and Scholar Affairs (ISSA) located in 105 Main Building, provides immigration assistance and advice to all University-sponsored F and J international students and their dependents. The ISO helps educate and remind international students and their family members about immigration rules, responsibilities, deadlines, and benefits. ISSA staff advise students individually on immigration matters, process immigration requests (for travel signatures, work authorizations, dependent documents, etc.), offer information sessions, and produce informative publications, forms, and applications to help international students and their dependents maintain lawful immigration status. Any questions that you have about working in the U.S., traveling outside the U.S., or the rules and responsibilities for maintaining your lawful immigration status should be addressed to the ISSA team and not to any other office on campus.

J-1 students who are sponsored by other organizations (such as Fulbright, Rockefeller Foundation, etc.) must address all employment, travel, and immigration-related questions to the organization that issued their DS-2019 forms. J-1 scholars, professors, and researchers, who have University of Notre Dame-issued DS-2019 forms, must address all employment, travel, and immigration-related questions to the Office of General Counsel, located in 203 Main Building.

ISSA is open 8:00 a.m. to 5:00 p.m. during the fall and spring terms. Please contact the office at 574-631-3825 or [issa@nd.edu](mailto:issa@nd.edu) if you need to schedule an appointment. For instructions on how to apply for immigration benefits as well as online application forms, please visit <http://international.nd.edu/international-student-services/current-students-families>.

## 4.2 Newsletters, E-mails, and Information Sessions

As a service to international students, ISSA sends a weekly e-mail messages to all F and J international student visa holders. As these messages contain important immigration updates and reminders that you will need to know to maintain your lawful immigration status in the United States, all international students are expected to read them carefully. If, for any reason, you are not receiving the ISSA weekly e-mail messages, it is important that you notify the office immediately at [issa@nd.edu](mailto:issa@nd.edu). ISSA offers a comprehensive Web page with up-to-date immigration information and forms for all of your immigration needs at <http://international.nd.edu/international-student-services/current-students-families>. Each semester the ISSA offers a variety of information sessions on topics that are important to international students. These sessions are announced in the monthly newsletter and weekly e-mail messages and posted online. Attendance at certain employment sessions is required before your application for the employment can be processed. If you have any questions about the sessions, please feel free to contact us at 574-631-3825.

## 4.3 Student Immigration Rules and Responsibilities

Like all other countries of the world, the United States has laws and regulations governing nonimmigrants who are temporarily within its boundaries. The immigration regulations often are complex and change periodically. Nonetheless, you are responsible for knowing the regulations regarding your particular immigration status. When you signed your I-20/DS-2019, you certified that you read, understood, and agreed to abide by the terms and conditions of the F-1/J-1 immigration status. Violating any of these regulations will result in your falling out of status and may subject you to deportation, ineligibility for benefits such as employment authorization or continued study in the U.S., cancellation of a visa, and/or restrictions on reentering the United States.

All new F-1 and J-1 international student visa holders must register their passport, visa, I-94, and I-20 or DS-2019 with the ISSA team, 105 Main Building, within one week of their arrival at Notre Dame. International transfer students must also complete



this registration within one week of their arrival on campus. All other visa holders (J-2, H-4, H-1B, L-1, etc.) must register their I-94 cards with ISSA, within one week of their arrival at Notre Dame.

All new F-1 and J-1 international students are required to attend the appropriate International Student Orientation immigration session, "Maintaining Your F-1 or J-1 Immigration Status," where immigration rules, responsibilities, and benefits are explained. The rules for maintaining lawful F-1 and J-1 status are also included on the ISSA website, <http://international.nd.edu/international-student-services/current-students-families>. All students are expected to review these rules each semester. Any questions about maintaining lawful status, traveling outside the U.S., or working in the U.S. should be addressed to ISSA directly.

#### 4.4 Travel Documents

If you plan to travel outside the United States, you should first consult ISSA. Have your passport and I-20/DS-2019 with you when making inquiries about traveling outside the United States. For a detailed list of the documents you will need to reenter the U.S. after a temporary absence of five months or less, please visit the page titled "Departing the U.S." at <http://international.nd.edu>.

All students are strongly encouraged to review this list several weeks before each departure from the U.S. in order to ensure a smooth reentry. International students should photocopy all travel documents and keep the copies in a safe place. Do not keep them with the original documents; keep them in another safe location.

You should copy the following items:

- The passport pages that include your picture and personal information.
- The passport page with the visa stamp on it.
- Both sides of your I-94 Arrival/Departure Record.
- All pages of your I-20, if you are an F-1 student.
- The front of your DS-2019, if you are a J-1 student.

Having these copies is very helpful if you should lose any of the originals.

## 4.5 Immigration Terms

### *Passport*

Your passport is your government's permit for you to travel internationally. The U.S. government requires you to keep your passport valid at all times while you are in the United States. Check the expiration date on your passport. If the passport will be expiring within the next six months, you should request an extension or renewal. Your passport may be extended only by your government. You will need to contact your home country's embassy here in the U.S. and ask about the forms, fees, procedures, and the amount of time necessary to extend or renew your passport. If your F-1 or J-1 visa is still valid and you will be issued a new passport, you should request the return of your expired passport for the continued use of the visa. By keeping the old and the new passports together, the valid visa can be used for reentry to the U.S.

### *F-1 and J-1 Visas*

Your F-1/J-1 visa is the stamp placed in your passport with your photo, which allows you to enter the U.S. (Canadian students do not need a visa to enter the U.S.). The visa is issued at the U.S. Embassy/Consulate when you present your I-20/DS-2019, financial certification, and other required documents. The visa notes the purpose of your visit to the U.S. (student, exchange visitor, etc.), the last date you can enter the U.S., and the number of entries you are permitted. Some visas are valid for the entire duration of your studies, and some visas are issued for a much shorter time depending on reciprocity laws between your country and the U.S. It is NOT necessary to maintain a valid F-1 or J-1 visa while you are in the U.S., but you MUST have a valid visa if you plan to leave the U.S. and reenter for the continuation of your studies. F-1 and J-1 visas cannot be obtained or renewed within the U.S. They can only be obtained from the U.S. consulates/embassies outside the country. Please see an International Student Advisor, and read "Information and Request Forms" at <http://international.nd.edu/international-student-services/current-students-families/#imm> for more details if you will need to apply for a new visa soon.

### *I-94 Arrival/Departure Record (I-94 Card)*

This small white card is issued to you by the airline personnel and is usually stapled to your passport by the Immigration Officer at the U.S. Port of Entry (POE). This important card contains your

name, date of birth, country of citizenship, immigration status, the date you entered the U.S., the amount of time you can remain in the U.S., and your 11-digit “Admission Number,” which is used to keep a record of the dates you leave and reenter the U.S. F-1 and J-1 students are admitted into the U.S. until “D/S” or “Duration of Status” (see “D/S” below for details). The I-94 card must be kept in a safe place and surrendered each time you depart the U.S. If a specific departure date is ever entered on your I-94 card, you must bring your passport, I-20/DS-2019, and your I-94 card to ISSA immediately.

*I-20 (Certificate of Eligibility for Nonimmigrant Student Status)*

The I-20 is the document that is used to obtain the F-1 visa, to enter the U.S., and to transfer from one school to another. On this document, the school certifies your academic level, major field of study, expected completion date, financial support, etc. A new I-20 should be requested from ISSA when any errors are discovered, when any changes occur, when beginning a new level of study (moving from a master’s to a doctoral degree, etc.), when changing or declaring your major, or when extending beyond your program completion date. A student who plans to transfer to a new school must also obtain a new I-20 from the new school for transfer purposes. The I-20 is an important document that becomes your permanent record of all immigration-related matters while you are in the U.S. You should always keep any I-20s ever issued to you as a complete record of your stay in the U.S. You MUST carry all I-20s with you while traveling. A valid I-20 signed within the past 12 months will be needed to reenter the country as a student. The I-20 will also be needed to prove work eligibility to prospective employers.

*DS-2019 (Certificate of Eligibility for Exchange Visitor Status)*

The DS-2019 is the document used to obtain the J-1 visa, to enter the U.S., and to transfer from one school to another. On this document, the school certifies your exchange visitor category (student, scholar, professor, etc.), your field of study, expected completion date, financial support, etc. You should request a new DS-2019 from ISSA when any errors are discovered, when any changes occur, when beginning a new level of study (moving from a master’s to a doctoral degree, for example), when extending beyond your program completion date, etc. A student who plans to transfer to a new school must also obtain a new DS-2019

from the new school for transfer purposes. The DS-2019 is an important document that becomes your permanent record of all immigration-related matters while you are in the U.S. You should always keep all DS-2019s ever issued to you. You **MUST** carry the DS-2019s with you while traveling. For J-1 students, a valid DS-2019 signed within the past 12 months will be needed to reenter the country.

### *D/S*

This stands for “Duration of Status” and is the period of time for which you have been admitted into the U.S. For F-1 students, this period is defined as the time in which you are pursuing a full course of study, with a valid I-20, and any authorized period of practical training, plus a 60-day grace period in which you may depart the U.S., change to another status or transfer to another school. For J-1 students, “Duration of Status” is defined as the period of time in which you are pursuing a full course of study, with a valid DS-2019, and any authorized period of academic training, plus a 30-day grace period in which you may depart the U.S. or change to another status.

### *Full-Time Student Status*

F-1 students must be enrolled full-time each semester. For immigration purposes, full-time status is generally defined as 12 credits for undergraduates and nine credits for graduate students. There are a few exceptions to the full-time rule, but graduate students planning to drop below full-time status, however defined by their academic department, and undergraduate students planning to drop below 12 credit hours must first consult with ISSA to receive **PRIOR WRITTEN APPROVAL** before dropping below full-time status. Failure to receive prior written approval from ISSA will result in the loss of the student’s lawful immigration status.

J-1 students are required to be enrolled full-time, generally meaning nine semester hours for graduate students and 12 for undergraduates. Some exceptions are allowed and should be documented. See an International Student Advisor in ISSA to discuss any of these matters.

### *Transfers*

If you are planning to study at a new school, you must first submit a “Transfer Out Request” form in order to have your immigration

record transferred to the new school. You must also contact the International Student Advisor at the new school to inquire about transfer procedures, the paperwork you will need to complete for the new I-20/DS-2019, and any time limitations that might apply to you. The transfer procedure will differ from school to school. Current USCIS regulations require all F-1 students to register with the International Student Advisor at the new school within 15 days of beginning attendance in order to complete the USCIS transfer process on time. Failure to do so will result in the loss of your lawful F-1 status. If a student completes a degree at one U.S. institution and plans to enroll at another U.S. institution for another degree, this student must also submit a "Transfer Out Request" form for immigration purposes even though this is not considered an academic transfer. For F-1 students, the Transfer Out must be requested within 60 days after the student completes his/her degree at the first institution. For J-1 students, the DS-2019 from the new school MUST be issued before the expiration date on the current DS-2019.

#### *Program Extension*

Remaining in school beyond the expiration date on your I-20/DS-2019 without obtaining a new I-20/DS-2019 with a program extension is a violation of the F-1 and J-1 status. If you are out-of-status, you are ineligible to register for classes, engage in any type of employment, etc. You may be subject to other penalties as well. It is therefore very important to ensure that your I-20/DS-2019 never expires before you complete your program of study. The U.S. Department of State (DOS) and the Department of Homeland Security (DHS) allow students in F-1 and J-1 status to apply for a program extension under certain circumstances. If you are unable to complete your program before the end-date listed on your I-20 or DS-2019 because of compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses, you may be eligible for a program extension. Delays caused by academic probation or suspension are NOT acceptable reasons for a program extension. DHS has a very strict deadline regarding the extension of a program. Students who fail to submit the required paperwork by the deadline may fall out of status and may need to apply for a reinstatement to lawful status. If you anticipate that you will not be able to complete your degree by the end-date on your I-20/DS-2019, you should speak with an International Student Advisor at least one month before your

current completion date. Applications for program extensions are available at <http://international.nd.edu/international-student-services/current-students-families>.

### *Employment*

Employment is considered to be the part-time or full-time rendering of services for any type of compensation (financial or other). Employment is a benefit of the F and J student statuses, which is only available to those students who have maintained their lawful immigration status. F-1 and J-1 students can only work in the U.S. after receiving the proper authorization and with certain restrictions and are not permitted to engage in any type of self-employment. Working in the U.S. without proper authorization is a serious violation of the F and J student statuses and can lead to deportation. If you are considering any type of employment in the U.S., you should first consult with ISSA for specific rules and restrictions. A summary of the regulations regarding the various types of F-1 and J-1 employment is available at <http://international.nd.edu/international-student-services/current-students-families/>.

Any employment of a J-1 student, including graduate assistantships, requires written authorization from the sponsor indicated on the student's DS-2019. The authorizations are valid for only one year at a time and must be renewed by the student through the J-1 program Responsible Officer every 12 months.

All students who are employed or offered employment in the U.S. may obtain a U.S. Social Security number (SSN) for employment and taxation purposes. Details about the Social Security number application can be found in Chapter 6 of this handbook.

### *Dependents*

The lawful immigration status of all F-2 and J-2 dependents is connected to the lawful status of the primary F-1 and J-1 visa holder. If an F-1 or J-1 visa holder violates his/her immigration status, then all dependents are out-of-status as well. F-2 dependents are not permitted to accept employment in the U.S. under any circumstances. J-2 dependents may engage in employment only after obtaining employment authorization from USCIS. J-2 dependents MUST maintain adequate health insurance coverage at all times.

## 4.6 J-1 Research Scholars and Professors

Individuals who are visiting the University as research scholars or professors in J-1 status are issued Form DS-2019 which is prepared by the Office of the General Counsel at Notre Dame. Prior to entering the United States to participate in the J-1 exchange program, you present the Form DS-2019 to a U.S. Embassy/Consulate abroad along with a visa application form and other required documentation to obtain a J-1 visa. This visa will allow entry to the United States in J-1 status to participate in the J-1 exchange program at Notre Dame as a research scholar or professor. Any questions that you may have about extending your stay in the United States, traveling outside of the United States, or the rules and responsibilities for maintaining your lawful immigration status should be addressed to the Office of the General Counsel at 574-631-6411.

### 4.6.1 Two-Year Home Country Physical Presence Requirement

Some people in J-1 status are subject to what is called the “two-year home country physical presence requirement.” In general, the two-year requirement states that the person who is subject to it cannot acquire H, L, or permanent resident status until the person has either (1) returned to the country of citizenship or most recent permanent residence and lived there for two years, or (2) received a waiver of the requirement. Three categories of J-1 exchange visitors are subject to the two-year requirement. They are (1) people whose participation in the program is financially supported “in whole or in part” by the U.S. government, the exchange visitor’s government, or an international organization to which either government contributes; (2) people whose countries and fields of endeavor are listed on the “skills list” published by the DOS/ECA; and (3) international medical graduates who have come to the United States for “graduate medical education or training,” which generally means residencies or fellowships.

Most of the countries on the “skills list” are so-called “developing” countries. The skills listed are those that the country’s government has determined it needs within its own population. If a J-1 exchange visitor is subject to the two-year requirement, any

J-2 dependents are also subject. ISSA offers information about the waivers of the two-year requirement.

