# TABLE OF CONTENTS

## TABLE OF CONTENTS

2

## HELPFUL CONTACT NUMBERS AND WEB PAGES:

4

## WELCOME

6

## STAFF WHO WORK IN/WITH THE OFFICE OF INTERNATIONAL PROGRAMS

6

- Other staff who work directly with international students:  
  7
- Designated School Officials:  
  8
- International student mentors (2015-2016):  
  8

## ACADEMIC CALENDAR 2015-16

9

- Health and Wellness and Health Insurance:  
  11
- Health Insurance Policy:  
  12

## Policy

12

## Other Insurance Plans

12

- Checklist for Health Services:  
  13

## PART I: ACADEMIC LIFE AT SALVE REGINA UNIVERSITY

15

## EDUCATION—BASIC INFORMATION

16

- Transfer Credit Policy:  
  16
- Course Registration:  
  16
- Course Guidelines:  
  16
- Types of Classes:  
  17
- Types of Assignments:  
  17
- Academic Probation and Dismissal:  
  18
- Grading:  
  19
- Academic Honor Code:  
  19
- Academic Integrity:  
  19
- Resources:  
  19

## ENGLISH FOR ACADEMIC PURPOSES PROGRAM

21

- English for Academic Purposes:  
  21
- Conversation Partner Program:  
  21
- Individual Tutoring:  
  21

## PART II: LIFE AT SALVE REGINA AND IN NEWPORT

22

## CAMPUS LIFE

23

- First Year Housing:  
  23
- Sophomore, Junior and Senior Housing:  
  24

## INSIDE MILEY CAFETERIA

25

## SALVE REGINA CUSTOMS AND BEHAVIORS

26

## STUDENT LIFE

29

- General Information:  
  29
- Student Activities:  
  30
- Student Organizations:  
  31
- Safety and Security:  
  31
- Campus Communications:  
  32
- Campus Employment:  
  33
- Where To Go In Newport:  
  38

## PART III: LIFE AND CULTURE IN THE U.S.

42

## CULTURE SHOCK

43

## AMERICAN CUSTOMS AND THINGS YOU NEED TO KNOW ABOUT

46

- Tipping:  
  46
- Climate:  
  46
- Daylight Savings Time:  
  47

## PHONE COMMUNICATIONS IN THE UNITED STATES

48

- Important Phone Facts:  
  48
- Cell Phones in the United States:  
  48
- Long Distance Service:  
  49
- Websites for Purchasing Phone Cards...

### Bookmark not defined.

## MONEY MANAGEMENT

50

- General Information:  
  50
- American Coins:  
  50
- Banking in the U.S.:  
  50
- Checks:  
  53

## ELECTRIC CURRENT

54
CONVERSIONS, SIZES AND MEASUREMENTS......55
  Clothing & Shoe Size ..............................55
  Temperature ........................................55
  Measurements ......................................56

MAJOR CELEBRATIONS & HOLIDAYS IN THE UNITED STATES.........................................................57

PART IV: LEGAL ISSUES  59

TERMS YOU SHOULD KNOW: .................................................................60

RULES FOR MAINTAINING VALID F-1 STATUS AT SALVE REGINA ..............................................62

F-1 EMPLOYMENT: .................................................................64
  Curricular Practical Training Guidelines........64
  Optional Practical Training Guidelines .........64

TRAVEL OUTSIDE THE UNITED STATES DURING ACADEMIC VACATIONS ..........................................65

TAXES IN THE U.S. .................................................................66
  Sales Taxes ...............................................66
  Employment Taxes ......................................66

STATE OF RHODE ISLAND IDENTITY CARD ........66

RHODE ISLAND DRIVER’S LICENSE ....................66

ALCOHOL, OTHER DRUGS AND TOBACCO ..........67

GLOSSARY OF USEFUL COLLEGE TERMS 68
HELPFUL CONTACT NUMBERS AND WEB PAGES:

University Main Line: [www.salve.edu](http://www.salve.edu) +1 401-847-6650

Direct Office Lines: Dial +1 401-341-xxxx

<table>
<thead>
<tr>
<th>Office</th>
<th>Web Page</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Center of Excellence</td>
<td><a href="http://www.salve.edu/academic-development-center">http://www.salve.edu/academic-development-center</a></td>
<td>2226</td>
</tr>
<tr>
<td>Admissions</td>
<td><a href="http://www.salve.edu/admissions">www.salve.edu/admissions</a></td>
<td>2908</td>
</tr>
<tr>
<td>Athletics</td>
<td><a href="http://www.salveathletics.com">www.salveathletics.com</a></td>
<td>2269</td>
</tr>
<tr>
<td>Career Development Center</td>
<td><a href="http://www.salve.edu/office-service/career-development">http://www.salve.edu/office-service/career-development</a></td>
<td>2913</td>
</tr>
<tr>
<td>English for Academic Purposes</td>
<td><a href="http://www.salve.edu/academic-development-center/english-academic-purposes">http://www.salve.edu/academic-development-center/english-academic-purposes</a></td>
<td>3211</td>
</tr>
<tr>
<td>First Year &amp; Exploratory Programs</td>
<td><a href="https://www.salve.edu/center-student-development/exploratory-advising">https://www.salve.edu/center-student-development/exploratory-advising</a></td>
<td>2906</td>
</tr>
<tr>
<td>Health Services</td>
<td><a href="https://www.salve.edu/office-service/health-services">https://www.salve.edu/office-service/health-services</a></td>
<td>2904</td>
</tr>
<tr>
<td>Mercy Center for Spiritual Life</td>
<td><a href="https://www.salve.edu/office-service/mercy-center-spiritual-life">https://www.salve.edu/office-service/mercy-center-spiritual-life</a></td>
<td>2326</td>
</tr>
<tr>
<td>Office of International Programs</td>
<td><a href="http://www.salve.edu/international-programs">http://www.salve.edu/international-programs</a></td>
<td>2372</td>
</tr>
<tr>
<td>International Student services</td>
<td><a href="http://www.salve.edu/office-service/international-student-services">http://www.salve.edu/office-service/international-student-services</a></td>
<td>3143</td>
</tr>
<tr>
<td>Registrar</td>
<td><a href="https://www.salve.edu/registrar/registration">https://www.salve.edu/registrar/registration</a></td>
<td>2943</td>
</tr>
<tr>
<td>Student Life</td>
<td><a href="http://salve.edu/student-life">http://salve.edu/student-life</a></td>
<td>2210</td>
</tr>
</tbody>
</table>
Dear International Student:

On behalf of the Office of International Programs (OIP), I’d like to welcome you to Salve Regina University. We’ve all been looking forward to your arrival and to facilitating a positive educational experience with you throughout your program.

As the International Student Advisor, I am available on a regular basis during your stay at Salve Regina to provide information and assistance to you in dealing with federal and state regulations affecting international students (e.g., immigration, visa, tax), as well as supporting you academically, culturally, and personally. I will be coordinating your orientation program upon arrival. In addition, within a few weeks of your arrival, I’ll schedule an appointment for us to get together and chat about any questions and concerns you have and allow us to understand each other better.

Our office provides opportunities to you including orientation, a mentor program, a conversation-partner and educational programs on topics such as employment options, health concerns, the arts, understanding the community, cultural and global issues.

Please visit us. There are five of us in the office who are here to help you. It is okay if you come to see me when something good happens to you and not simply during crisis. In fact, as you can imagine, I enjoy visits when I hear good news more than problems.

The International Student Handbook (ISH) provides you with general information about the Salve Regina campus, resources in the Newport community and issues of special interest to international students. Please give us feedback on how to improve it next year. Also, please consult the online guide for international students available on the library’s website: http://salve.libguides.com/International-Students, the University Catalog and the Salve Regina Student Handbook for more detailed information about academic and community life.

Best Regards,

Aïda G. Neary

International Student Advisor
WELCOME

STAFF WHO WORK IN/WITH THE OFFICE OF INTERNATIONAL PROGRAMS

Assistant Director Study Abroad Katie McCormack, English for Academic Purposes Coordinator Kiyomi Donnelly, Office Coordinator, Study Abroad Advisor Grace Cleary, International Student Advisor Aïda Neary, and Director Erin FitzGerald.
**Grace Cleary, Office Coordinator, Study Abroad Advisor**

Grace comes from a big family with relatives born in Ireland, Austria, Kenya, Croatia, and Germany. She went to Europe for the first time when she was nine, and has been travelling internationally ever since, visiting Europe and parts of North Africa, South America, Oceania, and the Middle East. Her interest in learning about international politics motivated her to take part in Model United Nations in high school and college. At Loyola University Chicago, she majored in anthropology and political science and minored in Spanish. She spent a semester studying in Rome and a summer at a university outside of Madrid. Building on interests in travel, tourism, and identity she began working toward a master’s degree in anthropology at the University of Massachusetts Amherst, which she earned in 2013 after living and conducting fieldwork in Córdoba, Spain.

**Erin Fitzgerald, Director**

Erin has nearly twenty years of experience in international higher education. Her first venture overseas was as a semester study abroad program student in London as an undergraduate in English Literature and Philosophy at the University of Notre Dame. She earned an M.A. in Comparative Literature from University of California, Irvine and later served as a faculty member in composition and communications at the Johnson & Wales University campus in Göteborg, Sweden where she worked for seven years, ultimately also serving as the Director of the overseas campus. Erin was appointed Dean of International Programs & Development at Johnson & Wales University in 2001 and has overseen international student services, study abroad, international partnerships and campus internationalization efforts for the four campus JWU system prior to arriving at Salve Regina in September 2011.

**Aïda Neary, International Student Advisor**

Aïda is a native of Senegal and France. Her first international experience came at the age of three when she and her mother moved from her native France to her father’s home in Senegal. She finished high school at the Lycée Français de New York, in New York and lived in seven different countries as she followed her mother who was working for the United Nations. She earned a Bachelor’s degree from Allegheny College where she had her first experience in the field of international student advising. Prior to becoming the international student advisor, Aïda worked at the Pell Center for International Relations and Public Policy. She is fluent in French and English. She earned a Masters of International Relations at Salve Regina.

**Katie McCormack, Assistant Director, study abroad**

Katie is a Connecticut native and alumna of the University of Rhode Island, where she earned a Bachelor’s Degree in Communication Studies. While at URI, Katie had her first international experience by studying abroad at the National University of Ireland (NUI) in Maynooth, Ireland. Katie has worked in Switzerland and has traveled extensively in over 20 countries. She is very passionate about her work in Study Abroad and brings over 10 years of experience in international higher education and study abroad advising.

**Other staff who work directly with international students:**

**Kiyomi Donnelly:** English for Academic Purposes Coordinator +1 401-341-3211 Kiyomi.donnelly@salve.edu

Kiyomi is a native of Tokyo, Japan. Fascinated with our ability to learn another language since young age, she pursued her higher education in the United States. After
successfully completing an ESL program, she gained an invaluable experience as a student tutor to help other non-native English speaking students in their pursuit of higher education in the United States. She earned a Bachelor’s degree in Psychology from Roger Williams University, focusing on the influence of language upon our thoughts and behavior, and then completed a Master’s of Education, specializing in teaching English as a second language at Rhode Island College. In her classroom, she strives to create a learning environment where differences are valued and students build a sense of confidence and accomplishment through the coursework.

**Designated School Officials**

Aída G. Neary, Principal Designated School Official (PDSO)

Erin FitzGerald, Designated School Official (DSO)

Grace Cleary, Designated School Official (DSO)

Ronn Beck, Designated School Official (DSO)

**International student mentors (2016-2017)**

Alexis Smith; senior (4th year), Global Studies Major. Studied in Seville, Spain alexis.smith@salve.edu

George Karasavvas, Junior (3rd year), Biology major from U.S./Thailand/Greece. George.karasavvas@salve.edu

Mirano Suzuki, Sophomore (2nd year) Studio Art major from Japan mirano.suzuki@salve.edu

Brianna Shaughnessy Senior (4th year), Psychology major with a minor in Special Education brianna.shaughnessy@salve.edu
# Academic Calendar 2016-17

## 2016 - Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td>Sunday</td>
<td>International Students Orientation starts</td>
</tr>
<tr>
<td>September 1</td>
<td>Thursday</td>
<td>International Students Orientation ends</td>
</tr>
<tr>
<td>September 2</td>
<td>Friday</td>
<td>Salve Regina Orientation</td>
</tr>
<tr>
<td>September 4</td>
<td>Sunday</td>
<td>Freshman and New Students Arrive</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td><strong>Labor Day - No Classes</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Resident Students Arrive</td>
</tr>
<tr>
<td>September 6</td>
<td>Tuesday</td>
<td>Convocation</td>
</tr>
<tr>
<td>September 7</td>
<td>Wednesday</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>September 15</td>
<td>Thursday</td>
<td>Last Day to Change Undergraduate Semester Registration</td>
</tr>
<tr>
<td>October 8-10</td>
<td>Saturday-Monday</td>
<td><strong>Columbus Day Break - No Classes</strong></td>
</tr>
<tr>
<td>October 10</td>
<td>Monday</td>
<td>Resident Students Return</td>
</tr>
<tr>
<td>October 11</td>
<td>Tuesday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>October 19</td>
<td>Thursday</td>
<td>Midterm Grades Due in Registrar's Office</td>
</tr>
<tr>
<td>November 1-9</td>
<td>Tuesday-Friday</td>
<td><strong>Registration For Spring Semester</strong></td>
</tr>
<tr>
<td>November 11</td>
<td>Friday</td>
<td>Last Day to Submit Application to Graduate for May 2017 Commencement</td>
</tr>
<tr>
<td>November 11</td>
<td>Friday</td>
<td>Last Day to Withdraw From An Undergraduate Semester Course Without Penalty</td>
</tr>
<tr>
<td>November 11</td>
<td>Friday</td>
<td>Veterans' Day Observed - All Classes Meet</td>
</tr>
<tr>
<td>November 23-27</td>
<td>Wednesday-Sunday</td>
<td><strong>Thanksgiving Break - No Classes</strong></td>
</tr>
<tr>
<td>November 27</td>
<td>Sunday</td>
<td>Resident Students Return</td>
</tr>
<tr>
<td>November 28</td>
<td>Monday</td>
<td>Semester Classes Resume</td>
</tr>
<tr>
<td>December 13</td>
<td>Saturday-Sunday</td>
<td>Undergraduate Reading Days</td>
</tr>
<tr>
<td>December 14-20</td>
<td>Monday-Saturday</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 21</td>
<td>Sunday</td>
<td>Christmas Break Begins</td>
</tr>
</tbody>
</table>

## 2017 - Spring Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11-13</td>
<td>Wednesday-Friday</td>
<td>International Students Orientation</td>
</tr>
<tr>
<td>January 16</td>
<td>Monday</td>
<td><strong>Martin Luther King Day - No Classes</strong></td>
</tr>
<tr>
<td>January 16</td>
<td>Monday</td>
<td>Resident Students Arrive</td>
</tr>
<tr>
<td>January 17</td>
<td>Tuesday</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td>January 25</td>
<td>Wednesday</td>
<td>Last Day To Change Undergraduate Semester Registration</td>
</tr>
<tr>
<td>February 15</td>
<td>Monday</td>
<td><strong>President's Day - No Classes</strong></td>
</tr>
<tr>
<td>February 16</td>
<td>Tuesday</td>
<td>MONDAY schedule of classes</td>
</tr>
<tr>
<td>March 11-19</td>
<td>Saturday-Sunday</td>
<td><strong>Spring Break</strong></td>
</tr>
<tr>
<td>March 19</td>
<td>Sunday</td>
<td>Resident Students Return</td>
</tr>
<tr>
<td>March 20</td>
<td>Monday</td>
<td>Spring Classes Resume</td>
</tr>
<tr>
<td>March 30-Apr 11</td>
<td>Friday-Tuesday</td>
<td>Registration for fall 2017</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>March 31</td>
<td>Friday</td>
<td>SRyou student Exposition</td>
</tr>
<tr>
<td>April 7</td>
<td>Friday</td>
<td>Last Day to Withdraw from an Undergraduate Semester Course without Penalty</td>
</tr>
<tr>
<td>April 12–17</td>
<td>Thursday-Monday</td>
<td>Easter Break</td>
</tr>
<tr>
<td>April 17</td>
<td>Monday</td>
<td>Resident Students Return</td>
</tr>
<tr>
<td>April 18</td>
<td>Tuesday</td>
<td>Spring Classes Resume</td>
</tr>
<tr>
<td>May 5</td>
<td>Friday</td>
<td>Last Day of Semester Classes</td>
</tr>
<tr>
<td>May 6–7</td>
<td>Saturday–Sunday</td>
<td>Undergraduate Reading Days</td>
</tr>
<tr>
<td>May 8–12</td>
<td>Monday–Saturday</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 20</td>
<td>Saturday</td>
<td>Baccalaureate Mass</td>
</tr>
<tr>
<td>May 21</td>
<td>Sunday</td>
<td>University Commencement (graduation)</td>
</tr>
</tbody>
</table>
Health and Wellness and Health Insurance:

If you are finding it difficult to obtain missing vaccinations from your local provider at home, you may get them when you arrive in the United States. Please note that they are expensive ($200 on average) and that they may not be covered by your health insurance. Here are the vaccinations you need prior to arrival:

- Td (tetanus and diphtheria)
- MMR (measles, mumps and rubella)
- Varicella (chickenpox)
- Meningitis
- Hepatitis B
- Hepatitis A
- Gardasil—HPV vaccine (optional)

Medical insurance is compulsory for all Salve Regina students and must adequately cover your costs in case of accident and illness. Salve Regina has an insurance plan for students you will be automatically enrolled. You can choose a different insurance from a list of approved companies if you do not wish to use Salve Regina Insurance and request a waiver. The cost of medical insurance is automatically billed to your account after registration if you have not purchased a different insurance AND waived Salve insurance.

All students will be given an insurance card with their policy number on it.

If you choose Salve Regina Insurance:

If you are treated off campus, you may have your health care provider directly submit claims to the insurance company; on campus, if you incur a cost (medicine, lab work, and immunizations) you may request a form to send to Consolidated Health Plans—your student account will be billed directly by the business office. If you have questions regarding health insurance, how claims are submitted, etc., contact the Business Office +1 401-341-2900 and consult the website for Consolidated Health Plans:

http://www.universityhealthplans.com/

If you choose a different insurance, follow the instructions from the company.

Dental work and eye examinations should be done before you come to Salve Regina. These are not covered by medical insurance and are very expensive in the U.S.; the cost will probably be far less in your country. If you wear glasses or contact lenses, bring an extra pair in case of loss or accidental breakage. Suggestion: bring a month's supply and a doctor's prescription for any medication that you take regularly. If you have any special health problems (i.e. allergies), bring information from your physician. University Health Services can assist you in finding medical specialists in the area.
Health Insurance Policy

Federal and state laws require that international students maintain adequate health insurance while attending Salve Regina. While many other countries bear the expense of health care for their residents, individuals in the United States are required to purchase health insurance and are responsible for their own medical expenses. A single day of hospitalization can cost thousands of dollars. A good insurance policy gives you access to excellent medical facilities and provides protection against the enormous costs of health care.

Policy

Per University policy, all registered students are automatically enrolled in the Student Accident and Sickness Insurance Plan. Participation in this health insurance plan is required unless you submit a waiver each academic year.

All matriculated international students in F-1 or J-1 status are required to do one of the following:

- Step 1: Purchase the Salve Regina health insurance plan
- Step 2: Complete the waiver process by the waiver deadline and purchase one of the policies listed below

Please note that Salve Regina maintains no association with the companies listed. Students are responsible for procuring and maintaining suitable health insurance and for any required correspondence.

Salve Regina requires that students purchase a 12-month insurance policy. Students must show proof of health insurance (either the Salve Regina plan or its equivalent) to be allowed to register for the next term's classes during their immigration check-in sessions each term.

Apply for a Waiver

Students wishing to waive the Salve Regina health insurance plan must complete a waiver form prior to the first day of classes. To waive Salve Regina’s plan, follow these steps:

- Step 1: Research your insurance options (listed below)
- Step 2: Purchase a 12-month policy
- Step 3: Complete the online waiver request form

The waiver request form must be received by the time you arrive in the United States.

Students who do not complete and submit the waiver by the start of classes will be automatically enrolled in the Salve Regina health insurance plan and the fee will remain on their student account.

Other Insurance Plans

If you choose not to purchase the Salve Regina health insurance plan, you must purchase and provide proof of an alternative plan. You are required to carry health insurance as part of your status as an international student. It is important to consider the type of coverage that will be needed and who will be included on the plan. Policy costs vary depending on
coverage. For example, some policies exclude coverage of pregnancies, or coverage for care received in your home country. Before choosing a plan, carefully consider your personal and family health needs and weigh them against each insurance option. Some policies are listed for consideration below.

- Cultural Insurance Services International
- Compass Benefits Group (Benchmark Plan ONLY)
- Compass Benefits Group (Benchmark Plus Plan ONLY)
- ISO Student Health Insurance (Shield 500 Plan ONLY)
- ISO Student Health Insurance (Shield 3000 Plan ONLY)
- HCC Medical Insurance (StudentSecure Select Plan ONLY)
- International Student Health Insurance (Level: Select or Elite ONLY)

Checklist for Health Services:

- Send in health history/physical/immunization form by the due date to the address on the Health Information form.

- Optional – make arrangements to get meningococcal, Hepatitis B, varicella, DTaP and/or HPV immunizations before coming to campus – bring or send copy of updated immunization records to Salve Regina.

- Enroll in the insurance plans by August 1 – review both the accident and health policies that you will receive in the mail!

- Put together a basic health care kit to take to school (see suggested list at: http://www.mayoclinic.com/health/first-aid-kits/FA00067)

- Make copies of prescriptions (medications, eye glasses/contacts) to bring with you.

- Bring a month’s supply and a doctor’s prescription for any medication that you take regularly.

- If applicable, find health care providers in the area that will provide care for special health care needs (e.g. allergy shots, mental health, physical therapy, etc.)

- Make a dental appointment to have teeth cleaned, etc. one more time at home. These are not covered by medical insurance and are very expensive in the U.S.; the cost will probably be far less in your country. If you wear glasses or contact lenses, bring an extra pair in case of loss or accidental breakage.

- Parent & student – discuss how you will share information regarding health care needs, treatment and billing. Information about students who are 18 or over cannot be shared with parents without written consent
of the student. Work this out now to avoid confusion.
PART I: ACADEMIC LIFE AT SALVE REGINA UNIVERSITY
EDUCATION—BASIC INFORMATION

Salve Regina like many undergraduate programs in the U.S., follows a “liberal arts” philosophy. Students take courses from a range of different subject areas to form a broad educational foundation. The liberal arts curriculum at Salve Regina gives students an understanding of a variety of basic subjects while still allowing them to concentrate primarily on their major field. A liberal arts education is synonymous with a well-rounded education; it is highly regarded as beneficial for the overall intellectual and interpersonal development of students, and for attaining the variety of skills necessary to live and work in an ever-changing global society. At Salve Regina, students must take a certain number of credit hours in the various core complement areas: social sciences, natural sciences and mathematics, humanities and fine arts in order to gain a liberal arts education. International students are sometimes surprised and dismayed when they are required to take courses that they feel are unrelated to their fields of specialization as most educational systems around the world emphasize specialization rather than a liberal arts education.

Transfer Credit Policy

Whenever a student wishes to apply credits earned at institutions elsewhere or from programs both domestic and foreign, he/she needs to discuss the situation with appropriate officials at Salve Regina. Final transfer approval is determined by the Registrar; departmental chairpersons and faculty. Students are urged to obtain the Registrar’s approval before committing to coursework to be taken elsewhere.

Course Registration

All first year students and exchange students are pre-registered for classes in the Fall. First year students are pre-registered based on the information they enter in the Course Information Form they receive after admission to Salve Regina. During the last day of orientation, students meet their academic advisor and can make changes to their schedule if they wish.

Registration for Spring classes takes place in November, registration for Fall classes takes place in April. Course catalogs are online and students register in order of seniority by credit hour. Many instructors limit the number of students who may enroll in a given course and your registration time may come after a class has already been filled. It is wise to select alternate classes and talk with your advisor. The typical course load is fifteen to sixteen credits per semester. The F-1 visa mandates that undergraduate students are enrolled in a minimum of twelve credits in order to maintain full time status. Graduate students must be enrolled in a minimum of nine credits to maintain full-time status. Your advisor will have other advisees like yourself so be sure to make an appointment before you meet them. They will usually have a sign-up sheet during course registration.

Course Guidelines

Faculty uses a variety of criteria to evaluate course work. The course syllabus is a very helpful resource for understanding specific expectations of the professor. Some courses may require two examinations: a “midterm” and a “final” at the end of the semester. Others may use exams and/or short quizzes throughout the semester. Test formats include multiple choice, short answer questions and essays. Many instructors will require written papers which can vary in length and citation requirements. Your professor or a member of the Writing
Center staff will be happy to discuss the different types of writing assignments with you. Some faculty members may grade your work based on journals, attendance, lab reports, or participation in-class discussions. It is very appropriate for you to ask your instructors about their grading system. Class attendance policies are up to the instructor’s discretion, but never assume a lack of policy means it is acceptable to skip class. Consistent class attendance and participation are key factors in succeeding on the college level.

Types of Classes

Following are descriptions of the different kinds of classes you may take at Salve Regina:

Lectures: The most common method of instruction is the classroom lecture. Lectures are supplemented by classroom discussion (especially in small classes), by reading assignments in textbooks or library books, and periodic written assignments. It is important that you contribute to discussion in the classroom as at Salve Regina this is viewed as a healthy sign of interest, attention, and independent thinking. In many classes your grade will be determined in part by your contribution to class discussion. When the class is too large to permit questions and discussion, or if for some reason you do not have the opportunity to raise questions, you may see your teacher privately during his/her office hours or make an appointment for another convenient hour, to discuss any questions you may have. Teachers usually announce their office hours at the first meeting of the class and often will have them written on the class syllabus. Students are often required to prepare presentations based on both their independent reading or research, and class readings. So, please make use of this opportunity.

Laboratories (usually referred to as Labs): Many courses require work in a laboratory, where theory learned in the classroom is applied to practical problems. For example Biology, Chemistry and Accounting classes all have lab sections.

Workshops: it is usually a one-credit course, offering physical education, music, special interest workshops, service learning, and seminars related to department majors. Workshops usually occur during the weekend within 10 to 20 total hours.