#### 4.6.2. 24-Month Bar on Repeat Participation

J-1 professors and research scholars who end a J-1 program in the U.S. cannot return to the U.S. as a J-1 professor or research scholar until they have been outside the U.S. for a minimum period of two years. This 24-month bar does not apply to those utilizing the J-1 short-term scholar category for stays of six months or less.

#### 4.6.3 Categories of Exchange Visitors and Limitations of Stay

Every J-1 category has its own time limitation. Professors and researchers may stay for a total of five years, short-term scholars for six months, non-degree students for up to two years, and degree-seeking students until they have finished their degree program. Both non-degree and degree-seeking students may engage in academic training during or after completion of their studies.

#### 4.6.4 Change of Status or Category

People who are in J-1 status and who are subject to the two-year home country physical presence requirement may not change to any other nonimmigrant status except that of government official (A) or international organization employee or representative (G) without acquiring a waiver of the home residency requirement from the DOS/ECA (change" in this context means to convert from one status to another while in the United States). Professors may change category to researcher, and researchers may change category to professor, but any other category change is difficult to obtain.

### **4.7 Becoming a U.S. Permanent Resident**

Some nonimmigrant students and scholars in the United States decide that they would like to remain here indefinitely. ISSA can answer general questions for nonimmigrants who are thinking about immigrating and believe they are qualified to do so, but ISSA cannot provide extensive assistance in these cases.



## 4.8 U.S. Immigration Laws, Enforcement and Benefits

The federal agency responsible for administering the U.S. immigration system is the Department of Homeland Security (DHS). DHS is divided into three branches, each with a different responsibility. The U.S. Citizenship and Immigration Service (USCIS) is responsible for processing immigration benefits, such as employment authorization and change of status applications. U.S. Immigration and Customs Enforcement (ICE) is responsible for enforcing existing immigration laws and regulations. U.S. Customs and Border Protection (CBP) is responsible for maintaining the security of U.S. land, sea, and air ports and controlling the movement of people and products in and out of the country. DHS has its headquarters in Washington, D.C. For administrative purposes, its three branches maintain a number of offices in various regions and districts around the United States. The USCIS office that has jurisdiction over international students and scholars at the University of Notre Dame is:

U.S. Citizenship and Immigration Services Office  
10 W. Jackson Blvd.  
Chicago, IL 60604

It is not the responsibility of the ISSA team to enforce immigration laws. Through the SEVIS system, ISSA is required to notify governmental agencies—the DHS and Department of State (DOS)—when students or exchange visitors have failed to maintain their status or are no longer attending the University. In general, the ISO's responsibility is to help educate and remind students about their immigration responsibilities so that they can maintain their lawful status and complete their degrees. ISSA staff members are not employed by the DHS or any other law enforcement agency.

### *The Student Exchange Visitor Information System (SEVIS)*

The Student Exchange Visitor Information System (SEVIS) is an Internet-based system developed for the tracking and reporting of F and J student, exchange visitor, and dependent information. SEVIS requires schools and program sponsors to transmit electronic data, via the Internet, to the Department

of Homeland Security (DHS) and Department of State (DOS) throughout a student's or exchange visitor's stay in the United States. The system reflects international student or exchange visitor activity, such as admission at a Port of Entry (POE), full- or part-time enrollment, address changes, major or degree level changes, employment authorizations, status violations, and other details. You can find more information about the SEVIS system by referring to the ICE site at [www.ice.gov/sevis/students/index.htm](http://www.ice.gov/sevis/students/index.htm).



# **Chapter 5: Safety and Security Issues**

5.1 Police and Law Enforcement

5.2 Personal Safety

5.3 Children's Safety

5.4 Domestic Violence/Spousal Abuse

5.5 Alcohol and Drugs: Social Custom, University  
Policy, and State Law

## 5.1 Police and Law Enforcement

### 5.1.1 Local Police

The police have different roles in different countries. The main role of the police department here is to perform certain law enforcement and social services for South Bend-Mishawaka residents. It is common, for example, for people to ask the police to open a car in which they have locked their keys. Another common police activity in South Bend is for police to issue parking tickets to people who have parked their cars in illegal places or have parked overtime in metered parking places. The police expect residents to ask their help with matters such as lost or stolen property, noisy neighbors, and suspicious activity that they witness in their neighborhoods.

The police officer's main responsibility is to enforce South Bend's and Mishawaka's ordinances (local laws). Some of the ordinances that are most strictly enforced and most often violated in South Bend-Mishawaka are those concerning liquor and driving.

If a person is convicted of violating a law, that person's name and the nature of the violation are recorded in the police department's files, giving the person a police record. A person will have a police record for committing minor violations as well as criminal violations. A person's police record can be made available to certain governmental authorities if they request it. Police records of arrests are public information. The South Bend Tribune regularly publishes the names and addresses of people who have been arrested and specifies what law or ordinance they were arrested for violating.

A copy of the ordinances and laws that govern South Bend-Mishawaka residents is available at the St. Joseph County Public Library. The main library office is at 304 S. Main St., South Bend.

### 5.1.2 Law Enforcement on Campus

Responsibility for law enforcement on campus lies with the University of Notre Dame Security Police (NDSP), with officers trained and certified by the state of Indiana. Certified Notre Dame police officers do carry firearms and are empowered to

make arrests anywhere within the University's property and on adjoining streets. The NDSP staff frequently works with city, county, state, and federal law enforcement authorities. Agencies cooperate whenever possible on investigations and crime prevention programs to provide the best possible police services to the campus and local communities.

### *Reporting a Crime*

Notre Dame Security Police Officers are on duty 24 hours daily throughout the year to protect campus community members and University property, and to maintain a safe and peaceful environment. Report police, fire, and medical emergencies and suspicious behavior on campus to NDSP at any time by dialing 911 on a telephone or by pushing the emergency button on one of the "Blue Cap" emergency telephones stationed throughout campus and along all footpaths. There also are phones at the main entrance of all residence halls and at the presbytery behind the Basilica. For follow-up after a crime has been committed, call the non-emergency number for NDSP (574-631-5555). Local police (South Bend: 574-235-9201 or Mishawaka: 574-258-1678) should be consulted if a crime has occurred off campus.

Details of your report to NDSP or city, county, or state police are always kept confidential. You may also opt to make an anonymous report through "Silent Watch" on the Web at [www.ndsp.nd.edu](http://www.ndsp.nd.edu), or through the South Bend Police Department's CrimeStoppers program, 574-288-STOP (574-288-7867), or <http://southbendareacrimestoppers.com>. Please report all incidents of crime to NDSP, as well as to any other off-campus authority.

### *Reporting Sexual Assault*

If you are the victim of a sexual assault, contact NDSP or the nearest police authority. You should also seek medical attention and preserve all physical evidence. If you are a student and on campus at the time of an assault, you may seek assistance from NDSP or University Health Services in arranging for transportation to St. Joseph Medical Center, 5215 Holy Cross Parkway, Mishawaka, IN 46545, which has specially trained staff and facilities for collecting evidence and offering immediate support and counsel. If you are the spouse of a student or a non-degree

seeking scholar, you may seek assistance through NDSP or go directly to St. Joseph Medical Center or any hospital designated by your insurance carrier.

If you are off campus at the time of the assault, you should go directly to St. Joseph Medical Center (or the hospital designated by your insurance carrier). Reporting a sexual assault to NDSP or the city or county police, or seeking medical attention, does not commit you to pursuing further legal or disciplinary action against an assailant. You will, however, be counseled as to your options.

### *Reporting “Hate” Crimes*

International students in the South Bend area have been fortunate to largely avoid being the target of bias or “hate” crimes; however, it is a matter of growing concern throughout the United States and in the state of Indiana that those singled out for abuse or violence exclusively on the basis of particular qualities, beliefs, or lifestyles be protected from harm by law.

If you believe that you have been the target of such a crime, please report the incident promptly to the NDSP, which will offer support and legal advice.

### *Reporting Identity Theft*

It is particularly important that international students guard against “identity theft” by exercising great care in preserving official documents and account numbers from loss or theft and in making online (Internet) transactions in which credit card numbers and other personal information is transmitted. Always use caution when contacted via e-mail or phone about information regarding your identity and account numbers, as well. Only give such information to trusted individuals. If you suspect that your Social Security, driver’s license, phone card, bank account, or passport numbers have been stolen and used to commit fraud, immediately report it to NDSP for assistance.

## 5.1.3 Federal Law Enforcement Agencies

It is important that you familiarize yourself with your rights and responsibilities as a non-citizen of the United States so that you are able to respond appropriately to any contact initiated by a

U.S. governmental authority. The American Civil Liberties Union publishes a brochure that outlines your rights and responsibilities, [www.aclu.org/immigrants-rights](http://www.aclu.org/immigrants-rights).

Please call ISSA at 574-631-3825 if you require assistance in meeting with a government official (see Chapter 4 for a summary of immigration regulations or visit ISSA if you have further questions).

### *University Disciplinary Procedures*

In most instances where law enforcement officials have determined that a student has violated local, state, or federal law, the case will be referred to the University for further review, either in addition to or in lieu of proceeding with charges in the context of a civil or criminal court. The settings and procedures for University disciplinary cases are outlined in the student handbook, *duLac*. In addition, you may direct questions regarding these procedures to the Office of Residence Life and Housing, 574-631-5878, or to the Student Government Judicial Council, 574-631-5136.

Please note that according to Student and Exchange Visitor Information Program (SEVP) regulations, if an international student is dismissed from the University due to violating University policy or committing a crime, the Designated School Official (DSO) must report this dismissal to the United States Department of Homeland Security (DHS)

Student visa holders charged with a crime or arrested—even if the violation is not reported to Notre Dame, and even if no disciplinary action is taken by the University—may experience problems securing or renewing a visa in the future.

## **5.2 Personal Safety**

The rates of crime and violence are higher in some parts of the United States than others. The University of Notre Dame and South Bend are relatively safe communities, but vandalism, theft, assault, and more serious crimes do sometimes occur. It is wise



to take certain precautions to protect yourself and your property. Here are some suggestions:

- Keep your doors locked even when you are at home, and even if you leave for a few minutes.
- If someone knocks at your door or rings your doorbell, do not open the door until you have asked who is there.
- Leave both an outside and an inside light on if you will be away from your room or apartment after dark.
- Use caution if you choose to disregard the traffic signals when walking on campus or in South Bend.
- South Bend bars are the scene of considerable “disorderly conduct,” especially on weekend nights. Use caution if you patronize them.
- Do not drink alcohol and drive. If you are under the age of 21, it is illegal to consume alcohol.
- Follow the guidelines in the front of the telephone book if you receive obscene or threatening telephone calls.
- Women are advised to be particularly cautious. Avoid walking alone at night, especially in areas that are not well lit. Walk with a companion, or find a ride in a bus or car. If you must walk, vary your route. Women should follow the additional suggestions in the “How to be Streetwise and Safe” brochure available from the Notre Dame Security Police. Everyone (male or female) can call a program called NOTRE DAME SAFEWALK (634-BLUE) for an escort service on campus. Hours for this program are 8:00 p.m. to 2:00 a.m. during the academic year. After hours or during breaks, call Security Police at 574-631-5555 for an escort.
- Twenty-two emergency call stations are positioned around the campus for use in calling Security Police, and telephones are located at the main entrances of all residence halls. Officers from Notre Dame Security Police also maintain a 24-hour patrol of the campus every day.

The University of Notre Dame Security Police, located in Hammes Mowbray Hall, 631-5555, has personnel willing to answer questions about personal safety or provide assistance for any student who wishes to report a crime or sex offense. You may access forms, report crimes anonymously, register property, and learn about safety initiatives and the University’s emergency procedures in response to natural disasters and other crises at <http://ndsp.nd.edu>. The Police Department operates a special

telephone number for emergency use only: 911.

### 5.2.1 Protecting Valuables

- Lock the doors to rooms, apartments, and cars.
- At the library, do not leave valuables unattended, even briefly. Take your backpack, coat, and other valuable possessions with you, or remove valuable possessions from your backpack if you are going to be away from your table.
- Some bookstores ask patrons not to take a backpack or other bag into the store. These stores provide a place for you to leave your bag or backpack while you are shopping. Do not leave valuables in your backpack. Take them out and carry them with you, or use one of the pay lockers if they are provided.
- If you park a bicycle outside in South Bend, be sure that you secure it to a bicycle rack with a sturdy lock and chain. You can reduce the chance of losing your bicycle to theft by registering it with Notre Dame Security Police by telephone at 574-631-5555 or in person.
- Winter coats, hats, and scarves are sometimes stolen from coat racks in libraries or restaurants. If you own expensive winter clothing, you may wish to keep it in your sight in public places.
- You may register objects of considerable value, such as televisions and CD players, through Notre Dame Security Police by using each object's serial number. The online form is at <http://ndsp.nd.edu/online-forms-and-registration>. Registration aids in positively identifying and returning stolen property should police recover it.
- If you take a vacation away from South Bend, make arrangements for a trusted friend to check your home every day. Many burglaries occur during the semester breaks when thieves notice that no one is at home. The Post Office will hold your mail while you are away if you go to the Post Office and sign a form for that purpose. If living off campus, you should arrange to have newspapers collected and lights switched on and off at varying intervals.
- Purchase insurance to protect your valuables be sure to retain proof of your major purchases, such as stereos and bicycles, through receipts and/or photographs.

## 5.3 Children's Safety

### 5.3.1 Keeping Your Child Safe

Since child-raising customs differ from culture to culture, it is important to understand that in the United States, while the adults of a community take an interest in the well-being of each child, it is considered primarily the responsibility of a child's parent, legal guardian, or designated care provider to ensure that a child's physical, emotional, and educational needs are adequately met.

It is natural that one will take into account a child's age, maturity, and health when making decisions about how to best provide for the above needs, but it is important to note a few basic concerns.

- Infants and very young children should never be left unattended, even for a short time, on playgrounds, in cars, or in public buildings. If you must leave your home for any reason, take your child with you or arrange to have another responsible person stay with your child while you are away.
- School-age children who return home after school are sometimes alone until an adult returns later in the afternoon. Only children who are able to remain in the home safely should be left unattended. A child should know at all times how to contact a parent or other responsible adult in case of emergency. In general, children who are home from school without adult supervision should remain in the home until an adult returns.

#### *Safety on the Telephone*

Advise your children to give no information to strangers over the phone. If you are not home, they should say, "Mother/Father cannot come to the phone right now."

#### *Safety in the Home*

Americans speak of "childproofing" a home to make it a safe environment for young children. It is important to consider how various household features and products, common to American homes, may impact the safety of your child in ways different from what you might expect in your own country.