Types of Assignments

The work assigned in classes, most commonly paper and exams, varies by class. Some of the primary types of work are outlined below:

Term Papers: In many courses you will be required to write a comprehensive paper based on study or research you have done in the library or laboratory. Your teacher will usually assign such a paper in the early part of the course. You are expected to work on it during the term (more generally referred to as a semester) and submit it near the end. The grade you will receive on the paper may carry significant weight in determining your grade for the course. Both in preparation of term papers and in doing class assignments, you are likely to use the library more than you have in the past. It is important, therefore, to learn how the library is organized. The McKillop library has trained employees who are happy to answer your questions about its organization, the location of books, reference materials, periodicals and so on.

Examinations: Nearly every class has a final exam at the end of the term and many also give a midterm exam. Additional tests or quizzes may be given with some frequency, or even without notice, although this is rare. All examinations are designed to assure that students are doing the work as-signed, and to measure how much they are learning. There are two general types:
Objective examinations test one's knowledge of particular facts. You may experience some difficulty with objective exams, not because you do not know the subject, but because you are unfamiliar with the format of the questions or because you cannot distinguish subtle differences in meaning. Objective exams generally consist of the following five kinds of questions: multiple choice, matching, true or false, identification, blanks.

Subjective examinations, often called essay questions, require students to compose a full response to a question or statement. This kind of examination tests students' ability to synthesize, organize and communicate their knowledge of a particular subject. This kind of examination is sometimes given as a take-home exam. You are usually given a deadline by which to complete a take-home exam outside of the classroom. Often, you can use your books and notes, but you cannot get help from other people. If you have any questions about what kinds of help your professor will allow, please ask him/her.

Academic Probation and Dismissal

Academic Probation

At the end of each semester, the Academic Standing Committee evaluates the grade reports of students who are not in good academic standing as well as those whose semester GPA is below the minimum 2.00. Students whose cumulative GPA falls below 2.00 are placed on academic probation. The purpose of academic probation is to alert the student that serious problems exist in his/her academic performance which requires carefully planned corrective measures in order to improve the GPA and return to good academic standing. If unresolved, these problems will prevent further studies and achievement of the student's educational objectives. Written notice is provided by the Office of the Registrar both to the student and to faculty advisor(s) shortly after semester grades are processed.

Students on academic probation must work with staff in the Academic Development Center to develop a plan to return to good academic standing.

Students on academic probation must make significant improvement in each subsequent semester by achieving a semester GPA of at least 2.00 in order to continue their enrollment for an additional semester. Students on probation who do not meet this goal are subject to academic dismissal. Students who are dismissed may make a written appeal to the provost. International students studying on a non-immigrant visa should consult with the international student advisor to review visa status issues and alternatives. Students will receive a written notice of this decision, including a process for appeal.

Academic Dismissal

A student who has been academically dismissed may submit a written appeal to the provost, following the process specified on the dismissal notice. In consultation with the Academic Standing Committee a decision regarding an appeal will be communicated to the student in writing. If readmission is granted, a student will be re-enrolled on academic probation and will be informed of specific academic criteria and expectations in writing. Students reinstated by appeal may not, if dismissed again in subsequent semesters, submit any further appeals for readmission.

Probation and dismissals are particularly serious for international students who cannot travel outside the U.S. or work in the
U.S. unless they are in good academic standing at Salve Regina.

Grading

Salve Regina uses a 4 point grading system: A=4, B=3, C=2, D=1, and F=0. Plus (+) and minus (-) notations may also be used. If you obtain a Grade Point Average (GPA) of 3.7 or above during one semester, you will be placed on the Dean's List. Students who achieve a high GPA during their college career may be awarded various types of honors and recognition at the end of each year. For more information, see your Salve Regina University Catalog.

Mid-Term grade evaluation

Midway through each semester instructors complete a midterm report for all first year students. Final grade reports are processed through the Registrar's Office at the end of the semester. If the cumulative GPA is below 2.0 a student will be placed on academic probation for the next semester. The Academic Development Center will contact you and set up a mandatory appointment. Students must overcome the grade point deficit by the end of the probationary semester. If a 2.0 cumulative GPA is not achieved, the student is suspended for one semester (note that this has immigration consequences).

Academic Honor Code

All students are expected to accept and to abide by the values of honesty, integrity, and truthfulness in their academic pursuits. Sanctions for violations of academic honesty, such as plagiarism or cheating range from failure for the work involved to failure in the course. A record of violations and sanctions is maintained in the student’s file. Any violation may result in dismissal from the University. Appeal is to the provost or the provost’s designee.

Academic Integrity

All cultures know that cheating is wrong, but not all cultures define cheating in the same way, and not all academic systems enforce consequences to the same degree. Most students know that it is cheating when you copy off a neighbor's test, slip notes with answers to a friend, steal a test, or write answers under your sleeve. Not all cultures consider it cheating to use someone else’s writings or ideas—but this is a very serious form of cheating in the U.S. Plagiarism is the practice of copying from a publication, a lecture, or website without proper acknowledgment of the source of that information.

It is vital that students understand Salve Regina University’s expectations regarding academic honesty. Talk with your instructors about what constitutes plagiarism. Request advice on the preferred method(s) of citation. If you are still unclear on what constitutes plagiarism, visit the Writing Center located in on the second floor of McKillop Library. See:

http://www.salve.edu/office-service/writing-center

Resources

Academic Advisor: You are assigned a faculty advisor and a student mentor in addition to the international student advisor. Your advisor will assist you with course selection, registration and guidance on academic issues. Feel free to drop in and meet your advisor as frequently as you wish. They would really appreciate it if you email/call them beforehand and set up an appointment. (Your relationship with your advisor is going to be almost completely up to you.) Most advisors are receptive to
questions you have regarding future plans, choosing a career, and concerns about your academic progress. When you declare/change a major, you will have an advisor who teaches in your area of study.

*Academic Center For Excellence*: Located on the second floor of the library, this office offers a variety of services including free tutoring for students who need help in a particular course. You may ask to be assisted in small groups or on a one on one basis. The ACE is also home to the English for Academic Purposes (EAP) offices.

http://salve.edu/office-service/academic-center-excellence

*Course Syllabus*: Most professors distribute this “class outline” on the first day. The syllabus typically includes course requirements, assignments and due dates, attendance policies and will indicate the basis for grading in that particular course.

*Mckillop Library*: Learn how to use the library. Most classes will require that you do library research. If you have any questions regarding the resources available to you, a reference librarian can be found at the Reference Desk or the Circulation Desk. Located in the Learning Commons area on the main level of the library are many services to support access to information and use of these technologies. The Learning Commons desk is staffed by reference librarians, student reference aides, MTS and Learning Commons student assistants, technology help desk staff and others who can provide assistance with academic projects. For more information visit http://library.salve.edu/

*Writing Center*:

Styles and expectation are very different from what they were at home. The Writing Center located on the second floor of the library provides an opportunity for one-on-one assistance to help students improve their skills.

http://www.salve.edu/office-service/writing-center

*Office of the Registrar*

http://www.salve.edu/registrar/registration

The University Registrar maintains all academically related records. Minimum graduation requirements are outlined on the web and include a cumulative grade point average of at least 2.0, both overall and in the major and minor fields. For more information on requirements, visit the website:

*Professors*: Professors tend to be more approachable in the U.S. compared to other places around the world. Feel free to make an appointment to discuss academic problems or questions. Most faculty hold office hours during which they are available to discuss course topics or assignments. Seek your professors’ advice BEFORE your difficulties become too large to address.

*Center for Student Development*:

The center provides programs, exploratory advising and mentoring opportunities for all students. Academic programs and student services consist of Class Deans,
ENGLISH FOR ACADEMIC PURPOSES PROGRAM

English for Academic Purposes:

The English for Academic Purposes (EAP) program provides support in academic language and intercultural communication for undergraduate students who are non-native speakers of English. The program is designed for degree-seeking students who have TOEFL scores of 500-550 (paper-based test), 173-213 (computer-based test) or 61-80 (Internet-based test).

http://www.salve.edu/academic-development-center/english-academic-purposes

The purpose of the EAP program is to provide the language and cultural support necessary for success in academic and student life. Small class sizes and a committed faculty help create a friendly environment that promotes active learning. The EAP program emphasizes participation in social, cultural and educational events with the campus community, which helps to ease the transition into American culture.

The EAP program is located on the second floor of the library and is open Monday through Friday during the academic year.

Conversation Partner Program:

Each semester, students who are non-native speakers of English are invited to participate in the Conversation Partner program. Participants sign up via the EAP office and are matched with a conversation partner who is a native speaker of English. Conversation partners agree to meet for one hour each week during the semester simply to practice speaking English and communicating cross-culturally. For more information, contact Kiyomi Donnelly at (401) 341-3211 or kiyomi.donnelly@salve.edu.

Individual Tutoring:

As part of the Academic Development Center, the EAP program is dedicated to providing language tutoring and resources that address the specific needs of all Salve Regina students who are non-native speakers of English. Experienced and supportive tutors are available for both occasional and regularly scheduled academic assistance. Stop by the 2nd floor of the library or contact the EAP staff to schedule an appointment.
PART II: LIFE AT SALVE REGINA AND IN NEWPORT
CAMPUS LIFE

During their first and second years at Salve Regina students are required to live on-campus in residence halls and take their meals primarily in Miley dining hall. Residential Life, located on the first floor of Walgreen Hall is responsible for the student housing program at Salve Regina.

First Year Housing

Hunt/Reefe Halls

The majority of the rooms in Hunt/Reefe Halls are 4-people occupancy with private bathrooms. The first floors of each residence hall house common areas, a kitchenette and laundry facilities. Hunt/Reefe is located on the corner of Victoria Avenue and Ochre Point Avenue, directly across the street from the Munroe Center.

Miley Hall

Miley Hall houses students on three floors in the traditional corridor style. Men reside on the first floor, with women on the second and third floors. Each room is double occupancy. Miley also houses the cafeteria, Original Burger Company, bookstore, Health Services and Counseling Services, as well as laundry facilities.

Walgreen Hall

Walgreen Hall features suite-style living, with each suite housing up to 11 students. Each suite also has a private bathroom. The offices of Residential Life and Career Development are located in Walgreen Hall Administrative Wing.
Sophomore, Junior and Senior Housing

Sophomores choose from one-of-a-kind rooms in mansions and cottages. As juniors and seniors, some students choose to live in on-campus apartments with full kitchens, while others reside in the nearby neighborhoods of Newport.

An example for housing options for Juniors and Seniors

The language House:

Located at Carnlough Cottage, the language house is a learning community where there is an opportunity for students to have a French or Spanish immersion experience while living on campus. Students of any ability level are welcome to apply.

How can I get help if I don't know how things work?

Adjusting to dorm life can be tough, especially when you feel that there is no one whom you can ask for help, or feel that your questions are stupid. Your mentors and Residence Hall Assistants (RAs) are people that you can turn to for such help.

For example, perhaps you are having problems finding out how to get hot water in the showers in your dorm. Ask someone for help.

What if, for some serious reason, I am not satisfied with my room or residence hall?

It is possible, due to serious reasons, to change your room or residence hall. You should talk to your area coordinator or somebody from residential life if you are not satisfied with the place where you live; they will be ready to help you.

What about breaks?

*International students are typically allowed to stay on campus during the breaks. Students are responsible for their meals during break. The meal plan does not cover the meals during vacations.*

All residence halls are closed during Thanksgiving, Christmas, Spring and Easter Break periods. All students are expected to vacate the residence halls by the specified time scheduled. Only those students who make a request through the Office of Residential Life will be considered for approval to stay during the break periods and may be charged a fee for that service.

During the University break between the fall and spring semesters, all residence halls are completely closed and all residents must vacate the premises. The only exceptions will be those given permission to remain on campus during the break. Visit Residential Life website http://www.salve.edu/campus-housing

What is not available in your room and you may want to bring it with you or buy it from here:

- Pillow, mattress pad, bed linens (extra-long is suggested)
• Toiletries, towels, washcloths
• Shower sandals, shower caddy
• Alarm clock
• Flashlight
• Desk lamp
• Storage containers
• Laundry/cleaning supplies
• Trash can
• Sticky tack
• Surge protector/heavy-duty extension cord
• Umbrella/rain boots

Do not bring:

• Pets
• Candles/incense
• Cooking appliances (single-cup coffeemakers such as Keurig, Breville and Tassimo are allowed)
• Electric blankets
• Space heaters/air conditioners
• Halogen lamps/spider lamps
• Alcohol (including empty, decorative alcohol bottles and shot glasses)
• Cars (first-year students are not permitted to have cars on campus)
• Weapons of any kind (including decorative swords and paintball guns)
• Road signs
• Drugs/drug paraphernalia
• Hookah pipes

For more information about housing policy, please take a look at this link:


Meal plan:

Location:

Miley Café: Miley Cafeteria is the primary on-campus dining facility for resident students. Upon entering the cafeteria, students must present a current University ID with a valid meal number.

Others campus dinning locations are: Global Café, Miley Mart; Starbucks, Jazzman Café.

For more information about your meal plans and dining halls, please take a look at Salve student handbook (pages 81–83):

Student Handbook

** Resident halls and apartments on campus have washing and drying machines. **No fees** are required for this service.
**Salve Regina Customs and Behaviors**

The following description of Salve Regina customs and behaviors is only a generalization.

This information, although helpful, should be used as a guide and not as a prescription. One of the most helpful ways for anyone to learn about customs and behavior is by observing others and asking questions.

It is important to realize attitudes and customs vary from person to person. Some of the following topics are delicate and may present the greatest cultural challenge for international students. Keep in mind that what follows are descriptions of general patterns of behavior.

**Clothing**

At Salve Regina, and on most U.S. campuses, students dress very informally. The most common attire (for both men and women) is a pair of blue jeans, a shirt, a sweater, and a small backpack. Students also dress informally off-campus, even when they attend social events such as athletics events and movies. In spite of this informality, however, a great many U.S. students enjoy dressing up, especially if they are going out to a restaurant or to a dance. *This is only a generalization*

It is important to allocate enough money for warm winter clothing as winter must be taken seriously in Rhode Island, where the temperature sometimes drops to 15-20°F (-5°C to -9 ºC).

**Conversation**

Casual conversation between Americans can sometimes be confusing. For example, “How are you?” does not necessarily mean that the person asking wants to know how you are feeling. Most likely, what the person means is “Good morning” or “Hello.” In response, you may simply smile, nod, and say, “Fine, thank you. How are you?”

Phrases said when departing can be equally confusing. For instance, “See you later,” “Drop by sometime,” “Let’s get together sometime” are often meant as a friendly goodbye, rather than an actual invitation. When in doubt, do not be too shy to clarify whether it is an invitation or not. *This is only a generalization*

**Social Space**

Some cultures tend to have a much closer conversational distance than does U.S. culture. As a result, an international person may literally back a North American across the room, each just unconsciously trying to maintain a comfortable distance. These subtle but important means of nonverbal communication can lead to the stereotype of particular foreign nationalities as forward and abrasive and North Americans as cold and distant. Conversely, the opposite may be perceived by students from a culture having a greater conversational distance than that of North Americans.

Just as with conversational distance, personal space may differ across cultures. When North Americans are not acquainted with each other or when they are in public settings, they tend to stand or sit apart. For example, in an elevator, Americans will keep their distance unless crowding forces them together. The same is true in a bus where people sit one per seat until additional passengers force them to double up. In both of these examples, North Americans hold themselves in, having been taught from early childhood to avoid bodily contact with strangers. *This is only a generalization*

**Hygiene**
Caring for one’s body is based on deeply held personal and cultural ideas. People in the U.S. generally believe it important to control the odors a body naturally produces. Additionally, Americans are uncomfortable talking about issues of hygiene, though they may believe that their perceptions of appropriate hygiene are understood. It is important, whether you are interacting with Americans, or with other international students, to consider how you react and are being reacted to with regard to differing perspectives on hygiene. *(This is only a generalization)* (adapted from *American Ways* by Gary Althen, Intercultural Press, 1988)

**Telephoning**

Except in emergencies, it is best not to call anyone off-campus (i.e. a professor, host family, or employment supervisor) before 9:00 a.m. and after 9:30 p.m. On-campus, the rules are more relaxed since students tend to stay up late. *(This is only a generalization)*

**Friendship**

Friendship between U.S. and international students may be confusing since definitions and expectations of friendships may differ from one culture to another.

In the U.S., for example, friendships may seem to develop more quickly and be more casual than in many other cultures. You may be struck by how warm and friendly people seem from the start. You may soon observe, however, that while Americans seem warm at a first meeting, they may later seem remote or superficial.

It often appears to some international students that U.S. students are too busy to take the time to get to know other people well. Upon closer examination, visitors may notice that North Americans tend to be private, keeping their personal thoughts and feelings to themselves. One explanation for this behavior may be that Americans have been taught to idealize independence and avoid becoming too dependent on other people and allowing others to become dependent on them.

It is important to remember, however, that these are generalizations and there are many exceptions to them. Some Americans are eager to devote the time and energy necessary to develop close friendships and will talk openly with their friends about personal matters. *(This is only a generalization)* (adapted from *American Ways* by Gary Althen, Intercultural Press, 1988)

**Romantic and Non-Romantic Relationships**

At Salve Regina, relationships between male and female students are so complex that they are difficult to describe in a few paragraphs. Nonetheless, a few general comments might help since international students sometimes find that U.S. dating customs differ from the ones to which they are accustomed.

Much of the social life at Salve Regina centers around campus life and events. Students study and eat meals together, go to special lectures, movies, or attend sports events together, and non-romantic friendships between men and women are common. Since few students have much money, many split the costs of dates equally. Men still tend to initiate invitations to dances, films or other evening events, but such invitations are also suggested by women. *(This is only a generalization)*.

Though it is common for men and women to do things together in non-dating relationships, it can sometimes be difficult to determine what constitutes a dating relationship. Terminology and extent of physical contact vary greatly. Terms such as *going out* can mean with or without romantic intent; *hooking up* often indicates
some degree of sexual activity, generally without serious romantic intent, dating or being together signify romantic intent, in various degrees of seriousness.

The amount of physical contact between men and women varies as well. In U.S. culture, the greatest amount of public touching occurs between men and women. There is less between heterosexual female friends and practically none among heterosexual men. It is not uncommon to see students of the opposite sex, who do not have an intimate relationship, hugging or holding hands.

In the U.S. and at Salve Regina, people’s attitudes towards sexual relationships have become more permissive. The decision whether or not to establish a sexual relationship rests with the individuals involved. Students often feel free to talk about sex-related subjects and engage in sexual relationships. Homosexuals, usually referred to as gay if they are male and lesbian if they are female, have become much more willing than in the past to openly acknowledge their sexual orientation. Gay, lesbian and bi-sexual students are accepted and respected on campus. Yet, despite permissiveness regarding types of relationships and sexual behaviors, not everything has changed. International students will still find individuals and communities where traditional ideas about male-female relationships are prevalent. It can be difficult and confusing to make assumptions about relationships and dating. Generally, it is a good idea to observe carefully and ask questions of your mentors, RAs and other students and advisors if you are unsure. (adapted from American Ways, by Gary Althen, Intercultural Press, 1988)

Informality among Americans

The emphasis on individual identity, responsibility and tolerance produces a considerable degree of informality in dress, relationships, between people, and methods of communications. In some cases, Americans’ informal conduct can give the impression that they are promiscuous. Indeed, American culture does not perceive scanty costumes and public displays of affection as an indication of loose morals, although, in some situations, they may be viewed as exhibiting poor taste. A great deal of flexibility to express oneself is permitted as long as it does not infringe on the rights and comforts of others. *This is only a generalization.

Invitations

Invitations are usually informal and most often verbal, but specify a time and place. For example: “Will you come over Tuesday evening at 8:00?” If you say “yes,” it is important that you keep the appointment. A casual verbal invitation such as: “come and see me sometime” or “drop in” is usually given with the understanding that you will call and make more specific plans before coming over. If you receive a written invitation that says RSVP, you should respond by letter or phone or email, telling your host whether or not you plan to attend. *This is only a generalization.

Use of Names

A few tips of name usage follow:

First names are more readily used in the U.S. than in other countries. It is all right to use the first name of someone approximately your same age and status, or someone younger. It is appropriate to inquire if the person prefers to be called by his or her first name if you are unsure.

If you have any questions or concerns about relationships, you may talk to your mentors about them. Remember, your mentors are there to help you adjust to life at Salve Regina. *This is only a generalization
A woman or man older than yourself, including a professor, is often addressed as Dr., Ms., Miss, Mrs., or Mr. until the individual requests that you use his or her first name or until you get to know the individual better.

Men and women will be confused if you use Dr., Ms., Miss, Mrs., or Mr. with a first name, as is the custom in some other countries. Ordinarily, Dr., Ms., Miss, Mrs., and Mr. are used only with a person’s family name.

Some U.S. women prefer the form of address —Ms. (pronounced as Miz). Ms. is used for both single and married women and replaces Miss and Mrs. Ms. is also an acceptable form of address if you do not know whether a woman is single or married. *This is only a generalization.

Handshaking

Men usually shake hands at the time of their first meeting. Men and women also often shake hands. Women often do not shake hands with each other. *This is only a generalization

Concept of Time

The commonly used concept of time at Salve Regina, and indeed in much of the Western world, is that of time as linear, meaning that there is eternal progress towards an infinitely distant end of time. North Americans are usually time-conscious, and being on time is very important. When an appointment is made, you are expected to arrive within five minutes of the appointed time. If you have an appointment with your advisor at 10:30 a.m., for example, you should arrive at 10:30 a.m. or a little before. If a bus is scheduled to stop at 10:20 a.m., be at the bus stop five minutes early because the bus may arrive a few minutes early or late. Life in the U.S. may seem rushed at first to the international student. *This is only a generalization.

Being asked Questions

Salve Regina students are curious people. They will ask a lot of questions. Some of their questions may appear ridiculous, uninformed and elementary, but try to be patient in answering them. You may be the first foreign national of a particular country whom they have met, and they will probably have very little understanding of life in your culture. Most Salve Regina students are sincerely interested in learning more about you and your culture and, in return, will welcome any questions you might ask them about the U.S. or their home country. *This is only a generalization.

(Excerpted and adapted from —Social Relations in the United States, Margaret D. Pusch, University of Pittsburgh, The Asian Student Orientation Handbook, 1977-78).

STUDENT LIFE

General Information

Mail and Packages

The Mail Room is on the ground floor of Wakehurst. The mail room handles U.S. mail and Federal Express shipments. They
weigh your item and sell you the postage necessary. They can also help with international shipments. For details such as postal zip codes or the schedule for the Salve mail pick up, check the web link: [www.usps.com](http://www.usps.com). For packages, you will receive an email from the mailroom. The mailroom staff will put a slip in your mailbox which you will need to show along with your student ID to pick up the item. The package room is the basement of Wakehurst Student Center.

You will receive your mailbox number during orientation. Mailboxes are only available for students who live on-campus.

Your address is:

First Name Last Name

Mailbox # xxxx

Salve Regina University

Newport, RI 02840

UPS or FedEx are options if you need an item to be delivered the next day, if you need to be able to track items such as passports or valuables or if it is a larger shipment. UPS and FedEx also handle international shipments. UPS will not deliver to a P.O. Box address. International UPS shipments require a telephone number. UPS is handled in the mail room. The mail room has Next Day and Second Day packaging for letters and smaller items and can sometimes come up with a box for larger items. The bookstore may also be a place to find a box.

The mail room offers United States Postal Service options, Express Mail (domestic) and FedEx and UPS (worldwide). Express mail is for domestic mail and next day delivery. Express mail can be tracked and is $13 to $25 depending on the weight of your package. FedEx/UPS international is for international shipments. Delivery generally takes three to five days and is about $17 to $40 depending on the weight and the destination. Services may be paid for by cash, check or by using your Salve ID.

Mail Collection over the Summer

Before the end of the school year, make sure you give your bank and/or cellphone company your home address outside the U.S. because mail cannot be forwarded outside the U.S. If you have magazine subscriptions, please go to the mailroom and ask the staff to hold the mail for you for the duration of the summer break. Make sure you continue to pay all of your bills online. Students will need to collect the mail upon returning to campus.

Storage

Storage is provided for international student in the basement of the Gatehouse. Students have to sign a release absolving the university from liability and they can store their items from the last week of class in the spring to the first week of class in the fall.

Student Activities

Life is what you make it. The same can be said for your experience at Salve Regina. You can sit on the sidelines or you can jump in and take full advantage of the learning opportunities that exist outside of the classroom.

The Office of Student Activities helps students identify meaningful co-curricular experiences that complement their academic and personal goals. Research
shows that students who engage in co-curricular activities perform better academically, develop marketable leadership skills and express a higher degree of satisfaction with their college experience when compared with students who are not involved.

The 10 best reasons to get involved at Salve Regina:

- Use time and energy constructively
- Meet new people and develop lasting friendships
- Develop effective interpersonal skills
- Clarify personal values
- Be of service to others
- Develop an appreciation for differences
- Develop marketable leadership skills
- Find an outlet for experimentation and creative thought
- Learn to work well in groups
- Have fun and enjoy your college experience

The Office of Student Activities located in the Wakehurst Student Center carries out the mission of Salve Regina by offering a variety of involvement opportunities to students. The programs and initiatives teach students to become stronger leaders, develop positive relationships, respect their peers and community and immerse themselves in their interests.

Whether you choose to attend a live performance, participate in an experiential activity or joined a recognized student organization, we encourage you to take full advantage of your college experience by becoming actively involved in campus life.

The goal is to enhance the educational experience by offering activities that challenge, enlighten and entertain. The office plans a wide range of programs and special events, provides support for recognized student organizations, promotes student involvement in co-curricular activities and seeks opportunities to collaborate with other offices and departments across campus. For more information visit their website: http://www.salve.edu/life/studentActivities

Student Organizations

There are nearly 50 student organizations at Salve Regina. A complete listing of all Salve Regina student organizations that have websites can be found, at http://www.salve.edu/clubs-and-organizations

At the beginning of the fall semester, all Salve Regina student organizations put up stalls during Club Rush (which is a big fair when student organizations recruit new members). Keep your eyes out for this event and attend as it is the ideal time to join any student organization. We encourage you to join the Global Citizens Club (Salve’s international student club).

Safety and Security

The Office of Safety and Security considers the safety, security and well-being of Salve Regina’s students, faculty, staff and visitors our highest priority. The office consists of non-law enforcement officers who work to prevent crime, provide high-visibility security
patrols and respond quickly and effectively to University needs.

Safety and security officers are on duty 24 hours a day, 365 days a year, patrolling campus on foot, in marked security vehicles and on police mountain bikes. Our officers attend the Rhode Island Public Safety Training Academy and receive in-service training throughout the year. All officers are first aid and CPR/defibrillator certified annually, and at present, five of our 15 officers are certified as emergency medical technicians.