Here are some safety tips to follow:

- Cover unused electrical outlets with safety caps.
- Keep harmful products where your children cannot reach them. In America, commercial laundry detergent, floor and car waxes, oven cleaners, and similar products are made from caustic chemical compounds and are often poisonous if swallowed. Other things of possible harm to children are certain household plants, which may have poisonous leaves or berries, and plastic bags. You may purchase safety locks for drawers and cabinets in hardware department stores.
- Carefully read the directions and warnings on the label of anything you use. The label will tell you how dangerous the product is, and how to use it safely. Some of this information is incomprehensible even to Americans, so if you do not understand it, get someone to translate it for you before you use the product.
- If your child has played with or eaten something you think may be harmful: CALL POISON CONTROL: 1 (800) 222-1222

Poison Control will ask for the name of the product and perhaps ask you to read aloud the ingredients shown on the package or bottle. You probably will be asked the age of the child, how much the child ate, and when it happened. Then you will be told what action to take. If for some reason you cannot reach Poison Control, you can call or go to the Memorial Hospital (615 N. Michigan St., 574-284-6800) or St. Joseph Regional Medical Center (5215 Holy Cross Pkwy, Mishawaka, 574-335-5000) Emergency Rooms, or call 911 for an ambulance.

### 5.3.2 Child Abuse or Neglect

The abuse or neglect of a child is a serious matter that all members of a community seek to remedy. It is important to know to whom you may turn should you experience high stress in caring for your own child or witness acts or patterns of child abuse or neglect. Definitions of what constitutes child abuse and neglect vary from state to state, but federal law considers anyone younger than age 18 to be a child. At a minimum, abuse and/or neglect is defined according to the federal Child Abuse Prevention and Treatment Act as:

- Any recent act or failure to act on the part of a parent or caretaker that results in death, serious physical or emotional

harm, sexual abuse or exploitation, or

- An act or failure to act that presents an imminent risk of serious harm.

If a child is in immediate physical danger, call for assistance through 911. Depending on your location, either NDSP or city police will respond. Teachers, police officers, licensed caregivers, and physicians are required by law to report incidences in which child abuse or neglect is strongly suspected or has been substantiated. If you need counsel and support in caring for your child, please call the University Counseling Center, 574-631-7336 (postdoctoral research assistants and visiting scholars should call the LifeWorks Employee Assistance Program at 1-888-267-8126). If you suspect that a child is being abused or neglected in some way but is not in immediate danger, in addition to the counseling resources listed above you may call any of the following on-campus or off-campus resources for guidance and assistance:

#### On Campus

- Campus Ministry, 631-7800
- International Student and Scholar Affairs, 574-631-3825
- Notre Dame Security Police, 574-631-5555

#### Off Campus

- Child Protective Services, 574-236-5322

If a case of child abuse has been reported to campus, city, state, or federal authorities, an investigation is launched to determine whether abuse or neglect can be substantiated.

### 5.3.3 Making a Will

The Notre Dame Legal Aid Clinic urges international parents with children under the age of 18 to think about and plan for what would happen to their children in the unlikely event both parents die before the children are of an age to legally make decisions for themselves. Generally speaking, this would call for the preparation of a will. Wills may not seem important to young parents with few goods or investments to secure and pass along, but providing for the care of an orphaned child with nonimmigrant status is a special and urgent reason to make detailed arrangements. This planning usually involves:

- The nomination of a guardian for the children; this can be

done through a will.

- An arrangement (trust) for management of benefits payable, ultimately, to the children.
- Adequate funding for the trust (usually through savings or life insurance benefits payable to the trustee).
- A will (for back-up). The best way to make these arrangements is through an attorney. If the arrangements call for the children to be taken from Indiana and cared for in your home country, the attorney should become familiar with the laws of your country regarding child custody.

Those who need to locate an attorney in the South Bend area in order to create a will can get a referral through the St. Joseph County Bar Association, 574-235-9657. Low-income families (those whose total income falls below federal poverty levels) can seek help from the South Bend office of Indiana Legal Services, 574-234-8121, or from Notre Dame Legal Aid Clinic. Because the Notre Dame Legal Aid Clinic takes clients only by referral from other agencies, those wishing to contact the Legal Aid Clinic should do so through the ISSA office, 574-631-3825.

In the event that you decide against seeking the assistance of an attorney, you can create a will by using forms available online or in legal “guide” books. At the very least, you should write out instructions for the care of your children, stipulating with whom your children would reside while arrangements for legal custody are made, and with whom you would want your children to reside permanently. You should also look into life insurance policies and make plans for financial support of your children.

#### 5.3.4 Documents Establishing Parental Authority for Travel, Emergency Medical Treatment, Etc.

Some countries require that a parent traveling across national borders with a child present to the airlines and other officials a document stating that a custodial parent gives permission for travel and emergency treatment. You may also want to create such a document for when you are leaving your children with a care provider. These letters should be signed in the presence of a notary who attaches a notarial seal to the document. A notary is available in ISSA, the Office of the Registrar, and the Notre Dame Federal Credit Union (NDFCU).

## 5.4 Domestic Violence/Spousal Abuse

### 5.4.1 Spousal Abuse

In the United States, acts of domestic violence and partner assault may lead to counseling for the victim and perpetrator, protection of victims from further violence, and legal consequences that are consistently enforced.

Indiana's Clark County Prosecutor's Office defines domestic violence as a violent confrontation between family or household members involving physical harm, sexual assault, or fear of physical harm. Family or household members include spouses and/or former spouses, those in (or formerly in) a dating relationship, adults related by blood or marriage, and those who share a biological or legal parent-child relationship. Settling into a new academic, national, and linguistic culture can create frustrations, tensions, and misunderstandings that lead to violence. It is important to realize that in the United States, couples and families are expected to openly come to terms with the problem of emotional or physical abuse, and communities are expected to assist in providing care and counseling for those affected.

If you believe that you or someone else is in immediate physical danger, you should call 911. On campus, this number connects you to Notre Dame Security/Police. Off campus, this number connects you to the closest city police department.

If you believe that you or someone else is subject to a pattern of physical or emotional abuse, but not in immediate physical danger, you have a number of options on and off campus for seeking guidance and protection.

#### On Campus

- University Counseling Center, 574-631-7336
- Committee on Sexual Assault Prevention, Ava Preacher and Cathy Pieronek, Sexual Assault Victim's Resource Persons, 574-631-7728, <http://csap.nd.edu/get-info/sarp>
- Campus Ministry, 574-631-7800
- International Student and Scholar Affairs, 574-631-3825

#### Off Campus

- Family Justice Center, St. Joseph County, 574-289-4357 (or remember 574-289-HELP), [www.fjcsjc.org](http://www.fjcsjc.org)
- St. Joseph County Prosecutor's Office, Family Violence Unit, 574-235-7818
- Domestic Violence Hotline, 574-232-9558

International scholars and visiting professors may seek counseling through the LifeWorks Employee Assistance Program rather than through University Counseling, 1-888-267-8126.

You should understand that reports of domestic violence to campus or city police will result in an arrest if officers find evidence of an assault (cuts, bruises, scratches), and the attacker will be jailed until official review determines a legal course of action.

## **5.5 Alcohol and Drugs: Social Custom, University Policy, and State Law**

Although alcoholic beverages are consumed as part of many social gatherings, Americans consider open intoxication and frequent overconsumption both a health risk and a danger to the community, especially when combined with driving.

You may come from a country where social customs and laws differ greatly from those governing alcohol and drug consumption here in the state of Indiana and at the University of Notre Dame. Nevertheless, it is important to understand and abide by state law and University policy with regard to these substances. Violations of alcohol and drug policies and laws, in addition to prosecution by the state of Indiana, will also result in disciplinary action by the University and may jeopardize your immigration status. Please see *duLac, Guide to Student Life* (<http://studenthandbook.nd.edu>), for a broader outline of state law and University policies regarding alcohol consumption and illegal drug use.

### *Laws Regulating Alcohol Consumption*

A person must be able to prove he or she is at least 21 years of



age to legally purchase or drink alcoholic beverages in Indiana or to enter a bar where alcohol is served. You are strongly cautioned against creating or presenting false identification to circumvent this law. It is against the law to buy alcohol for a minor, to carry an open container of an alcoholic beverage in public (for example, on a sidewalk or street), to behave drunkenly in public, to urinate in public, or to drive while under the influence of alcohol. Stores cannot sell alcoholic beverages on Sunday in Indiana. You will find a variety of pamphlets with more information about laws and regulations that govern alcohol consumption and transportation of alcohol in the Office for Alcohol and Drug Education, located in St. Liam Hall, <http://oade.nd.edu>. There are serious penalties imposed for the conviction of alcohol-related offenses. An alcohol or drug-related arrest or conviction may affect an individual's ability to obtain a visa or return to the United States.

### *Use of Illegal Drugs*

Possession or use of any controlled substance is a violation of Indiana state law and University policy.



# **Chapter 6: Social Security, Taxes, and Other Legal Matters**

6.1 Social Security

6.2 U.S. Income Tax

6.3 Law in the United States

6.4 Notarial Services

6.5 Jury Duty

6.6 Identification Documents

## 6.1 Social Security

Social Security is the U.S. government's social insurance plan. It is intended to benefit retired people and certain other individuals who are injured, disabled, or left without adequate means of financial support. It is financed by withholding earnings from employees' salaries and employers' contributions. Virtually all Americans have a Social Security number (SSN), which designates their account with the Social Security Administration.

### 6.1.1 Eligibility for a Social Security Number

If you have a job or are preparing to begin work, you must apply for a Social Security Number (SSN).

- ONLY students who have an on-campus job offer or are authorized for other types of employment such as OPT, CPT, or Academic Training will be able to obtain a SSN.

If you do not have a job, you cannot obtain a SSN.

- Students without a job offer may obtain a Letter of Social Security Number Ineligibility, which can be used to apply for an Indiana Driver's License.

The Social Security Administration will not issue a SSN in order for a student to obtain a car registration/title or other services.

Please note that all University ID numbers have 9 digits and begin with the numeral "9". Students may obtain a NetID, as well as other campus services, by providing the ndID number rather than a Social Security number. These ndID numbers are NOT temporary Social Security numbers. Do not enter your ndID number on any tax forms, applications for a credit card, utilities, or other non-Notre Dame purposes. When filling out forms that request your Social Security number, indicate that you have either applied for the number, or leave it blank, as the case may be.

*Canadian students:* Your Canadian national insurance number **cannot** be used in place of a U.S. Social Security number.

### 6.1.2 Social Security Numbers and Access to Service

In the state of Indiana an international student may obtain the following without a Social Security number:

- An Indiana state ID or driver's license
- A checking account; a savings account; an ATM card
- Public utility hook-ups (water, gas, electricity)
- Telephone service
- Registration and titling of vehicles

Although no business or agency should require proof of a Social Security number for services other than delivery of federal, state, or local assistance benefits, currently international students without a Social Security number may encounter the following challenges in the state of Indiana:

- Many banks will not issue a credit or credit/debit card.
- Many utility and telephone service companies will require a deposit in lieu of presenting a valid Social Security number.
- Private companies, especially cell phone service providers, may require deposits, some as high as \$500.
- Other business owners may not render service claiming that they are not able to run a credit check without a SSN.

### 6.1.3 Obtaining a Social Security Number

The following instructions apply to students with F-1, J-1, and J-2 immigration statuses.

#### **Step One: Immigration Registration**

- Complete Immigration Document Registration with ISSA.
- Wait 14 days for your registration information to reach the U.S. government system.

#### **Step Two: Obtain a Letter from your Employer**

- Letter template: [http://international.nd.edu/assets/73940/department\\_letter\\_template.pdf](http://international.nd.edu/assets/73940/department_letter_template.pdf).
- Note: This letter must be printed on departmental letterhead.

#### **Step Three: Obtain a Letter from ISSA**

- Bring the letter from your employer to ISSA to request the letter.

#### **Step Four: Complete the SSN Application**

- Print and complete Form SS-5 found at <http://www.socialsecurity.gov/online/ss-5.pdf>.

#### **Step Five: Apply for SSN \*\*You MUST apply in person\*\***

Note: There is no cost to apply for a Social Security Number.

- Bring the two letters, your completed application and the documents listed below to:  
Social Security Administration (SSA)  
602 S. Michigan Street  
South Bend, IN 46601
- To get to the Social Security Administration office, take bus #7 from the Library Circle to the South Street Station. The office is across the street from the bus station.

*Required Documents:*

- Passport
- Visa (except for citizens of Canada and Bermuda)
- I-94 card (If your initial entry into the United States was after May 2013 and you did not receive a paper I-94 card, you should print your I-94 record by visiting: <https://i94.cbp.dhs.gov/i94/request.html>).
- I-20 or DS-2019
- **Students on CPT** must present their I-20 that has been endorsed for CPT
- **Students on OPT** must present an Employment Authorization Document (EAD) from USCIS
- **Students on Academic Training** must have a letter from their sponsor authorizing employment
- **J-2 dependents** must present an Employment Authorization Document (EAD) from USCIS

**Step Six: Card Issuance**

- Your SSN card will be mailed to you by the Social Security Administration.

**Step Seven: Report your Social Security Number to Notre Dame**

- Take your Social Security Card to the Registrar's Office, 300 Grace Hall.
- Please be advised you must present your Social Security Card in person, along with your student ID, before the identification number can be entered in the system.

6.1.4 For Students With Classifications Other than F-1, J-1, J-2

Please consult directly with the Social Security Administration about any documents that might be required other than those

which establish age, identity, and legal alien status.

Social Security will only issue a Social Security number when all requirements are met.

#### 6.1.5 Working on Campus Before Receiving a Social Security Number

An international student at the University of Notre Dame may begin a term of on-campus employment without a Social Security number, but must apply for one and inform the University immediately after obtaining one.

When asked for your SSN on a W-4 form, write “applied for” and attach to your document the student (ndID) number issued by the University. As soon as you have received your Social Security number, you must present your Social Security card in person, along with student ID, to the Office of the Registrar. The Registrar will update your Social Security records throughout the system, including for the Payroll department. If you have further questions, please contact Becky Laskowski (574-631-7051).

#### 6.1.6 Exemptions from Withholding Taxes for the Social Security Fund

In general, people who are in F-1 or J-1 status and working legally are not required to pay into the Social Security fund, known as “FICA” (for the Federal Insurance Contribution Act). There may be situations in which FICA contributions would be withheld from the paycheck of a person in F-1 or J-1 status. Contact the Payroll Services Office if you have questions about FICA withholdings. In any case, F-1 and J-1 visa holders would not be responsible for FICA taxes if their work falls into any of these categories:

- Services performed by enrolled students for the school that they regularly attend.
- Services performed for state or local government, unless an agreement with the federal government is involved.
- Services performed for a foreign government.
- Services performed for an international organization.

## 6.2 U.S. Income Tax

### 6.2.1 Income Tax Returns

As an international student or scholar, you are required to file an annual tax return in order to maintain your immigration status, even if you did not earn any income.

Those who earn no income file a Form 8843, a non-monetary report. Those who earn income or do business in the United States, must file a monetary return. Students who fail to file a tax return risk violating their lawful immigration status.

#### *Tax Treaties*

A tax treaty is an agreement between the United States and another country. It provides various benefits to those eligible under the treaty terms.

Treaty benefits are applied based on the person's country of residence immediately prior to entering the U.S. They are not applied based on your citizenship. For example, a citizen of the United Kingdom who lived 3 years in Mexico prior to entering the U.S to attend a university would find that the treaty with Mexico applies to his case, since he was a resident of Mexico prior to coming to the U.S.

If a visiting alien is a university employee and is a resident of a country with which the U.S. has entered into a tax treaty, it may be that a portion of an employee's wages can be exempted from federal and state income tax withholding. The visiting alien should contact the University's Tax Department, which is part of the Office of the Controller, 631-7051, to see if there is a treaty provision that applies to him/her.

**IMPORTANT TREATY NOTE:** You are not automatically registered with the University to benefit from any tax treaty that may exist between the U.S. and your country of residence. If you have determined that you are eligible for tax treaty benefits, you must complete Form 8233, available at [www.irs.gov/pub/irs-pdf/i8233.pdf](http://www.irs.gov/pub/irs-pdf/i8233.pdf). This form must be completed and submitted to the University each year of your employment with the University of Notre Dame. You must also fill



out and submit the applicable statement for your particular status (student or teacher/researcher) and country. These statements are already formatted for you and can be found at <http://controller.nd.edu/tax/international-faculty-staff-students-visitors/tax-treaty-exemption>. In order to complete your application for treaty benefits, the completed forms must be taken to the Payroll Department in Grace Hall, along with your I-20 or DS-2019, visa, passport, and I-94 card. You must also present proof of a Social Security number, or proof that you have applied for a Social Security number, at the time you request consideration for tax treaty benefits.

### 6.2.2 When to File Your Income Tax Return

April 15 is the deadline for filing a return on the income earned during the preceding calendar year. Those filing non-monetary returns 8843 should file before this deadline as well.

The W-2 form is required in order to prepare an income tax return. By law, employers are required to send employees their W-2 forms by the end of January. These forms report the amount the employee has earned during the preceding calendar year and the amounts of federal and state income taxes and all other deductions that have been withheld.

The amount withheld often, though not always, exceeds the amount of tax actually owed, so not filing a tax return could result in a financial loss to the taxpayer. Excess taxes collected by the government are refunded only based on a filed tax return. After leaving the United States, you may obtain tax return forms online through the Web site for the Internal Revenue Service or from the nearest U.S. Consulate for use in satisfying your tax filing obligation for the calendar year during which you lived in the United States. In general, these forms become available in January following the end of each tax year and should be filed on or before April 15.

### 6.2.3 Receiving Assistance in Filing Income Tax Returns

The University of Notre Dame provides a Tax Assistance Program (TAP) to assist all international students and scholars who need help filing their federal and state tax returns. Trained TAP volunteers prepare annual tax and information returns for

qualified taxpayers. The specific details of this FREE service are distributed each fall semester.

Tax return preparation by the TAP is not mandatory, but it is available to those from the Notre Dame community who request it. Any international visitor may make an appointment by using the online Appointment Scheduling Process (ASP), which is available from February through April, at <http://tapappt.nd.edu/index.cfm?login>. Since tax law is very complex and ever-changing, especially in regards to international students and scholars, we strongly encourage all students to refer to official tax sources when seeking information about filing their returns. Students should not rely on word of mouth from friends or former students who may not be aware of all the details of tax law. For more information regarding the TAP, please visit: [http://business.nd.edu/Accountancy/International\\_TAP](http://business.nd.edu/Accountancy/International_TAP). Send your tax return questions to [taptax@nd.edu](mailto:taptax@nd.edu).

NOTE FOR THOSE STUDYING ABROAD, GRADUATING, OR DEPARTING NOTRE DAME: Students who participate in Notre Dame's study abroad program and are not on campus during the February to April tax season, may request TAP assistance in tax return preparation. The TAP will also prepare tax returns for the tax year in which international persons graduate and leave Notre Dame. This is especially helpful to those persons who move to a location where tax assistance is not readily available. To request this assistance, please follow the instructions at: [http://business.nd.edu/Accountancy/TAP/Off-Campus\\_Email\\_Process](http://business.nd.edu/Accountancy/TAP/Off-Campus_Email_Process).

#### 6.2.4 Choosing the Appropriate Tax Form

To choose the federal tax form that is appropriate for you, you must know whether you are classified for tax purposes as a "resident alien" or a "nonresident alien." Determining your proper status involves applying the rules of the substantial presence test (SPT). These rules involve both days of presence in the United States and immigration status type (F,J,M,Q). If you have tax questions about your status, contact the Tax Assistance Program (TAP) by e-mail to request an appointment: [taptax@nd.edu](mailto:taptax@nd.edu).

### 6.2.5 Where to Find Tax Forms

Federal tax forms and instructions are available through the IRS Web site, at [www.irs.gov](http://www.irs.gov). Follow the link to “Forms and Publications.” Indiana state tax return forms may be found at [www.in.gov/dor](http://www.in.gov/dor). The TAP prepares and files tax returns, but does not have sufficient resources to teach people how to file their own forms. The TAP also provides stamped, addressed envelopes for taxpayers using its services.

### 6.2.6 Documentation

Please keep complete records of your financial transactions. Without good records, you probably will experience difficulty completing your income tax returns. If you seek assistance from someone else in preparing your income tax returns, that person will need thorough records of your income and expenditures. Federal tax law requires that you keep a copy of any income tax form you submit for a minimum of three years following the return’s due date. Some states have tax return retention periods longer than the federal government (for example, Michigan has a 6 year retention). The TAP recommends keeping your returns for the entire time you remain in the United States.

### 6.2.7 Certificate of Compliance (“Sailing Permit”)

Before leaving the United States aliens (except those in specific categories) are required to obtain a certificate of compliance, otherwise known as departure or sailing permits. The IRS identifies 6 categories of persons who are not required to obtain certificates of compliance. Because the details of each category are extensive, they are not listed here. In general many, though not all, Notre Dame students fall into Category 3 exceptions. This category groups alien students, industrial trainees, and exchange visitors, including their spouses and children, who enter the US under immigration types F-1, F-2, H-3, H-4, J-1, J-2 or Q and who satisfy certain other income restrictions. Due to the possible complexities of any taxpayer’s situation, all taxpayers are encouraged to become familiar with the requirements of the certificate of compliance. To that end, you may discuss your concerns with representatives of the TAP by e-mailing [taptax@nd.edu](mailto:taptax@nd.edu) for an appointment.

## 6.3 Law in the United States

### 6.3.1 General Comments and Suggestions

The United States is often called a “litigious society,” meaning that people rely heavily on lawyers and courts to formalize and enforce agreements, mediate disputes, and obtain restitution for injuries and injustices. Students and scholars from other countries sometimes find themselves involved in the legal system, either to pursue a complaint or grievance of their own, or to defend themselves from an accusation made by someone else.

### 6.3.2 International Students and Legal Issues

Here are some matters that often require some type of legal assistance:

- Traffic accidents involving uninsured drivers who face negative financial and perhaps legal consequences.
- Paying too much for used cars, or buying used cars that turn out to be defective.
- Disputes with landlords who fail to maintain health and safety standards in rooms and apartments.
- Overpaying for merchandise sold by area merchants or by people who sell over the telephone.
- Being a victim of “scams,” such as offering “prizes” that turn out to require investments by the student, or selling overpriced merchandise to the student by telephone.
- Divorces and arranging child guardianship or custody.
- An arrest for shoplifting (taking something from a store without paying for it).

Keep in mind that there are many people who try to take advantage of international students by overcharging them or selling them defective goods. Always ask as many questions as you require to make a good decision about a purchase or contract. Remember that signing your name to any housing lease, contract, or sales agreement legally binds you to certain terms and conditions.

Here is a list of suggestions for staying out of trouble with the police and the courts. Some of these items are discussed elsewhere in the handbook.

- If you want to buy a used car, acquire expert assistance in

evaluating the car's condition and assessing the asking price.

- If you buy a car, buy insurance for it and make sure to keep it active. The state of Indiana requires proof of liability insurance before you register your car.
- If you drive someone else's car, be absolutely certain that the car is insured. If it is not, do not drive it unless you have your own insurance.
- Pay for all merchandise before leaving a store. Do not steal.
- Before you sign a lease, contract, purchase agreement, or any other such document, be sure that you fully understand what it states and that you are prepared to abide by its terms.
- Before you make a major purchase (car, appliance, furniture, electronic equipment), compare the prices of various vendors. Also consider asking for a list of previous customers you can consult about the product or service you are considering.
- If you are angry at your spouse or child, do not hit or abuse him or her. What may be an acceptable means of controlling or punishing a spouse or child in some countries could be illegal in the state of Indiana. Under Indiana law, striking a spouse or child will result in incarceration (that is, being put in jail) if the police are called and find any evidence of injury.
- If you have small children, make sure there is always an adult watching them. Inadequate supervision of children—for example, leaving them alone in an apartment, allowing them to be outside the house or apartment on their own without an adult for long periods of time, or leaving them unattended in a car—violates the law.
- Do not present a false identification card to enter a business from which you may be barred on account of your age.
- Take care to abide by the laws governing the use of Notre Dame's computer networks and resources.

### 6.3.3 Your Legal Rights

The United States Constitution guarantees certain rights to the people (not just U.S. citizens and permanent residents) who are living in the country. In general, nonimmigrants in the United States (such as international students and scholars) enjoy the same constitutional protections as U.S. citizens do. At the same time, however, nonimmigrants are subject to immigration laws that do not apply to American citizens.

International students and scholars enjoy the constitutional guarantees of freedom of speech, freedom of assembly, protection from unreasonable searches and seizures, and the other protections included in the “Bill of Rights” (the first 10 amendments) attached to the U.S. Constitution. You may view the U.S. Constitution online at many Web sites, including [www.usconstitution.net/const.html](http://www.usconstitution.net/const.html). Many books are available at bookstores and libraries that include the Constitution as well. Nonimmigrants can own property (land and buildings) if they wish to. Nonimmigrants are protected against discrimination on the grounds of race, religion, color, and national origin. There are federal, state, municipal, and University rules protecting citizens and nonimmigrants from most forms of discrimination.

#### *Office of Institutional Equity*

The mission of the University’s Office of Institutional Equity is to ensure that the University of Notre Dame does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, or age in the administration of any of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs or in employment. The office supports the University’s efforts to comply with both the letter and spirit of laws regarding equal opportunity and affirmative action, and to develop a diverse community by welcoming and recruiting others who bring a multitude of talents and backgrounds to the University. If you should experience discriminatory or sexual harassment within the context of the University, please contact an ombudsperson at 574-631-0444.

#### *South Bend Human Rights Commission*

The Commission enforces city ordinances against discrimination in housing, employment, credit, and public accommodations (including restaurants and theaters). International students and scholars who believe they have been victims of discrimination (because of age, race, sex, religion, national origin, or disability) can file a complaint. The commission’s office is located at 301 South St. Louis Blvd., 574-235-9355. Other agencies are responsible for handling complaints of discrimination at the state and federal levels.

### 6.3.4 Obtaining Legal Advice and Assistance

*Legal Aid (Notre Dame Legal Aid Clinic)*  
725 Howard Street  
574-631-7795

The Notre Dame Legal Aid Clinic is the teaching clinic of the Notre Dame Law School. The Legal Aid Clinic provides legal services through specially certified Notre Dame law students who practice under the close supervision of law school faculty members. The clinic is a general practice clinic; however, the case types of most relevance to international students include:

- Consumer: Interns assist clients with consumer debt problems.
- Housing: Interns assist clients with problems involving both mortgages and rental housing. Landlord/tenant problems include negotiating with landlords, representing tenants at court hearings, and seeking the return of security deposits wrongly withheld by landlords.
- Wills: Interns assist clients in preparing wills and performing related planning for the care of children in the event of a parent's death.

There is no charge for the legal services that the clinic provides. The clinic's clients are mainly local residents who cannot afford private-practice attorneys. Every client must meet income eligibility requirements. The clinic does not perform criminal defense work. The Legal Aid Clinic takes cases only by referral from other agencies.

Those wishing to seek assistance from the Legal Aid Clinic should first contact the ISSA Office; The director will then contact the Clinic to make the referral.

## 6.4 Notarial Services

Some documents need to be notarized by a person registered as a notary public. A notary public can certify photocopies and authenticate signatures. Some notaries collect a small fee for each document they notarize. Notarial services are available on campus in the Office of the Registrar, ISSA, and the Notre Dame Federal

Credit Union (NDFCU). They're also available in the South Bend area at most local banks.

## 6.5 Jury Duty

The American legal system attempts to secure potential jurors, in part, by issuing a summons to those who hold a valid driver's license. Thus, you may be contacted for jury duty. Since international citizens are not eligible to serve on a jury convened by the federal, state, or city government, you should check the box on the form that states you are not a U.S. citizen and return the form to the address indicated.

## 6.6 Identification Documents

In many countries the law requires that every person, citizen or noncitizen, carry an identity card at all times. There is no such requirement in the United States for its citizens and no national identity card. As an international student or scholar you are advised to carry your passport, I-94 and/or I-797, and DS-2019 or I-20 especially when traveling outside of the South Bend area.

Locally, in order to cash or make purchases using a check or when picking up medications from a pharmacy, you may be requested to present a form of identification that bears your Indiana address or university affiliation with a current photograph. On campus your student ID card may be sufficient, but most area businesses prefer that you furnish an Indiana driver's license or state ID card. Some businesses will accept a passport, but policies vary.

The locations and procedures for obtaining a driver's license are explained in Chapter 1 under "Transportation", but if you do not plan to drive here you may want to apply for an Indiana state ID card instead. The process for obtaining such a card is similar to that for the driver's license.

You are strongly cautioned against creating or presenting false identification for admission to establishments that prohibit those under the age of 21 from entering. If you are found in possession



of another person's identification card or a manufactured identification card, with the intent to deceive, you will be prosecuted by local authorities and/or referred to the University for disciplinary measures.

\*Section 264(e) of the U.S. Immigration and Nationality Act (INA) does require individuals over the age of 18 to carry with them at all times their registration documentation. Section 264.1 of Title 8, Code of Federal Regulations (CFR), defines registration documents for different classes of non-citizens, including nonimmigrants.



# Chapter 7: Life in South Bend

7.1 Entertainment and Recreation

7.2 Coping with Indiana Weather

7.3 University Vacations or “Breaks”

7.4 Community Services

7.5 Child Care and Children’s Schools

7.6 Activities for Spouses and Children

7.7 Religious Organizations

## 7.1 Entertainment and Recreation

### 7.1.1 Things to Do on Campus and in South Bend

Entertainment and recreational activities on the campus and in South Bend are too numerous to detail here. They include movies, concerts, recitals, art exhibits, performances, sports, and museums. In addition, there are countless student organizations that offer periodic social events. A comprehensive calendar of on-campus events can be found on the Notre Dame home page ([www.nd.edu](http://www.nd.edu)) and in *The Observer*, the daily student-run newspaper. Many departments that offer performances (music, dance, theater) publish monthly or semester calendars or brochures with information about scheduled performances. The Notre Dame International website (<http://international.nd.edu>) provides information about internationally oriented events and activities.