The Office of Safety and Security oversees the parking permits, shuttle services, lost and found, medical transports and bicycle registration. The office maintains an excellent working relationship with local police and fire departments, and the director communicates frequently with other Rhode Island institutions of higher education regarding college-related activities and incidents.

http://www.salve.edu/safety-and-security/campus-shuttle-system#sthash.EVAojvjA.dpuf

There are 29 emergency telephones on campus with direct contact to the Office of Safety and Security. Thirteen telephones, identified with a blue light, are freestanding and strategically placed in areas with a high concentration of foot traffic. The remaining 16 telephones are located at the entrances to residence halls and administrative buildings.

Campus Security Phone: 2325

Newport Emergency: 911

Campus Communications

Computer and Network Use

The University Computer Labs (UCL) Computer Center has seven computer classroom/labs across campus, including a Microsoft Testing Center and staff services in the McKillop Library garden level. In total, computer classrooms located in Antone Center and McKillop house over 150 workstations in three PC labs, the Testing Center, two Mac labs, and a Mac digital photo lab. All machines have Internet access and printing capabilities. The Computer Center supports classroom technology, projector and laptops loans, and has a Help Desk extension for rapid assistance @ x7777 option 1 for quick classroom support.

The labs in McKillop are open seven days for 92 hours per week throughout the semester. Students are required to have a valid SRU ID card, to follow a code of ethics for computing, and to login with their Salve issued network ID. For more information on the Salve Regina computing policy see pages (68-70):

http://www.salve.edu/sites/default/files/filesId/documents/UndergraduateCatalog_0.pdf

Professional staff and student lab assistants are available during all Computer Center operating hours to assist you. Schedules indicating availability will be posted outside of each lab. Labs are used for formal teaching, supporting curricula, and individual learning assignments.

Utmost attention is paid to making the labs and their resources available for student needs. Questions relating to the schedules are to be addressed to the lab staff (McKillop Library room 002).
E-mail

Every student is automatically assigned a Salve Regina e-mail account and password. It is assumed that you will check this email address while you are a student here. Your address will be published in the Campus Directory, and will be used by faculty, administrators, and fellow students. This email service is web-based and can be accessed by you at any time. All electronic communication initiated by University offices for students is sent to students’ Salve Regina’s e-mail accounts. This applies to all undergraduate and graduate students, and includes important announcements, individual notices, and course notifications. It is important that you check your Salve Regina email often.

Telephones and Communication

- Dial 0 for Salve Regina Operator
- All campus calls : dial last 4 digits of the number
- Dial 2325 for the Safety and Security Office

Internet Use:

There is a lot of media and entertainment available on the internet such as movies, music, games and software. However, according to U.S. laws, downloading of copyrighted material is illegal, and you will get into trouble if you use the University’s internet connection for illegal activity. Downloading material that you do not own is a crime. In short, please do not download movies, music or any kind of software from the internet unless you have paid for it.

- Wifi is available around the campus and it works on your electronic devices (Laptops, smart phones, tablets…..etc)

Salve Regina Website

Open an internet application on any campus computer and go to www.salve.edu. Salve Regina posts listings of campus events, directories and other information on the home page. The OIP page http://www.salve.edu/academics/internationalPrograms contains information pertinent to international students, including helpful links to resources on and off campus.

Campus Employment

At Salve Regina you are allowed to work 8 hours per week during the academic sessions and 35 hours during the breaks and the summer. The Career Development Office is available to help you identify and apply for employment.

Approach employers in person. Simply emailing or calling them is not enough. Even if you are rejected the first time, don’t be afraid to reapply. Apply everywhere possible- your first job may not be your first choice, but it is better to take it and keep looking for something better. Make sure you give proper notice if changing to another position.

Always show good communication skills when interviewing and be sure to make eye contact. It is proper etiquette to remove your hat when entering an office, classroom, etc.

Be polite! Thank your co-workers or supervisor upon receiving help. Don’t be afraid to ask questions if you don’t understand a procedure or policy.

Always be on time to work and inform your employer early if you are going to be late for work or are unable to show up for work.

Remember . . . when you are on the job, your job is your top priority. If down time is
available, ask your supervisor if it is ok to study.

Your ACADEMIC WORK is more important than your campus job. If you need to miss work before an important exam, don’t be afraid to ask, but do so as early as possible. ALWAYS CALL if you cannot make it for whatever reason. Offer to cover another shift if someone else needs time off.

Under no circumstances should you go to work intoxicated or with a hangover. Not only will you likely be fired, you may also face a judicial hearing.

Do not take your job for granted. Your work experience on campus is important in developing discipline and skills which will help you in your future quest for employment after graduation.

Dressing up for work may not be necessary. However, it is important to be well groomed and dressed in appropriate attire. Ask your supervisor if there is a dress code in your office you will need to follow.

**Grounds for disciplinary action include, but are not limited to:**

- Tardiness
- Absenteeism
- Failure to meet job requirements
- Excessive use of the telephone for personal calls/texting
- Excessive visiting with friends during work hours
- Lack of professional conduct

**Grounds for immediate dismissal include, but are not limited to:**

- Falsification of time sheet
- Theft
- Reporting to work under the influence of alcohol and/or illegal substances

---

**Social Security (SS) Card:**

A Social Security card is very important document in the United States. This number is used for many purposes including filing tax returns on earned income. In order to apply for a card, international students must do the following:

1. Secure a job on campus and have the employer fill out the employment verification letter (available from Career Development Center)
2. Complete the Social Security card application (available from Career Development Center)
3. Go to the Social Security Office:
   130 Bellevue Ave, Newport, RI 02840
4. The day of the appointment, bring the employment verification letter, the SS application, passport and your admission record [www.cpb.gov/i94](http://www.cpb.gov/i94), original copy of the I-20 and copies of documents provided by OIP.
5. Upon applying, the applicant will receive a receipt which must be taken immediately to the Career Development Office in New Residence.
6. The SS card will arrive within two weeks or so. Students must take the card to Career Development Office in New Residence.
7. Keep your Social Security number confidential and do not give out the number. If the card is lost, a new application for a replacement card must be submitted to the SS Office along with the documents listed above. Website: [www.ssa.gov](http://www.ssa.gov)
Campus Employment Payment

If you have campus job, Payroll in Human Resources can deposit your paycheck into your local bank account every pay period. To do so you need to fill out a form with your account information provided at the Payroll office on the second floor of Ochre Court. During orientation a local bank visits Salve Regina to assist students in setting up their personal checking and/or savings accounts.

Summer Opportunities at Salve Regina Employment

Students generally are required to work full-time in order to live on campus for **FREE** during the summer months. Board (food) is not offered during the summer months.
Transportation

University Shuttle:

Salve Regina provides regularly scheduled shuttle service to and from designated stops on and off campus via the campus shuttle system. Stops are conveniently located near residence halls, academic buildings and other University facilities as well as off-campus locations throughout Newport.

- **Campus shuttle locations**

Student IDs are required to board all shuttles and a maximum of two guests per student is allowed. Guests must be accompanied by a Salve Regina student at any given time.

Students can track the shuttles and find shuttle stops through the “SafeStop” app, which provides a real-time map feature that displays the shuttle location, estimated arrival times for each stop, and an alerts and messaging center.

- Visit [salvereginari.safestopapp.com](http://salvereginari.safestopapp.com).

Public Transportation: FREE with ID Card

The Rhode Island Public Transit Authority (RIPTA) provides free transportation to students with a valid Salve Regina ID. Two RIPTA trolleys run simultaneously through campus from 6 a.m. to 8 p.m. Monday through Saturday and from 10 a.m. to 8 p.m. Sunday. Students with valid IDs may also use any statewide RIPTA service such as Providence or Kingston. Schedules are available in the Office of Safety and Security, the Office of Residence Life, Miley Hall, Wakehurst and the O’Hare Academic Center.

During Spring and Fall semesters, you can use your student ID as a personal pass to get around campus or head off campus anywhere in Rhode Island on RIPTA’s trolleys and buses for FREE. Whether it’s a weekend getting around Newport, a road trip to Providence, or to visit a friend at another school, you can ride RIPTA to get there.

How to get to popular destinations from Campus

**Stop and Shop and Bank of America on Bellevue Avenue or downtown Newport (Gateway Center) —** Board any RIPTA trolley marked #67 Bellevue from campus that is headed towards the Miley Hall end of campus. They run every 20 minutes until 8pm seven days a week.

**Providence —** Follow the directions above to reach the Gateway Center, which is at the end of the #67 Bellevue line. At the Gateway Center, board the #60 Providence – Newport bus. It runs 6am to at least midnight, seven days a week. The #60 bus will drop you off in Kennedy Plaza in the center of Providence. On Thursday nights, late buses back to Newport continue on to Salve Regina for the convenience of students. The last bus on Thursdays from Providence leaves at 1am.

**Newport Towne Center Shopping Mall & Walmart —** Board any RIPTA bus or trolley marked #62 on Ochre Point Avenue headed towards the Ruggles Ave. end of Campus. This will take you directly to Newport Towne Center, and runs once per
Another alternative is to take the #67 trolley to Gateway Center in downtown Newport and transfer to the #63 bus. Both of these routes run every 20 minutes. Newport Towne Center is home to a grocery store, clothing store, shoe store, Walmart and other stores.

*Newport Hospital* — Follow directions above to downtown Newport to the Gateway Center and transfer to any #63 bus or #60 bus. Both of these routes run right by the hospital.

**Frequently Asked Questions**

Can I travel anywhere statewide including the airport or train stations using my student ID?

Yes, you can use it on any RIPTA trolley or bus statewide. You cannot use it on the red Viking Tour trolleys.

How do I find out more about travel around Rhode Island on RIPTA?

Call our customer service department at (401) 781-9400 or go to www.ripta.com.

What other transportation services can I connect to?

RIPTA can connect you to:

- T.F. Green Airport
- Providence, Kingston & Westerly Amtrak Stations
- MBTA, GATRA
- Peter Pan Bus Lines
- Greyhound Bus Lines
- Block Island Ferry
Where To Go In Newport

The Newport Towne Center Shopping Mall is Newport shopping mall and it is accessible by public transportation. During orientation, there will be a trip to the mall to buy basic necessities.

**Groceries**

Stop & Shop Supermarket
250 Bellevue Avenue (401) 848-7200
www.stopandshop.com

A Market – organic, specialty, and locally grown produce 181 Bellevue Ave (in CVS Plaza) (401) 846-8137
www.myamarket.com

**Fast Food**

Starbucks
212 Thames Street (401) 841-5899
www.starbucks.com

Panera Bread
49 Long Wharf Mall (Thames Street) (401) 324-6800

Empire Tea & Coffee
22 Broadway, 401.619.1388
www.newportbubbletea.com

Brick Alley Pub and Restaurant
140 Thames Street (401) 849-6334
www.brickalley.com

Black Pearl
Bannister’s Wharf (401) 846-5264
www.blackpearlnewport.com

Panini Grill

**Via Via Pizzeria (Delivers to Salve Regina)**
372 Thames Street (401) 846-4074
www.viaviari.com

186 Thames Street (401) 847-7784
www.thepaninigrill.com

Benjamin’s
254 Thames Street, (401) 846-8757
www.benjaminsnewport.com

Mad Hatter Bakery
64 Broadway (401) 847-0354
www.madhattebakery.com

Salvation Cafe
140 Broadway, (401) 847-2620
www.salvationcafe.com
International Restaurants /Foods

Thaï Cuisine (Delivers to Salve Regina)
517 Thames Street (401) 841-8822
www.thaicuisinemenu.com

Kio’s Asian Stir (Chinese) Delivers to Salve Regina
82 Broadway (off of Washington Square)
401-846-2100 or 401-846-2109
www.kiosnewport.com

Diego’s Mexican Food and Restaurant
11 Bowens Wharf (401) 619-2640
www.diegosnewport.com

Newport Tokyo House (Japanese)
6 Equality Park Place, (401) 847-8888
www.newporttokyohouse.com

Sumo Sushi (Japanese)
198 Thames St # 1, (401) 848-2307
www.sumosushinewport.com

Sakura Japanese Steak House
250 East Main Road, Middletown, RI
(401) 846-2008

Genie’s Hookah Lounge & Traditional Middle Eastern Tea House
94 William Street, Newport, RI
(401) 619-3770

Sardella’s (Italian)
30 Memorial Boulevard West, Newport, RI
(401) 849-6312 www.sardellas.com

Lucia Italian Restaurant and Pizzeria
186 Thames St # B, Newport, RI
(401) 846-4477 www.luciarestaurant.com

Puerini’s Italian Specialties
24 Memorial Blvd W, Newport, RI
(401) 847-5506 www.puerinisrestaurant.com

Pasta Beach (Italian)
7 Memorial Boulevard, Newport, RI
(401) 847-2222 www.pastabeachrestaurants.com

Mama Leone’s Ristorante-Pizzeria
150 JT Connell Highway, (401) 847-7272
www.mamaleones.net

Tucker’s Bistro (French)
150 Broadway, (401) 846-3449
www.tuckersbistro.com

SunriseViet Restaurant
(Vietnamese/Chinese)
823 West Main Road, Middletown, RI
(401) 848-4545 www.sunriseviet.com

Bangkok City (Thai)
23 Valley Road, Middletown, RI
Hair Dressers

Curl Up and Dye
2 Pond Avenue (401) 619-1955

KiRa Salon
6 W. Marlborough St. (401) 847-5472
www.kirasalon.com

Tony’s Barbershop
31 Broadway Street 401-835-3033

Places Of Worship

Christian:

- Mercy Chapel (On-Campus)
  100 Ochre Point Avenue (401) 847-6650
  www.salve.edu/about/catholicTradition/chapel

- Trinity Church (corner of Spring & Church Streets)
  One Queen Anne Square (401) 846-0660
  www.trinitynewport.org/

- Newport Congregational Church
  73 Pelham Street (near Touro Park)
  (401) 849-2238
  www.newportcongregationalchurch.org

Jewish:

- Touro Synagogue
  85 Touro Street (merges with Bellevue Avenue) (401) 847-4794
  www.tourosynagogue.org

Clothing:

Express: 144 Thames Street
Helly Hansen: 154 Thames Street
Banana Republic: 124 Thames Street
Gap: 33 Americas Cup Avenue & Thames
Patagonia: 450 Thames Street
Tropical Gangsters: 375 Thames Street
Cinemas/Movies

- Jane Pickens Theater: 49 Touro Street, Newport, RI - (401) 846-5252
  www.janepickens.com

- Island Cinemas 10: 866 West Main Road, Middletown, RI - (401) 847-3456
PART III: LIFE AND CULTURE IN THE U.S.