#### *Recreational Facilities*

The University's recreational facilities include the following:

- The Joyce Center recreational facilities include basketball/volleyball courts, handball/racquetball courts, squash courts, jogging lanes, and an ice rink. For hours and more information, visit: <http://recsports.nd.edu/facilities>.
- Connected to the Joyce Center is the Rolfs Aquatic Center. The Rolfs has a 50-meter, movable bulkhead, state-of-the-art pool, three 1-meter and two 3-meter diving boards, an instruction area, underwater speakers, and viewing windows. For more information about the Rolfs Aquatic Center, visit <http://recsports.nd.edu/facilities/rolfs-aquatic-center>.
- The Rolfs Sports Recreation Center (RSRC) is the home of the Office of Recreational Sports. It features a state-of-the-art fitness room; three wooden courts for basketball, volleyball, and badminton; a three-lane jogging track; a rink-style court for indoor soccer, roller hockey, and lacrosse; and two activity rooms for aerobics, dance, and martial arts. For more information, visit <http://recsports.nd.edu>.
- Rockne Memorial offers two weight rooms, racquetball/handball/squash courts, two basketball courts, an exercise room, a multipurpose room, and a swimming pool. For more information, visit <http://recsports.nd.edu/facilities/rockne-memorial>.

- The Eck Tennis Center offers six tennis courts. There is a fee of \$2.00 per hour for students and \$3.00 for Notre Dame employees to play singles or doubles, <http://recsports.nd.edu/facilities/campus-athletic-spaces/#Eck%20Tennis%20Pavilion>.
- Numerous outdoor athletic facilities are found throughout campus. They include Riehle Fields and Volleyball Courts, Courtney Tennis Courts, Krause Track, horseshoes, outdoor basketball and volleyball courts, campus fitness routes, St. Joseph Lake Beach, and the nine-hole Notre Dame Golf Course, located on the southwest corner of campus.
- The University also offers Warren Golf Course, <http://warrengolfcourse.com>, a championship-caliber 18-hole course near the northeast corner of campus.
- Usage of all courts is determined on a first-come, first-served basis, except for the Joyce Center racquetball/handball courts and the Eck Pavilion. To reserve courts at the Joyce Center, call 48 hours in advance at 574-631-5267. For reservations at the Eck Tennis Pavilion, call 574-631-6929. You can find general policies regarding use of the athletic facilities outlined at the RecSports website: <http://recsports.nd.edu>.

### *Student and Spouse IDs for Use of RecSports Facilities*

Please be advised that in most places you will be expected to show your student ID to be able to use the sports facilities. All of these facilities are also open to student spouses upon presentation of a special ID card. To obtain a spouse or adult dependent ID card, a student or scholar should go to the RecSports office with a University ID card and documentation verifying marriage or dependency. Eligible dependents must be 18 years of age or older and have proof of age. Spouses are admitted to facilities free of charge, but there is a \$3.00 fee each visit for adult dependents. For more information regarding eligibility, visit: <http://recsports.nd.edu/about-recsports/eligibility>.

### *Recreational Sports*

The Office of Recreational Sports (RecSports) provides many opportunities for everyone in the community to enjoy organized and informal recreational activities. For sports and recreational activities, you can choose from a broad range of fitness programs,

campus competitions, club sports (Gaelic hurling, cricket, rowing, and Ultimate Frisbee, etc.), and instructional, family, and special event programming, as well as many forms of informal recreation. Various opportunities exist throughout the school year for those wishing to work out or improve their skills. Activities offered include weight training, life saving and first aid (emergency medical) training, jogging, aerobics, clinics, mini-courses, and informal activities. Many of these activities are free of charge; others require only a nominal fee. Starting dates will be posted throughout campus. For more information, call 574-631-6100, or see the RecSports Web site: <http://recsports.nd.edu>.

### *Music*

Each year, Notre Dame's Department of Music features a series of musical performances by guest artists, faculty members, music students, and student groups, including the Glee Club, Chorale, Symphony Orchestra, Brass Ensemble, Jazz Band, and Concert Band. Performances by faculty, music students, and student groups are usually presented free of charge and at various locations on campus. The concerts are advertised in *The Observer* and the *South Bend Tribune*. You may receive e-mail announcements and concert updates by sending an e-mail request to [music@nd.edu](mailto:music@nd.edu), or call 574-631-6211.

- The South Bend Symphony Orchestra performs classical, pops, and chamber-music concerts, featuring local and world-renowned talents. There is an admission fee, with special prices for students. 120 West LaSalle Avenue, Suite 404, South Bend, 574-232-6343.
- The Indiana University South Bend (IUSB) School of the Arts offers musical, dance, and theatrical performances by the IUSB Philharmonic, Jazz Ensemble, and Southold Wind Ensemble at various locations on the IUSB campus. There is an admission fee, with special prices for students. For tickets and more information, call 574-520-4203 (IUSB Box Office), 574-520-4134 (Raclin School of the Arts office), or 574-520-4561 (Production Coordinator).
- The Morris Performing Arts Center, located in downtown South Bend at 211 N. Michigan Ave., offers a variety of performances in musical styles ranging from Broadway to rock, blues, folk, world beat, and symphonic. Call the box office at 574-235-9190, or see [www.morriscenter.org](http://www.morriscenter.org) for

information.

- Every summer, the Student Activities Office sponsors an outdoor Brown Bag Music Series during lunch hours, with performances by several area musicians. Locations and performance schedules are included in the Student Activities summer calendar.

### *Movie Theaters*

A variety of domestic and foreign films are offered on campus through many student groups, departments, and institutes. For links to a list of titles, dates, venues, and times, please see: <http://calendar.nd.edu>, <http://performingarts.nd.edu> or <http://inside.nd.edu>. Off-campus movie theaters in the area include:

- Cinemark Movies 14, 910 W. Edison Rd., South Bend, 574-254-9685
- Cinemark Movies 6, 6424 N. Grape Road, Mishawaka; 574-277-8691 (second-run with reduced prices)
- Kerasotes Showplace 16 Theatres, 450 W. Chippewa Ave., South Bend, 574-299-6060
- Wonderland Cinema, 402 N. Front St., Niles; 269-683-1112 (new and second-run films with reduced prices)
- Vickers Theatre, 6 N. Elm St., Three Oaks, Michigan, 269-756-3522 (independent and foreign films)
- Tri-Way Drive-In Theatre, 4400 Michigan Rd., Plymouth; 574-936-7936

At some of these theatres, you will qualify for a lower admission by showing your student ID.

### *Theatrical Performances*

- The DeBartolo Performing Arts Center (DPAC) on campus presents a variety of theatrical performances throughout the year. For more information, visit their website at <http://performingarts.nd.edu>. For ticket information, call 574-631-2800. There is usually an admission fee, but student discounts are often available.
- The Broadway Theatre League sponsors touring companies of top Broadway shows. For more information, call 574-234-4044.
- The IUSB Theatre Company is a college troupe that presents four plays each season at Northside Hall on the campus of

Indiana University South Bend, 1700 Mishawaka Ave., South Bend. For more information, call 574-520- 4203.

- The South Bend Civic Theatre is a community theater group. Every year the group presents a number of performances. For more information, visit <http://www.sbct.org>.

### *Museums*

You may check out passes from the St. Joseph County Public Library (<http://sjcpl.lib.in.us>) for discounted admission to several of the museums listed below.

- The Snite Museum of Art on campus has a collection of more than 19,000 objects that are currently owned by or on long-term loan to the museum. Included are works by Rodin, Rembrandt, Boucher, Remington, Chagall, and Mestrovic. At any given time, approximately 800 durable objects are on long-term display in the museum galleries. Admission to the Snite Museum is free of charge. For more information, visit the museum's website at <http://sniteartmuseum.nd.edu>. The museum is open year-round, Tuesday through Sunday.
- The South Bend Museum of Art exhibits the art of local artists as well as art objects created by regional and national artists. The museum is located in the Century Center, 120 S. St. Joseph St., South Bend, <http://www.southbendart.org>.
- The Northern Indiana Center for History comprises several buildings of interest. The Copshaholm House Museum, built in 1895, includes 38 rooms that retain the original furnishings of the family of industrialist J.D. Oliver. Guided tours are available. During the tour, you also will be able to see the Oliver Historic Gardens and the Worker's Home. For more information, visit [www.centerforhistory.org](http://www.centerforhistory.org).
- The Studebaker National Museum exhibits more than 100 carriages, wagons, and trucks bearing witness to a century-long history of the Studebaker Automotive Company. Besides the extensive automotive collection, the museum has a hands-on science room for children. The Studebaker Museum is located at 201 S. Chapin St., South Bend. The 24-hour information line is 574-235-9714 or visit [www.studebakermuseum.org](http://www.studebakermuseum.org).
- The Midwest Museum of American Art exhibits 19th and 20th-century American art. The museum is located in a recently renovated neoclassical-style building. It houses



seven galleries that include a collection of Norman Rockwell lithographs and an impressive collection of sculptures, paintings, and works on paper by some of the most distinguished artists of this period. The museum is located at 429 S. Main St., Elkhart, <http://midwestmuseum.us>.

### *Sports*

- The East Race Waterway is an artificial whitewater course on which you can take a raft ride down the rapids during summer and early fall weekends and on selected evenings. Several times a year, world-class kayak races are run here. Call 574-233-6121 for information or visit <http://sbpark.org/parks/east-race-waterway>.
- In the spring and summer, Coveleski Regional Stadium in South Bend houses a minor league baseball team, the Midwest League's South Bend Silver Hawks. The stadium is located at 501 W. South St., South Bend, [www.silverhawks.com](http://www.silverhawks.com).
- The area also has several golf courses. Among them, Blackthorn Golf Club has been acknowledged as one of the finest new public courses in the country. The course is at 6100 Nimtz Parkway, South Bend. For information, call 574-232-4653 or visit <http://www.blackthorngolf.com/golf/proto/blackthorngolf>.
- Michiana Rugby Football Club is a local men's league. Visit [www.mooserugby.com](http://www.mooserugby.com) for more information.
- South Bend Parks and Recreation offers recreational and leisure classes, league play, access to a variety of facilities, and equipment rentals for all ages. Call 574-299-4765, or see <http://sbpark.org>.
- Michiana Bicycle Association hosts day rides and riding tours throughout the Indiana countryside: [www.mbabike.com](http://www.mbabike.com).

### *Dining*

The area surrounding Notre Dame offers a variety of restaurants and other eateries. The hours will vary but few area restaurants continue to serve past 9 or 10 p.m., and some may require a reservation during peak hours.

### 7.1.2 Things to Do Outside South Bend

The “Community Living” section in the regional telephone directory lists area attractions and includes a guide to city and county parks.

Popular recreational sites outside South Bend-Mishawaka include:

- Potato Creek State Park, located about 30 minutes from South Bend, <http://www.in.gov/dnr/parklake/2972.htm>, and Indiana Dunes State Park in the Indiana Dunes National Lakeshore Park, 1100 N. Mineral Springs Rd., Porter, IN, <http://www.in.gov/dnr/parklake/2980.htm>, offer opportunities for picnics, camping, hiking, and swimming. Potato Creek is open daily year-round from 7:00 a.m. to 11:00 p.m. Admission at each park is charged per vehicle.
- Bendix Woods County Park is a popular destination 12 miles west of South Bend on Indiana State Road 2. It offers 190 acres for picnicking, hiking, and cross-country skiing, as well as a nature center. The park is open year-round. For more information, call 574-654-3155. <http://www.sicparks.org/bendix.html>.
- Pokagon State Park, in Angola (northeastern Indiana, accessible by Indiana State Road 120, U.S. 20, or the Indiana Toll Road), <http://www.in.gov/dnr/parklake/2973.htm>, offers picnicking, hiking, a toboggan run, cross-country skiing, swimming, horseback riding, boating and fishing on Lake James, camping, cabins, paddle boat rental, and a nature center. The park is open year-round, and there is an entrance fee.
- Warren Dunes State Park is located at 12032 Red Arrow Highway in Sawyer, MI (about an hour’s drive from South Bend) and offers camping, picnicking, hiking, and swimming. The park is a popular summer destination point and may close daily when the number of entrants reaches a maximum number allowable, <http://www.michigandnr.com/parksandtrails/Details.aspx?id=504&type=SPRK>.

Other Points of Interest outside South Bend-Mishawaka

- The town of Shipshewana, Ind., is a favorite destination for tourists and area residents. Visitors can shop for bargains at the open-air flea market, sample old-fashioned Amish cooking, and learn about Amish culture at Menno-Hof (the

Mennonite Anabaptist Interpretive Center). The Shipshewana Flea Market and Auction is conducted every Tuesday and Wednesday from May through October. Learn more on the Web at [www.shipshewana.com](http://www.shipshewana.com).

- Fernwood Botanical Garden and Nature Preserve, 13988 Range Line Rd., Niles, Michigan, 269-695-6491, <http://www.fernwoodbotanical.org>. Fernwood is open year-round and features a variety of formal gardens, arboretum, conservatory, nature center, and more than forty acres of forest and prairie land mapped out with trails for hikers and birdwatchers. There is a fee to enter, but memberships are modestly priced and allow you to visit throughout the year with guests.

### *Tourism Bureaus*

- For information about Indiana tourism, a complete guide to special events, state parks, and a variety of recreational activities is available at: [www.in.gov/visitindiana](http://www.in.gov/visitindiana).
- For information about Michigan tourism, a guide to special events, state parks, and a variety of recreational activities is available at: [www.michigan.org](http://www.michigan.org).
- For information about Illinois tourism visit: [www.enjoyillinois.com/](http://www.enjoyillinois.com/).
- For information on Chicago, visit the Chicago Convention and Tourism Bureau website at [www.choosechicago.com](http://www.choosechicago.com). Chicago hosts a variety of festivals and concerts year-round.

### *Festivals and Fairs*

Like other parts of the United States, South Bend and the state of Indiana offer a number of annual events that attract both tourists and area residents. For a complete list, visit [www.in.gov/visitindiana/index.aspx](http://www.in.gov/visitindiana/index.aspx).

- St. Joseph County Fair, <http://www.4hfair.com/>. The St. Joe County fair is similar to the Indiana State Fair, but much smaller. This fair is presented annually during late July/ early August at the St. Joseph County Fairgrounds, south of town at the corner of Jackson and Ironwood.
- Indiana State Fair, <http://www.in.gov/statefair>, An agricultural and industrial fair, this event attracts hundreds of thousands

of visitors. Activities include livestock shows, food, arts and crafts exhibitions, concessions, and live entertainment. The fair lasts for a 12-day period every August and is located at the Indiana State Fairgrounds in Indianapolis.

- Marshall County Blueberry Festival, <http://www.blueberryfestival.org>. The Blueberry Festival is one of the largest festivals in the area, complete with food and art vendors, carnival rides, and fireworks.

## 7.2 Adjusting to Indiana Weather

### 7.2.1 General Comment

Indiana is located in what is called the North Temperate Zone, where there can be considerable seasonal—and even daily—variation in the weather. Americans use the Fahrenheit scale for giving temperatures. The formula for converting a Fahrenheit temperature to Celsius is  $C=(F- 32) \times 5/9$ . Radio or television weather reports will keep you aware of conditions and changes, or you can visit [www.weather.com](http://www.weather.com) for a forecast. Northwest Indiana is home to severe weather in various forms, including heavy snows, high winds, thunderstorms, and tornadoes.