**CULTURE SHOCK**

The International Student: A Graphic of Emotional Intensity

---

**The Pre-departure Phase** describes the preparatory period before traveling. It is what you go through in your home country before you leave for Newport. This includes your decision to leave home, choosing Salve Regina, preparing for the sojourn, and, among other things, worrying about your family, boyfriend or girlfriend. You will probably experience a gradual increase in your emotional excitement level. This phase ends as you leave home.

**The Orientation Phase** begins with your early experiences at Salve Regina. Some call this phase the Spectator or Honeymoon Phase because you often feel like a spectator in this phase and it can be a lot of fun. You will experience a lot of changes in emotions. Sometimes things will seem unbelievable. You may look at Americans as if you are looking at aliens because of their different cultural patterns. Generally, you are very alert through this phase, but also very passive - like a spectator.

**The Getting Involved Phase** begins when you no longer can be passive and must start getting involved with everyday life. For most, it starts when school begins. You must make friends in class, speak with professors, deal with roommates, wash your clothes and understand American slang - to name just a few adjustments. At first, you may feel a sense of frustration because you need to make a lot of adjustments. This phase is different from the Orientation Phase because instead of avoiding unpleasant situations, you see them as challenges to be overcome. The emotional intensity differs from person to person more in this phase than in any other phase. During the Getting Involved Phase cultures first begin to clash. The amount of value differences and the means for which one handles these cross-cultural battles is very important in how easy or difficult the Getting Involved Phase is to complete. Flexible people will only have small adjustments whereas others will feel as if they are riding a roller coaster because of all of the highs and lows. Towards the end of this phase, one will experience a personality or identity crisis; perhaps a feeling that you may not belong in either your native culture or the American culture. People in this phase also experience feelings that all of life is determined by culture. At this point, you move into the next stage.

**The Shock Phase** strikes people who are both successful and unsuccessful in their initial efforts to adapt. Very few people who pass through this phase actually recognize that they are in it. Even people who have gotten along great with Americans and American culture find themselves in short depressions and lethargic but cannot identify the reason why. Below are some characteristics of the Shock Phase:

**Symptoms of Culture Shock**

1. Feeling very angry over minor inconveniences
2. Irritability
3. Withdrawal from people who are different from you
4. Extreme homesickness
5. Sudden intense feeling of loyalty to own culture
6. Overeating or loss of appetite
7. Boredom
8. A need for excessive sleep
9. Headaches
10. Upset stomach
11. Small pains really hurt
12. Depression
13. Loss of ability to work or study effectively
14. Unexplainable crying
15. Marital or relationship stress
16. Exaggerated cleanliness
17. Feeling sick much of the time

Hopefully sooner than later you begin to adjust. Often this happens at the end of the semester or beginning of the new semester. At this time you enter the new stage.

The Adaptation Phase begins when you start to identify with others and you no longer feel that Newport or Salve is foreign to you. Identifying with others in the international student community, or friends in your major, or people at a nearby coffee shop, can be the point of entry into this phase. You feel firmly adapted when you feel that American friends accept you as an important member of the group.

You feel as if you are part of the Salve community and not someone still trying to enter it. It is sometimes unknowingly marked by changes in the way you dress, walk, and act around others. You will still probably have short experiences in which you feel you are in the Shock Phase, but these will most likely be short. This phase is a long phase. It ends with your re-entry into your home country.

The Re-entry Phase begins when you arrive home. Almost everyone expects it to be easy and are very excited. Unfortunately the changes you have gone through are so great that the expectations of easily adapting to life in Cochabamba, Kuala Lumpur, Accra, Bratislava, Kathmandu - your home - is very difficult and you will go through these phases again. Generally much quicker but also much more intensely.

Some cultural differences you may experience due to change in customs are:

1. **Friendship**: Most people you will come in contact with will be friendly. They will talk about current events, politics, hobbies, and sports. However, personal matters are often not spoken about such as financial or family problems.
2. **Dress**: The attire worn is usually informal, unless otherwise told to wear formal clothing. It is not necessary to wear Western-style clothing. Clothing you have brought from home is acceptable.
3. **Greetings**: When Americans greet each other, whether male or female, a handshake is generally the custom. Spatial distance is a very important aspect of nonverbal communication. Most Americans stand 3 feet apart when talking.
4. **Schedules**: Americans place a high priority on being punctual. The phrase “time is money” is very common. You will be expected to be on time to events that have specific starting times, such as class, dinner arrangements, appointments, etc.
5. **Professors**: The relationship between student and professor is usually open and informal. Most professors want their students to talk directly to them about any questions they have, in order to resolve them quickly.

In order to have culture shock, you need not have every symptom on the list. It is possible that only a few may apply to you. These symptoms may also appear at any given time. However, those such as headache and upset stomach should be checked by a physician before you decide it’s only culture shock (Health Services +1-401-341-2904).
Solutions for Culture Shock

Even though some people may not be able to eliminate culture shock, there are ways to ease the stress. Some of these activities are listed below:

1. **Keep Active.** By getting out of your room or outside of your apartment, you are able to experience first-hand what Americans are doing. If you visit public places, such as a shopping mall or sporting events, you will be able to watch and learn how American customs are practiced.

2. **Make American Friends.** By having friends you can talk to, you are able to ask them questions about what you do not understand.

3. **Read.** At the end of this brochure there is a list of possible websites that you may wish to read to gain more knowledge of the culture you are being introduced to. Accessing the Internet is of no cost to you if used on campus.

4. **Exercise.** By finding an activity that you can enjoy, you will be able to reduce stress and depression. Americans like to run and walk on paths. They also like organized games. By contacting the Student Activities office (341-2145), you will be able to find out what programs are available.

5. **Community Activities.** Talk with your host family, Resident Assistant, or other Americans about community activities, religious services, or volunteer opportunities to help you become a member of the community while you are here.

6. **Work on Your English.** This is an extremely important concept. It is much easier to understand a culture when you can understand the language being used. Ask about any slang terms that you do not understand.

7. **Introduce Yourself to Other International Students.** Other international students may be experiencing the same problems that you are. By talking to them, you may be able to find out ways they are coping with problems. American freshman are also experiencing disorientation in their own way, so you are not alone.

8. **BE PATIENT.** Many international students experience culture shock in some way while they are here. Just recognize the problem and give yourself time to get over it. If you need to, keep reminding yourself that this is not permanent. If culture shock continues, contact Aida Neary at the Office of International Programs office (341-3143) and/or Counseling Services (341-2919).
AMERICAN CUSTOMS AND THINGS YOU NEED TO KNOW ABOUT

The U.S. monetary system follows the decimal system. The basic unit is the dollar, the symbol for which is "$". The most widely used bills are in denominations of $1, $5, $10 and $20. Occasionally, a bill of $2, $50 or $100 may be seen.

Each dollar can be divided into 100 cents. Currency in the form of a coin is: 1 cent (penny), 5 cents (nickel), 10 cents (dime) and 25 cents (quarter). There are some other coins, such as the 50 cent coin or the Susan B. Anthony silver dollar coin, but they are rarely seen.

The following list of average prices will give you an idea of how much a dollar is worth:

<table>
<thead>
<tr>
<th>Service</th>
<th>Average Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cup of coffee</td>
<td>$1.50 – $2.50</td>
</tr>
<tr>
<td>Hamburger, fries and drink</td>
<td>$5 - $7</td>
</tr>
<tr>
<td>Lunch at a restaurant</td>
<td>$15 - $20</td>
</tr>
<tr>
<td>Hotel/motel room</td>
<td>$75 and up</td>
</tr>
<tr>
<td>Movie theatre</td>
<td>$9</td>
</tr>
<tr>
<td>Gasoline (1 gallon=3L)</td>
<td>$2.80</td>
</tr>
<tr>
<td>Haircut (woman)</td>
<td>$30</td>
</tr>
<tr>
<td>Haircut (man)</td>
<td>$15</td>
</tr>
<tr>
<td>Letter stamp in the U.S</td>
<td>$.49</td>
</tr>
<tr>
<td>Letter stamp abroad (for 1st ounce, for additional ounces, rates vary by destination)</td>
<td>$1.20</td>
</tr>
<tr>
<td>Waiter/waitress</td>
<td>15 % to 20% of food bill</td>
</tr>
<tr>
<td>Porters</td>
<td>$1 - $2 per bag</td>
</tr>
<tr>
<td>Barbers/hairdressers</td>
<td>15% of bill</td>
</tr>
<tr>
<td>Taxi drivers</td>
<td>10% - 15% of fare</td>
</tr>
<tr>
<td>Room service at a hotel</td>
<td>$2/night</td>
</tr>
<tr>
<td>Food delivery persons</td>
<td>15% of the food bill (no less than $2)</td>
</tr>
</tbody>
</table>

You should never tip police officers, physicians, government employees or University employees. It may be interpreted as a bribe, which is illegal. You do not tip bus drivers, theatre ushers, museum guides, sales people, employees at fast food restaurants or hotel clerks.

Climate

You will experience all four seasons in Newport – spring, summer, winter and fall. The average temperature for March-May is 41-61 Fahrenheit, 5-16 Centigrade. The summer months, June-August average, 63-83 Fahrenheit, 17-29 Centigrade. September-November, the fall months, average 45-64 Fahrenheit, 7-10 Centigrade. In winter December-February the average temperatures range from 10-38 Fahrenheit, -12-3 Centigrade.

Winter can be harsh with gusty winds and intermittent snow. The cold weather can be quite an adjustment for our international students who come from tropical climates. Students will have the opportunity to shop for warm clothes and will need to purchase gloves, a scarf, a hat, or hooded coat and cold weather footwear. It is a good idea to purchase a jacket or coat that is waterproof and has a hood.

Tipping

Tipping, also known as gratuity, is giving a small amount of money to another person for a service. These are the most often tipped services:
Daylight Savings Time

In the U.S., the time changes twice a year. In the fall, the clocks are set back an hour so you gain an hour and in spring clocks are set one hour ahead so you lose an hour. These changes are effective as of 2:00 a.m. so it is best to make these changes before you go to bed on Saturday.

Fall: The first Sunday in November, set your clock back one hour; “Fall” Back.

Spring: The second Sunday of March, move your clock forward one hour; “Spring” ahead.
**PHONE COMMUNICATIONS IN THE UNITED STATES**

**Important Phone Facts**

When making international telephone calls:
Dial 011 + (country code) + (city code) + number

1. In case of an emergency (medical, fire, or police) dial 911
2. To find a phone number without the aid of a phone book, call directory assistance: 411
3. Long distance: Dial 1 + area code + 555-1212 (You will be charged $0.95 each time you use this service)
4. Long distance numbers with a (800) or (888) area code are usually free of charge.

Beware of phone numbers with a (900), or (940) area code. They charge very costly fees for each minute you are on the line. We strongly recommend that you block the ability to dial these calls when ordering your phone service.

When ordering your long distance service, you can also order a calling card which allows you to charge phone calls to your home telephone bill from any location.

**Cell Phones in the United States:**

In the USA, most cell phone companies charge for all calls, outgoing AND incoming. Most companies have free incoming and outgoing calls within their network during certain hours.

One or two year plans usually give you a set number of minutes per month which you then “use up” when calling. Weekend and night minutes can be free, but not always. Check your plan for details. If you use more than your set minutes, you will be charged for additional minutes at a much higher rate, which can be very expensive. Make sure you have enough minutes on your plan.

Most companies also have pre-paid phone deals available that are easier to obtain when you have no credit history in the USA or no Social Security Number (SSN). Although these plans tend to be more expensive than year-long contracts, they may be a good option while you are still figuring out your phone habits and which companies your friends use.

Text messaging typically carries an additional charge to your account. Be aware that some phones, plans, and providers do not support this function, so make sure your recipient can receive text messages.

Some cell phone companies use SIM cards which can be swapped between (unlocked) phones, while other’s use phones that only work for their network. Keep this in mind if you were planning to use your own phone.

Be aware of the commitment that you are entering when signing a contract. Once it is signed, you will be obliged to pay for the entire period for which you signed up.

Below is a list of the major cell phone companies and their nearest store listings. Research the companies through their websites or in person before you make a decision.

**AT&T**

Website: [http://www.wireless.att.com/](http://www.wireless.att.com/)

238 East Main Road
Middletown, RI 02842
401-848-0072
SPRINT

Website: http://www.sprint.com
No prepaid plans

19 W Main St
Middletown, RI 02842
(401) 619-1686

T-MOBILE

Website: http://www.t-mobile.com
Prepaid Plan Information: http://www.t-mobile.com/shop/plans/

23 E Main Road
Middletown, RI 02842
401-851-8989

WalMart_2885_Newport
199 Connell Hwy
Newport, RI 02840
401-848-5167

VERIZON WIRELESS

Website: http://www.verizonwireless.com
Prepaid Plan Information: http://www.verizonwireless.com/b2c/store/controller?item=prepayItem&action=viewPrepayOverview

BJ’s Middletown RI
173 E Main Rd
Middletown, RI 02842
(401) 846-0894

TING

For this service you don’t need a contract. Just buy the phone and activate it. http://www.ting.com

Long Distance Service

Skype is a great way to keep in touch with family and friends abroad at cheap rates and is even free if the person you are calling also has a Skype account. Skype can be downloaded through the internet on any computer free of charge. If you wish to make calls to non-Skype numbers you will need a debit or credit card to add money to your Skype account. Your Skype account can be accessed from any computer that has the internet. You will need headphones and a microphone. Go to www.skype.com to download the service.

There are many internet phone services similar to Skype, but Skype is the most widely used. Search the internet to find other internet phone services that may be more accessible to your region of the world.
MONEY MANAGEMENT

General Information

Become familiar with currency exchange procedures. Difficulties and delays frequently occur in the transfer of funds from overseas to the U.S., so bring enough money to cover your initial school supplies and expenses. Transfer of funds may take several weeks or months, and clearance of checks or bank drafts is time-consuming. Nevertheless, we recommend transfer of funds when involving large quantities of money.

If your home government or institution is providing funding for you, be sure to arrange a specific process with them for transferring money to you or to Salve Regina University for payment of your tuition. In addition, you may pay your tuition with a credit card. Also, let the International Student Advisor and the Business Office know the contact name and institution in order to facilitate the transfer. International wire transfers are done via S.W.I.F.T. For security purposes we can’t give out the S.W.I.F.T Address, so please contact the Business Office at +1 401-341-2238.

Do not carry large sums of cash. The safest and most convenient way to carry money is in the form of traveler’s checks. You will have no problem exchanging them, or recovering them if lost or stolen. We will help you open a bank account during orientation. Be practical about your finances. Plan for how you will finance your entire education at Salve Regina, not only your first year. Remember that in addition to tuition, room and board, and insurance costs, you will need funds for travel, books, clothing and recreation. You must also plan for your summer/winter vacation living and traveling expenses as they are not included in your financial aid award. Be aware of your personal finances! ATMs (Automatic Teller Machines) can charge up to $2.00 for conducting transactions.

American Coins

There are specific terms by which one refers to American coins, as is indicated to the left. The quarter can have different designs on the back-side (the side with the eagle) that represent the fifty American states. There are also the half dollar (50¢) and dollar coins but these are not commonly used.

Banking in the U.S.

During orientation, students have the opportunity to open a bank account with a local bank.

Common Types of Accounts

Checking account: Useful if you have bills to pay on a regular basis (credit card, phone, rent, utilities). There is usually no minimum balance required but no interest earned either. A monthly fee may be charged. Some checking accounts earn interest but usually require a larger opening balance.

Savings account: Earns interest but cannot be used to write checks.

A banking customer service representative will be able to help you choose which bank account best fits your needs.

If you overdraw on your checking account, you will be fined for that withdrawal and for every day that your balance is below $0. If you write a check that bounces, you will be fined. You have to pay a monthly fee (usually around
$10/month) to maintain a savings account. Money disappears fast!

**On-Line Banking**

Internet banking is available with most banks. This allows you to pay your bills, transfer money and track your expenses easily.

**Banks’ Customer Identification Programs (CIPs)**

U.S. financial institutions are required to verify the identity of every individual who opens a bank account. In compliance with federal regulation, all banks operating in the U.S. have established Customer Identification Programs that they are to follow for anyone who seeks to open an account. Below is the minimal information a bank must obtain from you before allowing you to open an account:

- Your name
- Your date of birth
- Your street address – no P.O. Box
- An identification number

An identification number can be one or more of the following:

- A taxpayer ID number (Social Security number or individual taxpayer ID number)
- Passport number and country of issuance
- Alien identification card number
- Any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

**What to Have When Opening an Account**

We will open bank accounts during orientation.

- Money to deposit
- Your passport and one other form of identification
- Form I-94
- Form I-20 or Form DS-2019

- Local mailing address: Be sure you know all address details (street name and number, mailbox number, town zip code). Bring proof that this is your address, like a bill or letter you have received there.

- Your mother’s maiden name: The bank will ask you for your mother’s maiden name (your mother’s family name before she was married) or some other family name. This name is used as a security check when you need to contact the bank with questions.

- Taxpayer Identification Number – Required by some but not all banks. The following are acceptable to use:
  - *Social Security number (SSN)* - if you have applied but not yet received your SSN, bring your receipt notice
  - *Individual Taxpayer Identification Number (ITIN)* - Issued by the IRS to those not eligible for a Social Security number. If you will apply for an ITIN you will need to open your bank account and then apply for an ITIN.
  - *Form W-8 BEN* (for those not eligible for a Social Security number or ITIN)

**Automated Teller Machines (ATMs)**

Most banks offer ATM bank cards that enable you to use ATMs to access your account at any time. You can request an ATM card when you open your account or later if you decide you would like one. You will choose a private code called a personal identification number (PIN) to type into the machine each time you access your account.

**International Banking Services**
Larger banks tend to offer more comprehensive international services: wire transfers, international drafts, foreign currency exchange, and foreign traveler’s checks. It may take longer to complete such transactions at smaller banks.

Debit/Credit Cards

Debit cards - Debit cards allow you to pay for goods and services directly from your bank account, reducing the need for cash. You can request a debit card when you open your checking or savings account or later if you decide you would like one.

Credit Cards - Requirements for obtaining a credit card and interest rates charged on unpaid balances vary among banks. Keep in mind that it is common to have a checking or savings account with one bank and a credit card with another. Most international students find it difficult to get a credit card in the U.S. because they have not established a credit history and because they are not U.S. residents. For newly arrived students, you may want to try using a "secured credit card". These cards offer some of the conveniences of a credit card, except that you secure your credit card with a deposit that becomes your credit line. The best part is that your secured card is reported as a regular credit card on your credit report. Check with your bank on the secured credit card. Because getting a major credit card is very difficult, international students should take every opportunity to establish a good credit history. For international students who have been here a little longer, obtaining credit cards becomes a little easier once they have established some sort of credit history.

Credit Do’s

☐ Do shop around. If you get a solicitation in the mail, on campus, on the Internet or at the local bank, compare rates and fees. The credit card industry is very competitive so interest rates, credit limits, grace periods, annual fees, terms and conditions vary. Check out http://www.creditcard.com or http://www.bankrate.com to compare rates.

☐ Do read the fine print on the credit application. The application is a contract, so read it thoroughly before signing. Watch for terms such as “introductory rate” and periods that expire.

☐ Do ask questions. You are the customer and the bank is providing a service. If you don’t understand something, ask.

☐ Do be wary of anyone who claims they can “fix” your credit. The only thing that can fix a credit report is time and a positive payment history.

☐ Do promptly open and review your bill every month. This helps you pay your bill on time and protects you from identity theft and unauthorized charges.

☐ Do be careful with your credit card. Keep it secure. Always have your bank’s phone number available in case your card is lost or stolen.

☐ Do view credit as an investment in your future. By using credit wisely, you can build a good credit history.

☐ Do order a copy of your credit report annually. Your credit report is like an academic report card -- it evaluates your performance as a credit customer. It needs to be accurate so you can apply for other loans such as a car or a condo.

Credit Card Don’ts

☐ Don’t feel pressure to get a credit card if you don’t want one. A credit card may not be right for you. Don’t be afraid to say no to salespeople. It’s okay to walk away.

☐ Don’t pay your bills late. Late payments can hurt your credit rating.

☐ Don’t spend more than you can afford. A credit card is not magic money; it’s a loan with an obligation to repay. Realize the difference between needs and wants. Do you
really need that CD or pizza? If you charge these items and only pay the minimum, you could be paying for them months from now.

- Don’t apply for more credit cards if you already have balances on others.
- Don’t ignore the signs of credit trouble. If you pay only the minimum balance, pay late or use cash advances to pay living expenses, you might be in the credit "danger zone.

**Checks**

Pay attention to the following:

The amount written numerically: it should read, "$200.50"

The amount written in words: it should read "Two Hundred Dollars and 50/100". Many people will then draw a line to the preprinted "Dollars" to discourage alteration. If the check were for $201.59, it would be written, "Two Hundred One Dollars and 59/100".

The checking account allows you to write checks to avoid carrying large amounts of cash. Some checking accounts earn interest. A savings account is an account set up to earn interest. You may request a Debit Card with your bank account. You are given a PIN number so that you can use the ATMs to withdraw money. The ATM (Automatic Teller Machine) is widely available. Check with your bank to find an ATM affiliated with your bank to avoid transaction fees and make sure to carefully review the policies they have on ATM fees.

No matter what type of transactions you use, always keep a record of the money spent to make sure that you do not overdraw. All banks will charge a sizeable overdraft fee. You will receive a monthly statement of your bank account and most banks offer online banking where you can access your account information online. This information includes deposits, withdrawals (both checks and ATMs), fees and interest.
ELECTRIC CURRENT

The standard U.S. current is **110 volts, 60 cycles alternating current** (A.C.). Appliances running on 220-240 volts will not work in the U.S. Most appliance or hardware stores in metropolitan areas carry current-conversion kits that will work on appliances. You may also bring such voltage converters from home.

Standard U.S. Power Electrical Outlet

*The chargers for digital devices like cameras, iPods, laptops and phones are normally dual voltage; they automatically adjust to 110v or 220v power.*

My Device or Appliance is Dual Voltage. What Do I Need?

All you need is plug adapters to make your plug fit into the wall outlet. If your US plug has 2 prongs, you can use the ungrounded adapter. If your US plug has 3 prongs, it is grounded and you will need the grounded adapter. **AGAIN: Many electronic devices like laptops, netbooks, phones, and digital cameras are dual voltage so all you need is the appropriate plug adapter.**

Adapter Plugs for some common destinations:

- Continental Europe: **Ungrounded** or **Grounded**
- Great Britain & Ireland: **Grounded**
- China & Australia/ NZ: **Ungrounded** or **Grounded**

*You'll find more on plug adaptors here*

Remember: If your laptop has grounded plug (3 prongs) you require a grounded adaptor (3 prongs).
CONVERSIONS, SIZES AND MEASUREMENTS

Clothing & Shoe Size

**Women’s Clothing**

<table>
<thead>
<tr>
<th></th>
<th>Japanese</th>
<th>American</th>
<th>British</th>
<th>Continental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>5</td>
<td>6</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>8</td>
<td>3</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>1</td>
<td>0</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>5</td>
<td>6</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>42</td>
</tr>
</tbody>
</table>

**Collar Sizes, Men’s Shirts**

<table>
<thead>
<tr>
<th></th>
<th>Japanese</th>
<th>American</th>
<th>British</th>
<th>Continental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>3</td>
<td>6</td>
<td>1</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>37</td>
<td>4</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>38</td>
<td>5</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>39</td>
<td></td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>40</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>41</td>
<td></td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>42</td>
<td></td>
<td>42</td>
</tr>
</tbody>
</table>

**Men’s Suits, Overcoats, and Sweaters**

<table>
<thead>
<tr>
<th></th>
<th>Japanese</th>
<th>American</th>
<th>British</th>
<th>Continental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>36</td>
<td>34</td>
<td>34</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>38</td>
<td>36</td>
<td>36</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>40</td>
<td>38</td>
<td>40</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>44</td>
<td>44</td>
<td>44</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>46</td>
<td>46</td>
<td>46</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>48</td>
<td></td>
<td></td>
<td>56</td>
</tr>
</tbody>
</table>

**Women’s Shoes**

<table>
<thead>
<tr>
<th></th>
<th>Japanese</th>
<th>American</th>
<th>British</th>
<th>Continental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>23</td>
<td>6</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>6.5</td>
<td>5</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>24.5</td>
<td>7</td>
<td>5.5</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>8</td>
<td>6</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>25.5</td>
<td>8.5</td>
<td>6.5</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>9</td>
<td>7</td>
<td>39</td>
</tr>
</tbody>
</table>

**Men’s Shoes**

<table>
<thead>
<tr>
<th></th>
<th>Japanese</th>
<th>American</th>
<th>British</th>
<th>Continental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>24.5</td>
<td>5.5</td>
<td>5</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>6</td>
<td>6</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>27.5</td>
<td>6.5</td>
<td>7</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>7</td>
<td>7.5</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>8</td>
<td>8</td>
<td>43</td>
</tr>
</tbody>
</table>

**Temperature**

In the United States, temperature is measured on the Fahrenheit scale. For the exact conversion to Celsius, use the following formulas:

\[
\text{Fahrenheit} = (\text{Centigrade} \times 1.8) + 32 \\
\text{Centigrade} = (\text{Fahrenheit} - 32) / 1.8
\]

Normal Body Temperature = 98.6 degrees Fahrenheit; or 37 degrees Centigrade.