### 7.2.2 Dressing for Cold Weather

When participating in an outdoor activity (or walking across campus), it's important to wear several layers of clothing to stay warm. Thermal long johns, turtlenecks, shirts, pants, sweaters, coats, warm socks, waterproof boots, gloves, and hats can all be layered to provide the maximum level of warmth. If you feel too warm, remove extra layers of clothing since perspiration can increase heat loss. Be sure the outer layer of your clothing is tightly woven, preferably wind resistant, to reduce body-heat loss caused by wind. Wool, silk, or polypropylene inner layers of clothing will hold more body heat than cotton. Here are a few extra tips for staying warm:

- Wear several layers of lighter clothing rather than one or two very heavy layers. Several lightweight, loose layers will keep you warmer than one heavy layer because air trapped between the layers will be heated by the body and serve as

insulation.

- Choose warm, natural-fiber fabrics. More absorbent fabrics, allow perspiration to evaporate from the skin and keep you warmer. The fiber content of a garment is printed on a label attached to most garments sold in the United States.
- The weight of a fabric is not necessarily related to its warmth, but its thickness is. Thickly constructed fabrics (knits; pile fabrics such as artificial furs; quilted, laminated, or bonded fabrics; and thick tweeds) provide greater insulation and thus keep you warmer. Jackets filled with goose down, although very lightweight, provide more warmth than jackets that are made of much heavier materials.
- Select clothing designed for cold weather use. Tight clothing can actually inhibit blood circulation, so that the body cannot warm itself as efficiently, and can prevent warm air from being trapped in the clothing for insulation. However, garments should fit tightly at the wrists, ankles, neck, and waist to prevent warm air from escaping. A belt at the waist or a tucked-in blouse or shirt helps to trap warm air at that area of the body.
- In general, when you must be outside during very cold weather, leave as few areas of the body exposed as possible. It is essential on particularly cold days to keep your head and ears covered with a hat, hood, and/or earmuffs, and to wear a scarf covering your mouth and nose. Remember that ears are easily susceptible to frostbite, which is damage to skin tissue caused by freezing.

### 7.2.3 Tornadoes

Tornadoes are powerful, twisting windstorms seen as funnel-shaped clouds that can measure up to several hundred yards (or meters) in diameter and may produce winds of more than 300 miles per hour (500 kilometers per hour). These storms usually occur in the spring and early summer and can be very destructive here in northern Indiana. When the National Weather Service issues a tornado watch, it means that weather conditions are optimal to produce tornadoes. Tornado watches are broadcast on all radio and television stations. A tornado warning means that a tornado has been sighted. The St. Joseph County Civil Defense Tornado Warning system will activate sirens near the North Dining Hall and at various sites throughout the county during a tornado

warning. For tornadoes, the siren will issue a steady tone for three to five minutes. The siren will not issue an “all clear.” An “all clear” announcement instead comes from the Weather Bureau via radio or television, and is transmitted via cell phone and e-mail by the ND Alert system. If you hear a tornado warning, immediately seek shelter as indicated below.

Siren tests are made at 11:30 a.m. on the first and third Thursday of every month. They consist of a one-minute steady tone, one minute of silence, and one minute of wailing tone.

#### *Where to Take Shelter During a Tornado*

If you are in a permanent structure, take shelter in lower corridors, areas without windows, or inside doorways.

If you are in a temporary structure or residence-type structure, take shelter in the nearest permanent structure or the most protected area of the basement. Avoid locations below heavy appliances.

If you are in a car outside, leave your car and take cover in a permanent structure, ditch, or low-lying area. Protect your head with pillow or hands.

### **7.3 University Vacations or “Breaks”**

Breaks are scheduled between the academic semesters or coincide with widely celebrated Christian holidays, such as Thanksgiving, Christmas and Easter.

During University breaks many administrative offices remain open, although residence halls, food services, and recreational and student service facilities alter their hours of operation.

Undergraduates living in University residence halls must leave their rooms during the winter holiday from late December to early January, and will need to vacate their rooms, along with any furniture, at the close of the academic semester in May. They may, however, remain in the residence halls over the one-week fall

and spring mid-term breaks. Students living in the undergraduate residence halls may choose to use the summer storage program through some residence halls, or rent storage space at one of several area storage facilities.

If you plan to travel outside the United States during a break, it is vital that you have your immigration forms in good order and a valid travel signature. Visit ISSA for assistance.

### *Mid-Term Breaks*

The Center for Social Concerns, together with the Alumni Association, sponsors several service-learning trips, including a trip to Appalachia. See the Center for Social Concerns' Web site, <http://centerforsocialconcerns.nd.edu>, for details.

Hostelling International in Chicago, [www.hichicago.org](http://www.hichicago.org), offers inexpensive accommodations and many programs for students to explore the Chicago area.

ISSA occasionally sponsors longer trips during the breaks. ISSA looks for suggestions from the international community.

### *Winter Break*

If you are unable to return to your home country at the end of the fall semester, you might consider participating in a hospitality program, such as Christmas International House. This program is sponsored by more than 60 church and community organizations throughout the United States. Its purpose is to provide international students with a place to spend Christmas vacation and to share the Christmas celebration with an American family. The program provides for room and board in one of many U.S. communities; the student pays for transportation and for a small application fee. For more information: [www.christmasih.org](http://www.christmasih.org). Many student also spend the break traveling or staying with friends.

### *Summer Break*

Students who need to stay in a residence hall until spring commencement must seek special permission through the Office

of Residence Life and Housing. You must make arrangements for temporary housing if you plan an extended stay in the area between the close of the residence halls and the beginning of summer semester. Students should make arrangements well in advance. Sacred Heart Parish Center offers dormitory-style rooms for short stays on campus, <http://sacredheartparish.nd.edu/sacred-heart-parish-center>, 574-631-7512.

Students who plan to remain in South Bend over the summer may apply to serve as summer residence hall staff through the Office of Residence Life and Housing. Compensation includes housing, free local phone service, and a stipend. You must apply early in the spring semester in order to be considered.

The Center for Social Concerns, Kellogg Institute, and Kroc Institute offer a number of service learning internships in locations here in the United States and abroad over the summer months. You must apply during the fall semester to participate in these programs.

Other summer internships may be available through your academic department, but you should check with ISSA regarding your immigration status and documentation before applying for a position.

## 7.4 Community Services

South Bend and the surrounding area offer a wide variety of services to help you enjoy a comfortable lifestyle while you study here at the University. The best place to find information about these services is through the yellow pages in the community phone book or online. You may also contact the ISSA office for assistance in locating the type of services you seek. Below is contact information for a few commonly requested services.

### *Hair Cutting and Styling*

See the telephone directory's yellow page listings under "Barbers" and "Beauty Salons." Traditionally, men got haircuts at barbershops and women went to beauty salons for haircuts,



styling, and coloring. Now, many of these places are called hair styling salons and offer services to both men and women.

Beauty colleges are hair cutting and styling schools where prices are much lower because the work is done by students. The Vogue School of Beauty Culture, 301 Lincoln Way W., Mishawaka, <http://www.vogueschoolofbeauty.com>, offer these services. As well as, Michiana Beauty College, 7321 Heritage Square Drive, Suite 160, Granger, IN, 574-271-1542, [www.tcbeautycollege.com](http://www.tcbeautycollege.com).

A barbershop, 574-631-7624, and a hair styling salon are open on the ground floor of the LaFortune Student Center from Monday through Saturday. You should call a few days ahead, 574-631-5144, for an appointment, although walk-ins are sometimes accepted.

Prices vary widely from one salon to another. It is customary to give the stylist a tip of 15 to 20 percent of the total price.

### *Shoe and Luggage Repair*

Shoe and luggage repair is a dying craft in the United States, but there are a few repair shops in the area that can re-sole and re-heel shoes, as well as mend luggage. Alex's Shoe Shop, 115 W. Washington, South Bend, 574-288-2188 is near the University. There is also a shoe repair stall at Meijer on Grape Road.

## **7.5 Child Care and Children's Schools**

### **7.5.1 Babysitting**

A babysitter is a person whom you pay to stay with (usually at your home) and care for your children while you are away. Babysitters usually receive between \$8 and \$20 per hour, depending on the sitter's age and experience, the number of children being cared for, and possible other considerations. Babysitters generally charge more for each additional child.

If you hire a babysitter who does not have permission to work in the United States, problems may result. Visitors in B-2 status and spouses in F-2 status cannot legally work in the United

States. It is a good idea to acquaint yourself with any person you hire as a babysitter, either directly or at least through a friend, acquaintance, or reputable agency. Neighbors sometimes “trade” babysitting duties with each other; groups of mothers sometimes organize babysitting cooperatives.

Community Coordinated Child Care (4Cs Referral Service), <http://www.4csindiana.org>, operates a “Comfort and Care Program,” which can provide you with a list of trained caregivers willing to come to your home to care for your child. Call 574-289-7815 or 1 (800) 524-4533 for help. Sittercity also offers an online database of babysitters and nannies at: <http://www.sittercity.com>.

## 7.5.2 Schools

### *Preschools and Day-Care Centers*

Most preschools and day-care centers are for children younger than five, the age at which a child begins kindergarten. These schools vary considerably with respect to cost, philosophy of instruction, pupil teacher ratio, and schedule.

Generally, a preschool has shorter sessions and emphasizes educational activity. By contrast, day-care facilities have longer hours and are intended to be places where children can receive care while their parents are otherwise occupied, usually at work or school.

The Early Childhood Development Center, Inc. (ECDC), founded in 1971, is a nonprofit, licensed child care center partially funded by Saint Mary’s College and the University of Notre Dame. ECDC provides both full-time and part-time programs for children in the Saint Mary’s and Notre Dame community. ECDC operates two sites: one on the campus of Saint Mary’s College (ECDC-SMC) and the other on the campus of the University of Notre Dame (ECDC-ND). Both sites are governed by one board of directors and operate with the same philosophy, curriculum, parent involvement, and college student involvement. Both sites are staffed by teachers educated and experienced in child development and early childhood education. Visit <http://nd.edu/~ecdncd> for more information.

### *Public Schools (for children aged 5 and older)*

Public schools in the United States provide free education for children between the ages of 5 and 18. Schools in South Bend are divided into three levels: elementary (or sometimes primary) schools—kindergarten (a child’s first year in school, preceding the first grade) through fourth grade (ages 5 to 9); junior high schools—fifth through eighth grades (ages 9-14); and senior high (or secondary) schools—ninth through 12th grade (ages 14 to 18).

To register, children must be 5 years old by June 1 of the year they enter kindergarten. If your child is entering school for the first time, you will need a birth certificate or other indication of your child’s age. If your child has previously attended school, you will need a transcript of grades or some other document indicating the grade level at which your child should be placed.

Children usually attend the public school nearest their place of residence. It is important to call the administrative office of the school system your child will be attending in order to enroll your student.

Students do not need to speak English to enter the South Bend, Mishawaka, or Penn-Harris-Madison public schools. If your child needs English as a Second Language (ESL) instruction and your assigned school does not have an ESL program, it is easy to arrange for a transfer to another school if your child is not already registered with your neighborhood school. To enroll your child in the ESL program, call Maritza Robles, director for the Department of Bilingual Education at the South Bend Community School Corporation, 574-283-8150. The staff will arrange for an appointment during which you will complete a home language survey. If determined that your child regularly speaks a language other than English, your child will be tested for language proficiency to determine the level of language instruction and support needed for successful integration into the school system. Although the language assessment process is mandatory, you may choose not to enroll your child in an ESL program.

The South Bend, Mishawaka, and Penn-Harris-Madison schools encourage parents of elementary and secondary students to become involved in their children’s education. The schools

want parents to be aware of the schools' functions, the grading systems, and their child's progress in classes. The schools schedule yearly parent-teacher conferences to discuss each elementary school child's progress. Besides these conferences, elementary schools offer open houses, events when families of students come to the schools, usually in the evening, to see the classrooms and view displays of students' work. Parents can arrange to visit their children's classes or organize special conferences with their children's teachers. Teachers want to hear from parents about concerns, problems, or questions pertaining to their children and school.

Students and scholars with children who intend to enroll in the local schools should be aware that school children must meet certain immunization requirements. To enroll your child in classes, your child must have had (a) three DPT (diphtheria, pertussis, tetanus) vaccines, the last one after the age of 4; (b) three polio vaccines, the last one after the age of 4; and (c) one MMR (measles, mumps, rubella) vaccine after the age of 15 months. Children must have received one booster vaccination for measles and rubella at least 30 days after the original MMR. You must include the complete date (month, day, year) and the name of the physician or clinic performing each immunization. Call the St. Joseph County Health Department, 574-235-9750, for more information. The health department offers immunizations, administered on an appointment basis, for a small fee.

### *Private Schools*

The families of children attending private schools must pay tuition. Costs vary, depending on the child's age or grade and on the particular school. Like public schools, most private schools are open to any student, regardless of religious affiliation. A listing of private schools in the area can be found in the telephone directory's yellow pages under "Schools—Academic."

## **7.6 Activities for Spouses and Children**

### **7.6.1 Activities for Spouses**

Spouses of international students and scholars are sometimes

discouraged by their partners' long absences during the day. Couples should work together to ensure the well-being of a spouse who may be feeling isolated or ill at ease by planning for time together each day and working out matters such as transportation, language practice, financial arrangements, etc. International spouses are welcome and encouraged to participate in the following activities and to explore other ways to enter fully into the life of the community.

- The St. Joseph County Public Library, 304 S. Main Street, <http://sjcpl.lib.in.us> carries a wide selection of movies, records, videotapes, and books (including foreign-language books). The library also offers classes in a variety of topics, from origami to family genealogy. Graduate student and research scholar spouses may also apply for a Special Borrower's Card from the University of Notre Dame Libraries.
- The Office of Recreational Sports (RecSports) provides a broad range of fitness programs and recreational services. Many of the activities are free of charge; others require only a nominal fee. For information, call 574-631-6100.
- The South Bend Museum of Art offers art classes for the community. For information and pricing, visit <http://www.southbendart.org>.

For more information about opportunities for volunteer service, recreational activity, continuing education, and English language courses as well as program applications, see the "Arrival & Orientation-Getting Settled" section of the ISSA Web site: <http://international.nd.edu>.

## 7.6.2 Improving English-Language Skills

Opportunities to learn English are available on and off campus for spouses.

### On Campus

- Conversation Exchange Partners Program (CEP): This Center for the Study of Languages and Cultures program facilitates meetings between people interested in practicing a language through informal conversation and who want to learn more about another culture. It is not a formal tutoring program but rather an opportunity, through interaction with a native

speaker, to master idiomatic expressions, vocabulary, and grammatical structures. The program is open to all University of Notre Dame faculty; staff; undergraduate, graduate and postdoctoral students; visiting scholars; and their families.

- ESL Classes for Student and Scholar Spouses: Experienced ESL instructors lead classes for beginning, intermediate, and advanced English-language students at the Sacred Heart Parish Center. Each level meets twice a week for two hours a day on Tuesdays and Thursdays. The instruction emphasizes discussion, reading, writing, and vocabulary building. Classes are for adults only, and the class size is limited.

### *Off Campus*

#### South Bend Community School Corporation

- Adult Education at Bendix, 3206 Sugar Maple Ct., is located several miles west of campus and offers ESL classes Monday through Thursday. This program is sponsored by the South Bend Community School Corporation (SBCSC) and is free of charge. Admission to these classes, however, is based on community needs and priorities. Other SBCSC Adult ESL programs include: ESL at Robinson Community Learning Center, Eddy St. For more information please contact: Greg Long at 574-283-7505. La Casa de Amistad Youth Center offers an ESL class through its Adult Programs for beginning students. Again, admission to these classes is based upon community needs and priorities. La Casa is located several miles southwest of campus, at 746 S. Meade St, South Bend, IN. For more information, contact Felix Marques at 574-233-2120.

#### Indiana University South Bend

- Through the Continuing Education Curriculum of IUSB, classes are offered for college credit to students with a basic knowledge of English grammar. According to the catalogue description, the course is designed around the needs and interests of the students enrolled. Check with the university regarding tuition. Students earn three credits, 574-520-4261.

#### South Bend English Institute

- There is an Intensive English Program offered through the South Bend English Institute, located on the IUSB campus. The regular program of study is divided into nine levels, with

five hours of instruction per day, plus extracurricular activities for four weeks. Elective courses include preparation for the Test of English as a Foreign Language (TOEFL), as well as the study of vocabulary, American culture, conversation, listening, and pronunciation. For more information, including tuition costs, visit: <http://www.thelanguagecompany.com/index.php?south-bend-in>.

#### Southwestern Michigan College

- This is a community college with a campus just north of South Bend in Niles, Mich. The college offers four levels of ESL classes. You must take an ESL assessment exam before enrolling in the courses. See the college's Web site at [www.swmich.edu](http://www.swmich.edu).

For additional ESL resources in the South Bend area, you can call the Literacy Council of St. Joseph County, 574-335-9781, or visit the American Association of Intensive English Programs on the Web at [www.aaiep.org](http://www.aaiep.org). You also may see on the Web the special services offered by the St. Joseph County Public Library: <http://sjcpl.lib.in.us/services>.

There are several Web sites that allow you to supplement your English language learning with games, exercises, quizzes, and even audio and video programs for mastering pronunciation techniques and developing your listening skills. Television also can be an aid in learning English, especially if the television is equipped with the "closed-caption," or subtitle, feature. Children's programs such as Sesame Street on PBS are especially helpful for beginners.

#### 7.6.3 Family Recreation

Popular local places for South Bend children are:

- Potawatomi Zoo and Botanical Gardens, 500 S. Greenlawn Ave., <http://potawatomizoo.org>, offers a variety of activities for families: picnics, tennis courts, public swimming, and a zoo. The conservatory houses a tropical and desert garden. "Kids' Kingdom" is a huge playground area next to the pool. A nominal entrance fee is charged for the zoo, pool, and conservatory.
- The St. Joseph County Public Library, 304 S. Main St., <http://sjcpl.lib.in.us/>, has story hours and films for children several times weekly.

- The South Bend Parks and Recreation Department offers activities for children at many of the parks located throughout the city. For information, call 574-299-4765.
- The Hanna Lindahl Children's Museum, 1402 S. Main St., Mishawaka, 574-254-4540, and HealthWorks Kids' Museum, 111 W. Jefferson St., South Bend, 574-647-5437, provide many interactive displays, hands-on activities, and special events for children and younger visitors.

In Indianapolis:

- The Children's Museum of Indianapolis is the world's largest children's museum, with a history dating to 1925. The museum offers nontraditional learning opportunities for children and their families. The Children's Museum is located at 30th and Meridian Streets, just a few minutes north of downtown Indianapolis. The entrance to the Museum is on Illinois Street (the first street west of Meridian). For prerecorded information on exhibits, special events, hours, or admission prices, call 1 (317) 334-3322, [www.childrensmuseum.org](http://www.childrensmuseum.org). For more family recreation ideas, see the Entertainment and Recreation section at the beginning of this chapter.

## 7.7 Religious Organizations

### 7.7.1 Notre Dame Office of Campus Ministry

The Office of Campus Ministry, 319 Coleman-Morse Center, 574-631-7800, provides a series of retreats, catechetical instruction for those who wish to join the Catholic Church or find deeper understanding of religious tenets, a program of preparation for marriage, and counseling in matters of personal conscience formation. There are frequent prayer services of many forms throughout the year, including ecumenical prayer services. As part of the cross-cultural outreach of Campus Ministry, students may participate in programs and liturgies based on Africentric, Asian, and Latino spirituality, as well as those aimed at providing support to graduate and professional students, married students, and many others. Students who are not Catholic are always welcome at any of the various activities sponsored by Campus Ministry. The Office of Campus Ministry publishes a reference list of churches



and other places of worship, including those for Protestant, Eastern Orthodox, and Byzantine rites.

### 7.7.2 Non-Christian Congregations

The following listing may serve as a reference for non-Christian international students seeking a place of worship.

#### *Jewish Synagogues*

- Hebrew Orthodox Congregation, 3207 S. High St., South Bend, 574-291-4239
- Sinai Synagogue, 1102 E. LaSalle Ave., South Bend, 574-234-8584
- Temple Beth-El, 305 W. Madison St., South Bend, 574-234-4402

#### *Muslim Mosques*

- Great News Islamic Center, 43 S. Dundee St., South Bend
- Islamic Dawah Center, 1215 Lincolnway W., South Bend
- Islamic Society of Michiana, 3310 Hepler St., South Bend

#### *Baha'i Center*

- Baha'i Faith, 1608 Mishawaka Ave., South Bend, 574-234-4940

#### *Hindu Prayer Group*

- Hindu Temple of Michiana, 1963 Dubois Ave., South Bend, IN 46637, [www.hindutempleofmichiana.org](http://www.hindutempleofmichiana.org).



# Chapter 8: Language, Culture, and Country Information

8.1 Adjusting to a New Culture

8.2 American Culture

8.3 Practical Guidelines for Everyday Situations

8.4 Relationships with Americans

8.5 Holidays in the United States

8.6 Making Good Use of Your Time Here

## 8.1 Adjusting to a New Culture

### 8.1.1 Culture Shock

Culture shock is the name given to a feeling of disorientation or confusion that often occurs when a person leaves a familiar place and moves to an unfamiliar one. Some people are more affected by culture shock than others. People experiencing culture shock can exhibit some of the following symptoms:

- Becoming nervous and unusually tired.
- Wanting to sleep and/or contact loved ones at home.
- Feeling frustration and hostility toward local people.
- Experiencing excessive anger about minor irritations.
- Becoming dependent on fellow nationals.

All of these feelings may make it difficult to relate to residents of the host country and to use their language.

People react in many ways to culture shock. While some become depressed or even physically ill, others are stimulated by the new experiences that are open to them. Here are some ideas that might be helpful:

- Maintain your perspective. Try to remember that thousands of people have come to South Bend from other countries and have survived—even when they arrived in the cold of winter!
- Keep in mind the seven lessons writer Craig Storti sets out in his book *Cross-Cultural Dialogues*:
  1. Don't assume sameness.
  2. What you think of as normal or human behavior may be only cultural.
  3. Familiar behaviors may have different meanings.
  4. Don't assume that what you meant is what was understood.
  5. Don't assume that what you understood is what was meant.
  6. You don't have to like or accept "different" behavior, but you should try to understand where it comes from.
  7. Most people do behave rationally; you just have to discover the rationale.

In many places in this handbook you will find information and ideas that will help you to understand and employ these lessons. In *The Whole World Guide to Culture Learning*, J. Daniel Hess makes these

suggestions for people who are experiencing the loneliness or other distress of culture shock:

1. Find people to interact with. Give them a smile. Ask them questions. As you take an interest in them, your feelings will have a focal point outside yourself.
2. Surround yourself with some familiar things . . . make your new environment pleasant and reinforcing.
3. Slow down. Simplify your daily tasks. Relax. Let your emotions catch up with the newness all about you.
4. Develop patterns. Follow the same routine each day so that you get a sense of returning to the familiar.
5. Cry. Laugh. Sing. Pray. Draw a picture. Give expression to your feelings.
6. Revise your goals to accommodate a detour instead of scolding yourself for failures.
7. Give new energy to language study and use it on simple occasions. It is amazing what language success can do for you.
8. Find times and places to get physical exercise.
9. Confide to friends, and even your host family, that you are sad. Their support will warm you.
10. Make a few small decisions and carry them out.

Be assured that, however stressful, culture shock passes if you are willing to let the process of culture learning and cross-cultural adaptation take its course.

### 8.1.2 Phases of Adjustment

Many factors influence the ways in which people adjust to a new culture. One of these factors is, of course, the individual's personality—degree of self-confidence, sense of humor, ability to interact with other people, ability to tolerate ambiguous or frustrating situations, and so on. Other factors influencing people's adjustment to a new culture are the nature and quality of differences between their own culture and the new one, the comparative status of their own country and the new one, the nature of the person's past experience in foreign cultures, and the nature of the particular setting in which the newcomer to a culture is situated.

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

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

This is only one way of looking at the question of “phases of adjustment.” Not everyone goes through all these phases, and people spend differing amounts of time in those through which they do pass. Thus, “adjustment” means different things to various people. Not everyone's goals, tasks, or personal preferences for intercultural interaction are the same.

### 8.1.3 Adjustment for Spouses and Children

Spouses and children of international students and scholars go through the same phases of cultural adjustment as the students and scholars themselves, but their initial attitudes and feelings may be different. The spouse may have left a job in the home country, may not have wanted to come to the United States, may possess a lower level of English proficiency, and may have lost the support of family members who may have had an active role in child care and household matters. A change in the family's economic status also can lead to greater frustration for the family. Spouses who have been in this position advise that the best way to overcome these difficulties is to go out and meet other people. This may seem very frightening, but the spouse will meet others who have successfully adjusted to their new environment, and talking with them can be quite helpful. (See the earlier sections of the handbook for suggestions on activities for spouses and children.)

Children also need time to adjust to being in a new place. In

general, they learn English very quickly, but school, day care, or babysitters may be frightening for them at first. Younger children may want their mothers to be with them all the time and older children may want their parents to stay with them for a short time at day care or school. Spouses should talk with their child's teachers to see whether this is possible. The teacher will be a good source of information about other activities, such as sports, music or art, in which your child can participate.

## **8.2 American Culture**

Like any other society, American society includes people who are friendly and people who are not, people who are intelligent and people who are not, and so on. In addition, American society includes people representing large numbers of ethnic, religious, socioeconomic, age, occupational, and other types of groups. People in any of these various groups are likely to have ideas and opinions that differ from those of people in other groups. Even with this diversity, it is possible to mention certain characteristics that, in general, describe attitudes and practices that are common among Americans and that tend to distinguish Americans from people who have grown up in other cultures. Keep in mind that the following remarks are generalizations and that you will find individuals who are exceptions to any or all of them.

## **8.3 Practical Guidelines for Everyday Situations**

### **8.3.1 Introductions and Greeting**

It is proper to shake hands with everyone to whom you are introduced, both men and women. An appropriate response to an introduction is "It's nice to meet you." If you want to introduce yourself to someone, extend your right hand for a handshake and say "Hello, my name is..." Some Americans greet each other with a hug if they are well acquainted. If you do not wish to be hugged, extend your hand quickly for a handshake.

## *Names and Titles*

American names generally have three parts: first (or given) name, middle name or initial, and last (family) name. First names are used in the United States more frequently than elsewhere. People may call each other by their first names immediately after they have met. These general rules apply:

- Address people of your own approximate age and status by first name. This would apply to fellow students and neighbors.
- If the other person is clearly older than you, you should use Mr. (“Mister”), Mrs. (“Missus”), Miss, or Ms. and the last name. For example, you would address John Smith as “Mr. Smith.” If the older person asks you to use his or her first name, do so. The older person probably will address you by your first name from the beginning. “Ms.,” pronounced “Mizz,” is used for both unmarried and married women and is the safest title to use, especially if you do not know the woman’s marital status. “Miss” is used to refer to unmarried women and “Mrs.,” pronounced “Mississ,” to married women.
- If the other person has a title such as “Ambassador,” “Doctor,” or “Dean,” use that title and the last name. For example, you would address Senator Edward Kennedy as “Senator Kennedy.” Any faculty member may be addressed as “Professor,” regardless of whether the person holds the rank of assistant professor, associate professor, or full professor. You can ask your instructors how they prefer to be addressed.
- If someone asks you to address him or her by first name, you should feel free to do so.
- Using “nicknames” is fairly common among Americans. A nickname is not the person’s real name, but a name assigned (usually by friends, acquaintances, or family) because of certain physical characteristics, behavior patterns, or some other factor. International students often acquire nicknames if their own names seem long, unpronounceable, or just unusual to Americans.
- If you are in doubt about what to call a person, ask the person, “What should I call you?” Conversely, Americans will sometimes be confused about what to call you. If you see that a person does not know what to call you, tell him, Say, “You can call me \_\_\_\_\_.”



### 8.3.2 Ritual Greetings

When two people are first introduced, one person may say, "How are you?" Common responses are: "Fine, thank you. How are you?" "Fine, thanks." Or, less formally, "Hi. Glad to meet you." After the first meeting, there are two kinds of greetings. The more formal is "Good morning" or "Good evening." You would not say "Good night" to somebody unless you are leaving from work at the end of your shift or going off to bed. The less formal greeting is simply "Hello" or just "Hi." Any of these may be followed by "How are you?" The answer is usually "Fine," whether you are fine or not. The American ritual parting remark, "See you later," means "good-bye," and does not mean that the person saying it has a specific intention to see you later. "Bye" or "bye-bye" are other common, and informal, parting remarks. You would want to say "goodbye" in more formal settings.

### 8.3.3 Tipping

Tips, or service charges, are not added to the bill in most U.S. hotels or restaurants. Nevertheless, certain groups of employees in these establishments often expect and need tips, as their hourly rate of pay is usually quite low, based on the assumption that tips will provide a reasonable income. It is often customary to tip the waiter or waitress in a restaurant 15 or 20 percent of the amount of the check, if the service is satisfactory. Tips are not expected in cafeterias or "fast food" establishments where you order at a counter. Pizza delivery workers expect to be tipped \$2 or \$5. In a hotel, the "bellhop" who assists you to your room expects a \$1 to \$2 tip per suitcase. You should tip taxi drivers 15 or 20 percent of the fare, and "sky caps" (who help to carry baggage at airports) \$1 for each smaller bag and \$2 each for large bags. It is also acceptable to tip a hairdresser 10 to 20 percent of the charge for hair care.

### 8.3.4 Time Schedules

#### University Business Hours

University business hours are (with some exceptions) 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday.

### *Keeping Appointments and Dates*

Remember that Americans consider it impolite and extremely inconsiderate to fail to keep an appointment (or “date”) without giving prior notice to the other person.

In America, it is acceptable to decline an invitation by giving a vague excuse or avoiding commitment. If you do not want to accept an invitation, make an appointment, or have a date with a particular person, you should decline the initial invitation or request. You should not accept an invitation and then not appear at the appointed time.

Many social invitations will ask for an “RSVP.” This is an abbreviated French phrase, “Répondez s’il vous plaît,” meaning please respond. Most of the time an invitation will ask for an RSVP by a certain date. It is very considerate to respond with your intentions of attending that function before that requested date. You are meant to respond even if you do not plan to attend the event.

When a time is specified for a meeting, class, religious service, organized activity, or business appointment, you are expected to arrive promptly. For parties and other social gatherings, you may arrive some time shortly after the time mentioned.

### *Daylight Saving Time*

Most of the United States observes Daylight Saving Time, between the second Sunday in March and the first Sunday in November, to allow for daylight to extend further into the evening during the spring and summer. Observing daylight saving time involves moving one’s clocks ahead by one hour. People then move their clocks back an hour in the beginning of November to revert to standard time. The South Bend area is in the Eastern Time Zone and observes daylight saving time. Some of the surrounding Indiana counties moved to the Central Time Zone, however, and will observe daylight saving within their assigned time zone. When attending an event outside of St. Joseph County, it is recommended that you verify the starting time and time zone to avoid being late.

## 8.4 Relationships with Americans

### 8.4.1 Relationships In the Workplace

Whether you have a student job, a postdoctoral research position, or teaching responsibility, you will notice cultural differences in the workplace as well as in other parts of society. There are guidelines that international students and scholars will want to follow to have a comfortable working environment.

- Arrive at work punctually. If you must be late, or miss work, notify your supervisor as soon as possible.
- Make sure that you understand what you are expected to do before you start to do it. Ask questions about any assignments or procedures that you do not understand.
- If you encounter difficulties in carrying out an assigned task, tell your supervisor immediately.
- Carefully follow any safety and health rules that pertain to your workplace.
- Be neat and clean.
- Notice the manner in which other employees at your level address the supervisor and how they treat the supervisor, and try to follow their examples.
- Treat subordinates, including secretaries, with respect.
- Treat women with respect.
- Periodically ask your supervisor, “How can I improve?”
- Show a “positive attitude.” That is, avoid complaining and gossiping, and be cheerful and constructive in your dealings with people.
- Consistently practice and improve your English.

### 8.4.2 Social Relationships

The following remarks regarding friendship and romantic relationships have been adapted from the booklet, “If You Want to Study in the United States,” published by the U.S. Department of State.

#### *Friendships and Greetings*

Americans are reputed to be friendly people. It is not uncommon for Americans to be informal and casual, even with perfect

strangers. When in the United States, do not be surprised if somebody you do not know says, "Hi!" to you for no reason. However, there is a difference between friendliness and friendships. As in any culture, it takes time for friendships and close relationships to form. Americans' friendships tend to be shorter and more casual than friendships among people from some other cultures. It is not uncommon for Americans to have only one close friendship during their lifetimes and to consider other friends to be merely social acquaintances. This attitude probably has something to do with American mobility and the fact that Americans do not like to be dependent on other people. They tend to compartmentalize friendships, having "friends at work," "friends on the basketball team," and "family friends," for example. Here are some other characteristics of Americans' behavior in social situations:

- Americans might refer to acquaintances or people they meet in class as "friends." However, there are different levels of friendship, and even if they call these people friends, they do not always have close emotional ties to them.
- In the United States, people often will ask, "How are you?" or "How are you doing?" when you meet them. These are usually polite phrases more than personal questions, and they do not always expect an honest answer. If you are well acquainted with this person, you might say how you truly are feeling. The accepted response is usually "Fine, thank you. How are you?" even if you are not feeling very well.
- Americans often communicate with touch, by putting a hand on somebody's shoulder to express warmth of feeling, by giving a nudge to express humor, or a pat on the back to express reassurance. Often they will hug when meeting. These friendly gestures are common and should not be interpreted as intrusive or disrespectful.
- Even if Americans tend to touch each other more often than in some other cultures, they usually maintain a relatively large physical distance between one another during conversations or social meetings. Everybody has a different "comfort zone" around them; 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, which can surprise some foreign visitors. People of the opposite sex might go to the movies, a restaurant, a concert, or other event together without ever being romantically

involved.

- Americans generally enjoy welcoming people into their homes and are pleased if you accept their hospitality. Do not hesitate or feel uncomfortable to accept invitations, even if you cannot reciprocate—they know you are away from home and will not expect you to do so.

Participating in campus life is a good way to make friends. Because the United States is a highly active society, full of movement and change, people always seem to be on the go. In this highly charged atmosphere, Americans can sometimes seem brusque or impatient. They want to get to know you as quickly as possible and then move on to something else. Sometimes, early on, they will ask you questions that you may feel are very personal. No insult is intended; the questions usually grow out of their genuine interest or curiosity and their impatience to get to the heart of the matter. And the same goes for you. If you do not understand certain American behavior or you want to know more about what makes Americans “tick,” do not hesitate to ask them questions about themselves. Americans are usually eager to explain all about their country or anything American in which you might be interested. So much so in fact, that you may become tired of listening. Americans also tend to be uncomfortable with silence during a conversation. They would rather talk about the weather or the latest sports scores, for example, than deal with silence. As in any culture, it takes time to make good friends. Just be patient, try to meet as many people as possible, and with time you may form friendships while in the United States that could last a lifetime.

#### 8.4.3 Romantic Relationships

For many international students, American dating and relationship customs can be one of the most difficult things to understand. Unlike many other cultures, American culture does not have an accepted pattern of behavior that regulates romantic relationships. While not universally true, you may find the following general comments useful.

- Men and women generally treat each other as equals and in an informal, casual way. There is often friendly teasing between men and women.
- Traditionally, men asked women on dates, but it is considered acceptable among many for a woman to ask a man out.

- Expenses on a date are sometimes paid by one person or sometimes split between the two. The man will often offer to pay but will usually not protest if the woman offers to pay or to share the bill.
- Going on a date in American society is to express the desire to get to know the other person better. It does not assume any kind of sexual involvement. It is unacceptable—and in some cases even criminal—to impose one's sexual desires on another person. Make sure you respect the other person's wishes and, likewise, make sure you are not forced to do something you do not want to do.
- Homosexual relationships, even if not widespread, are commonplace in the United States. While some people are still uncomfortable with gays (homosexual men) or lesbians (homosexual women), it is not acceptable to discriminate or make derogatory comments against them. If you are gay, lesbian, bi-sexual, or transgendered, you will be able to find organizations, networks, and support in most American cities and on university campuses, including Notre Dame. For more information about the Core Council for Gay and Lesbian Students, visit: <http://corecouncil.nd.edu>. If you are not homosexual and somebody of the same sex expresses an interest, do not be offended; just decline politely.

## 8.5 Holidays in the United States

### 8.5.1 General Information & Holiday Schedule

The United States adopted legislation to move the celebration of several holidays to the Monday nearest the date of the actual holiday. The purpose of this legislation was to create as many three-day weekends (that is, Saturday-Sunday-Monday) as possible. Four principal national holidays—New Year's Day, Independence Day, Thanksgiving, and Christmas—are not subject to this date-changing legislation. Another principal holiday, Labor Day, has traditionally been on Monday. Many businesses and all government offices close in observance of these holidays.

Of the holidays on the following list, not all are celebrated throughout the United States, and not all are celebrated by

everyone. Some are holidays only for members of certain religions; others are for particular groups.

### *Holiday Calendar*

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

**New Year's Day**, Jan. 1. Celebration of New Year's Day usually occurs the night before, on New Year's Eve, when it is common for groups of people to have a party to celebrate the coming of the New Year. Alcoholic beverages are usually served. It is customary to make loud noises at midnight, when the new year officially arrives; embracing or kissing others at midnight is also customary. *A legal and business holiday.*

**Dr. Martin Luther King Jr.'s Birthday**, Jan. 15 (but celebrated the third Monday in January), *a legal holiday in many states*, including Indiana.

**Abraham Lincoln's Birthday**, Feb. 12 (or nearest Monday). See Presidents Day.

**St. Valentine's Day**, Feb. 14. Usually simply called Valentine's Day. A day for lovers to exchange cards and/or gifts. Children in primary school usually exchange "valentine cards" with their classmates, and it has become common for even relatives and casual friends to exchange cards and tokens.

**George Washington's Birthday**, Feb. 22 (or nearest Monday). See Presidents Day.

**Presidents' Day**, February, third Monday. Commemorates Abraham Lincoln's and George Washington's birthdays. *A legal holiday.*

**Ash Wednesday**, date varies (see Easter). Marks the beginning of the 40-day period of Lent, a period of penitence and fasting in some Christian denominations. On Ash Wednesday, some Christians attend a church service during which small ash marks

are placed on their foreheads to symbolize man's ultimate return to dust.

**St. Patrick's Day**, March 17. A day dedicated to the patron saint of Ireland. Many people wear something green on this day. Some communities have parades. Many bars sell green-colored beer.

**Good Friday**, the Friday just before Easter, a day on which Christians remember Jesus' crucifixion. *Some businesses are closed on this day.*

**Easter**, 46 days after Ash Wednesday; date varies based on moon cycles, falling on a Sunday between late March and late April. Christians celebrate their belief in the resurrection of Jesus Christ on this day. For children, baskets of candy and dyed, hard-boiled eggs are given or sometimes are hidden by a mythical Easter Rabbit or Easter Bunny. The children seek out the hidden eggs on Easter egg hunts. *Many businesses close early or do not open at all.*

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

**Memorial Day**, (observed the last Monday in May). *A legal and business holiday* on which homage is paid to U.S. soldiers who have died in wars.

**Passover** is a Jewish holiday and festival. It commemorates the story of the Exodus, in which the ancient Israelites were freed from slavery in Egypt. Passover begins on the 15th day of the month of Nisan in the Jewish calendar, which is in spring in the Northern Hemisphere, and is celebrated for seven or eight days. It is one of the most widely observed Jewish holidays.

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

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

**Independence Day** (usually termed the Fourth of July), July 4. Parades, fireworks, and flags celebrate the signing of the U.S.



Declaration of Independence from Great Britain. *A legal and business holiday.* (Note: Some types of fireworks are for sale to consumers around this time of the year. They all can be dangerous, and some are legal in certain cities and states but illegal in others. Check with local law enforcement agencies regarding local laws. A few types of fireworks, especially very large firecrackers, are illegal everywhere in the United States.)

**Labor Day**, the first Monday of September. *A legal and business holiday* noting the importance of workers and labor organizations.

**Rosh Hashanah**, the Jewish New Year, and **Yom Kippur**, the Jewish Day of Atonement. The principal Jewish holidays. Both are celebrated on varying dates in September or October, based on fixed dates on the Jewish calendar that vary from year to year from the Gregorian calendar commonly used in the Western world.

**Columbus Day**, Oct. 12 (or nearest Monday). Commemorates the landing of Italian explorer Christopher Columbus on the shores of North America. *A legal holiday.*

**Halloween**, Oct. 31. From All Hallow's Eve, the evening before the Christian celebration of All Saints' Day. Halloween is a children's holiday, associated with carving faces on pumpkins called jack-o'-lanterns and making witches, cats, and ghosts for decorations. Children often go to parties in costumes or go trick-or-treating. Trick-or-treating means putting on a costume, carrying a bag, and going door-to-door in a neighborhood saying "trick or treat," and being given a piece of candy by the occupant of the house or apartment. Young children should be accompanied by an adult when trick-or-treating.

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

**Veterans Day** is celebrated November 11. *A legal holiday* honoring veterans of armed service.

**Thanksgiving Day**, the fourth Thursday in November. A harvest

celebration, stemming from harvest-time festivities in the original American colonies. A *legal and business holiday* on which, traditionally, families gather to eat a large meal that includes turkey, stuffing, mashed potatoes, and pumpkin pie.

**Hanukkah**, sometimes spelled Chanukah, celebrated in late November or (usually) December, based on fixed dates on the Jewish calendar that vary from year to year from the Gregorian calendar. An eight-day Jewish holiday marking the rededication of the Second Temple in Jerusalem.

**Christmas**, Dec. 25, a *legal and business holiday*. The major U.S. holiday. It began as a Christian celebration of the birth of Jesus Christ but is now also a widely celebrated day of feasting and gift-giving. Preparations, including the buying of gifts and decoration of homes and public places, begin as early as Thanksgiving. Santa Claus, a mythical figure, is said to visit the homes of children on the night of Dec. 24 (Christmas Eve) and leave gifts for them while they sleep. Many people send Christmas cards to their friends. Both home and office Christmas parties are quite common and take place throughout the month of December, a time that is frequently called the “holiday season” because several other holidays are celebrated during this time as well.

**Kwanzaa**, Dec. 26 to Jan. 1. For seven days some African Americans observe Kwanzaa, a Swahili word for “the first,” or “the first fruits of the harvest.” It is a cultural holiday, celebrating African-American heritage.

## 8.6 Maximizing Your Success in the U.S.

### 8.6.1 The General Idea

If you plan to return to your own country to begin or resume a professional career following your studies in the United States, there are a number of things you can do while you are a student here to help realizing your career aspirations. Here are specific suggestions from the NAFSA publication, “Professional Integration: A Guide for Students from the Developing World.”

### 8.6.2 Personal Orientation

- Set clear goals for your studies and other activities in the

United States that align with the jobs you're interested in.

- Stay in touch with home, so that you do not become isolated from people or events in your own country.
- Remain aware of American values as compared to the values that prevail at home. Remember that you are temporarily accommodating yourself to the way people behave in the United States and that you will have to reaccommodate yourself when you return home.
- Avoid dependence on expensive equipment, such as workplace computers or specialized laboratory supplies, unless you are certain that you will have access to such equipment at home.
- Anticipate some difficulties upon your return home, since going home requires many readjustments that can be difficult to make. One of the difficulties you can anticipate is the prejudices of others (whether positive or negative) about people who have studied in the United States.
- Cultivate patience and strive to not be judgmental, two personal characteristics that will help you to interact constructively with people whose ideas are different from yours.

### 8.6.3 Academic Work

- If possible, select an academic advisor and instructors who seem interested in working with students from abroad and who understand your wish to prepare for a career in another country.
- If possible, select courses that relate to your interests or to the general demands you may face in the chosen field in your country.
- Whenever possible, choose research topics that relate to your own country.
- Enroll in management, social change, and comparative studies courses if possible. Foreign-trained people are often placed into administrative positions for which they generally lack academic preparation. Try to anticipate that possibility.
- Learn research methods that you can use in other settings besides the University.

#### 8.6.4 Extracurricular Activities

- Build leadership and management experience through student organizations, professional associations, participation in voluntary service activities, or any other way you can.
- Build fund-raising and proposal-writing experience in any way you can. Student organizations, cooperation with a faculty member on a project, and volunteer community organizations can provide these opportunities.
- Improve your English. People at home will assume that a person who has studied in the United States will speak English well. Those who speak English well often have better opportunities for professional advancement.

#### 8.6.5 Profession-Related Activities

- Acquire practical experience in your field. Through volunteer work, employment arranged under cooperative education, or practical training in business, industry, or education, get as much practical experience as you can. Most American employers want someone who has practical experience as well as theoretical understanding of a subject.
- Join and participate in professional organizations, on-campus and elsewhere. Ask your departmental staff about professional organizations that students in your field can join.
- Attend professional conferences if you can arrange to do so.
- Begin working with the University's Career Center early in your studies. Together with the Center's staff, you can plan for internships and other experiences that will aid in your job search after graduation.
- Establish relationships with fellow professionals and co-nationals. Become acquainted with people in your field of study and with people from your country, since you may want to call upon them after you return home. Americans use the term networking to refer to establishing relationships with people who can help you in your professional life.