Freezing = 32 degrees Fahrenheit; or 0 degrees Centigrade
### Measurements

<table>
<thead>
<tr>
<th>Weight</th>
<th>U.S.</th>
<th>Length</th>
<th>U.S.</th>
<th>Liquid Measure</th>
<th>U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metric</td>
<td>U.S.</td>
<td>Metric</td>
<td>U.S.</td>
<td>Metric</td>
<td>U.S.</td>
</tr>
<tr>
<td>1 gram</td>
<td>0.0353 ounces</td>
<td>1 millimeter (mm)</td>
<td>0.0397 inches</td>
<td>29.573 millimeters</td>
<td>1 fluid ounce</td>
</tr>
<tr>
<td>1 kilogram</td>
<td>2.2046 pounds</td>
<td>1 centimeter (cm)</td>
<td>0.3937 inches</td>
<td>1 liter</td>
<td>2.113 pints</td>
</tr>
<tr>
<td>1 ton</td>
<td>1.1023 short ton</td>
<td>1 meter</td>
<td>1.0936 yards</td>
<td>1 liter</td>
<td>1.056 quarts</td>
</tr>
<tr>
<td>28.350 gram</td>
<td>1 ounce (oz)</td>
<td>1 kilometer (km)</td>
<td>0.6214 mile</td>
<td>0.225 liter</td>
<td>1 cup</td>
</tr>
<tr>
<td>225 grams</td>
<td>½ pound (lb)</td>
<td>25.4 millimeters</td>
<td>1 foot</td>
<td>0.946 liter</td>
<td>1 quart</td>
</tr>
<tr>
<td>5 grams or 5 c.c.</td>
<td>1 teaspoon</td>
<td>0.91444 meter</td>
<td>1 yard</td>
<td>0.473 liter</td>
<td>1 pint</td>
</tr>
<tr>
<td>15 grams or 15 c.c.</td>
<td>1 tablespoon</td>
<td>1.6 km</td>
<td>1 mile</td>
<td>1 millilitre</td>
<td>1 teaspoon</td>
</tr>
</tbody>
</table>

1 tablespoon = 3 teaspoons

1 US Gallon is equal to: 2 quarts, 8 pints, 16 cups, and 128 fluid ounces
## Major Celebrations & Holidays in the United States

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Meaning</th>
<th>Form of Observation</th>
<th>Business &amp; School Closings</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
<td>Reflect on new and past year</td>
<td>Open house parties, watch American football on TV.</td>
<td>Schools, government, and most businesses closed.</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Birthday</td>
<td>Third Monday of January</td>
<td>Birthday of civil rights leader</td>
<td>Discuss race issues</td>
<td>Schools and government closed; some businesses open.</td>
</tr>
<tr>
<td>Valentine’s Day</td>
<td>February 14th</td>
<td>Show love and affection</td>
<td>Send cards, flowers, or candy to loved ones.</td>
<td>No closings</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Third Monday in February</td>
<td>Honor US presidents, especially Washington &amp; Lincoln</td>
<td>Few traditions</td>
<td>Schools and government closed; some businesses open.</td>
</tr>
<tr>
<td>St. Patrick’s Day</td>
<td>March 17</td>
<td>Honor the patron saint of Ireland and Irish culture</td>
<td>Wear green, parades</td>
<td>No closings</td>
</tr>
<tr>
<td>Passover</td>
<td>14th day of Nisan, Jewish calendar</td>
<td>Jewish festival of freedom, celebrating the escape of the Israelites from Egypt.</td>
<td>Traditional meal, attend religious services, eat only unleavened food</td>
<td>Some schools closed</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday before Easter Sunday</td>
<td>Christian commemoration of the crucifixion of Jesus</td>
<td>Attend religious services</td>
<td>Some schools and businesses closed.</td>
</tr>
<tr>
<td>Easter</td>
<td>First Sunday after first full moon after vernal equinox</td>
<td>Christian celebration of the rebirth of Jesus</td>
<td>Attend religious services, dye and hunt for hidden Easter eggs</td>
<td>Always a Sunday so many schools and businesses closed.</td>
</tr>
<tr>
<td>Patriot’s Day</td>
<td>Third Monday in April</td>
<td>Beginning of the American Revolution</td>
<td>Re-enactment of battles at dawn in Lexington, MA</td>
<td>Schools and government closed; some businesses open.</td>
</tr>
<tr>
<td>Mother’s Day</td>
<td>2nd Sunday in May</td>
<td>Honor mothers, both living and dead</td>
<td>Send flowers, card, gift, visit, or telephone call</td>
<td>No closings</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
<td>Honor those who died fighting in a war</td>
<td>Parades, decorating graves of soldiers and other loved ones</td>
<td>Schools and government closed; some businesses open</td>
</tr>
<tr>
<td>Father’s Day</td>
<td>Third Sunday in June</td>
<td>Honor fathers, both living and dead</td>
<td>Send card, gift, visit, or telephone call</td>
<td>No closings</td>
</tr>
<tr>
<td>Fourth of July</td>
<td>July 4</td>
<td>Commemorate the adoption of Declaration of Independence from England, 1776</td>
<td>Family picnics, fireworks at night, concert on Boston esplanade</td>
<td>Government closed; some businesses open</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday of September</td>
<td>Honor the laborers of the U.S.</td>
<td>Family picnics, marks the informal end of summer</td>
<td>Schools and government closed</td>
</tr>
</tbody>
</table>
### Rosh Hashanah
- **Date:** First day in Tishri, in Jewish calendar
- **Meaning:** Jewish New Year
- **Observation:** Symbolic family dinner, attend religious services
- **Closing:** Some schools closed

### Yom Kippur
- **Date:** 10 days after Rosh Hashanah
- **Meaning:** Jewish Day of Atonement
- **Observation:** Pray and fast, to be forgiven for sins of the past
- **Closing:** Some school closed

### Holiday Table

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Meaning</th>
<th>Form of Observation</th>
<th>Business and School Closings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus Day</td>
<td>Second Monday in October</td>
<td>Commemorate the landing in the New World of Columbus in 1492</td>
<td>Few traditions. Some parades in Italian neighborhoods</td>
<td>Schools and government closed; some businesses open</td>
</tr>
<tr>
<td>Halloween</td>
<td>October 31</td>
<td>Old pagan harvest roots, but now a light fun children’s holiday</td>
<td>Children dress in costumes and go from neighbor to neighbor asking for candy</td>
<td>No closings</td>
</tr>
<tr>
<td>Daylight Saving Time</td>
<td>First Sunday in November</td>
<td>Set clock back one hour on Saturday night</td>
<td></td>
<td>No closings</td>
</tr>
<tr>
<td>Election Day</td>
<td>First Tuesday in November</td>
<td>Americans vote</td>
<td></td>
<td>No closings</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>November 11</td>
<td>Honor all veterans of armed forces, and the end of World War I</td>
<td>Parades</td>
<td>Schools and government closed; some businesses open</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>4th Thursday of November</td>
<td>Commemorate the first harvest of the English Settlers in 1621</td>
<td>Big family dinner of turkey, cranberries and pumpkin pie</td>
<td>Schools, governments and most businesses closed (may be closed the next day (Friday) as well)</td>
</tr>
<tr>
<td>Hanukkah</td>
<td>25th day of Kislev in Jewish Calendar</td>
<td>Jewish festival of lights to commemorate the return of the temple of Jews.</td>
<td>Light candles every night for 8 nights. Children get small gifts.</td>
<td>No closings</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 25</td>
<td>Christian celebration of the birth of Jesus</td>
<td>Family gathering; gift-giving</td>
<td>School, government and most businesses closed.</td>
</tr>
<tr>
<td>Kwanzaa</td>
<td>December 26- January 1</td>
<td>Celebration of African-American culture</td>
<td>Family gathering, candle lighting to celebrate values</td>
<td>No closings</td>
</tr>
<tr>
<td>New Year’s Eve</td>
<td>December 31</td>
<td>Celebrate the end of year</td>
<td>Parties at midnight</td>
<td>Closings common after 12 noon.</td>
</tr>
</tbody>
</table>
PART IV: LEGAL ISSUES
**TERMS YOU SHOULD KNOW:**

**Passport**

Your passport identifies your country of nationality. Your passport should be valid for a minimum of six months into the future. A passport may be renewed from within the U.S.—contact your country’s embassy regarding the process.

**SEVIS Form I-20**

This form outlines your reason for being in the U.S.—to be a full time student enrolled at Salve Regina. It lists your major, your agreed upon financial plan, and the length of your academic program. You are required to notify the OIP if information on this document changes.

The I-20 is an essential travel document in addition to your Passport, Visa and I-94 card and it must have a valid signature in order to allow your reentry of the U.S. The only people who are allowed to sign it are called Designated School Officials. DSOs are allowed to sign and process F-1 paperwork and SEVIS data entry on behalf of a given institution.

**F-1 Visa**

The visa allows you to enter the country, and it indicates your non-immigrant status at the time of entry. All Salve Regina international students enter the U.S. on an F-1 visa.

**F-1 visas cannot be renewed from within the U.S.** With an F-1 visa students may travel to Canada, Mexico and adjacent islands for less than 30 days with an expired visa. Please contact OIP for additional information.

**I-94 Arrival/Departure Record:**

Form I-94 is the DHS Arrival/Departure Record issued to aliens who are admitted to the U.S., who are adjusting status while in the U.S. or extending their stay, among other things. Upon entry in the U.S., the officer will stamp your passport with a stamped F-1 and “D/S” notation. D/S means that you are allowed to remain in the U.S. as long as your I-20 dates are valid and you are enrolled full-time at the issuing institution.

To access your I-94 form, go to:

[https://i94.cbp.dhs.gov/I94/request.html](https://i94.cbp.dhs.gov/I94/request.html)
Grace Period

F-1 students have a 60-day grace period following completion of study or completion of optional practical training to 1) depart the U.S., 2) transfer to another institution, or 3) change status. Students who terminate their studies before completion of their academic program do NOT receive a 60-day grace period. These students MUST notify the international student advisor BEFORE terminating studies in order to receive a 15-day grace period in which to depart the U.S. F-1 students who do not notify the international student advisor before termination of studies receive no grace period and must leave the U.S. immediately.

Transfer to Another Institution

Students must notify the International Student Advisor prior to transferring from Salve Regina University to another institution. Students will not be able to receive an I-20 from the new school unless the following steps are completed:

- Notify the International Student Advisor of your intent to transfer and provide the name of the new school to which you intend to transfer.
- OIP will update your record in SEVIS as a “transfer out” and indicate the name of the school to which you intend to transfer, along with a release date. The release date is usually the last day of a semester or the date of expected transfer.
- you may request that the OIP cancel the “transfer out” at any time prior to the release date.
- as of the release date, the new school will have full access to your SEVIS record and assumes responsibility for you, at which time the new school will issue you a SEVIS Form I-20.
- student must contact the international office at the new school within **15 days** of the start date listed on the SEVIS I-20 to avoid violating their status.
- the new school will verify enrollment with SEVIS, thereby acknowledging that the student has completed the transfer process; and the new school must note in the remarks section of the student’s SEVIS Form I-20 that the transfer has been completed, indicating the date, and returning the I-20 to the student.

Important Acronyms:

DHS Department of Homeland Security

USCIS U.S. Citizenship and Immigration Services

ICE Immigration and Customs Enforcement

CBP Customs and Border Patrol

SEVIS Student and Exchange Visitor Information System Database for F and J student visa holders

SEVP Student and Exchange Visitor Program

U.S. VISIT U.S. Visitor and Immigration Status Indication Technology: New entry/exit system which uses biometrically authenticated documents in order to prevent entering the U.S. illegally.
RULES FOR MAINTAINING VALID F-1 STATUS AT SALVE REGINA

It is your responsibility to know and follow the legal requirements that keep you “in status.” Students in F-1 status are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing the F-1 visa. Failure to do so will violate your legal status in the United States and will have serious consequences. Your F-1 status is valid for “duration of status” only. If you become “out of status” your F-1 status immediately becomes invalid.

Your responsibilities include the following:

**Keep Your Passport Valid at All Times**
You must have a valid passport in your possession. For information on renewing your passport, visit the web site of your country’s embassy or consulate in the United States. (See: [http://www.embassy.org/embassies](http://www.embassy.org/embassies))

**Report Address Changes within 10 days to the PDSO in the Office of International Programs (OIP)**
U.S. federal regulations require all F-1 students to report a change of address directly to the DSO within 10 days of the address change. The OIP is required to provide this and other student data to the federal government electronically. The OIP office will report this information for you. You must notify the Registrar’s Office of a change of address.

**Maintain a Full Course of Study Each Semester**
U.S. federal regulations [8 CFR 214.2(f)(6)] require you to pursue a full course of study each Fall and Spring semester until graduation or transfer to a new school.

Obtain PRIOR Authorization from the OIP BEFORE Dropping Below a Full Course of Study
There are very limited exceptions to the full course of study rule and the criteria are very strict. Please contact the PDSO if you have questions about dropping below full-time status. You must obtain PRIOR written authorization from the PDSO. After obtaining this authorization in writing, you may then drop the course(s).

**Abide by U.S. Federal Employment Regulations**
F-1 students may work no more than 20 hours per week on campus when classes are in session [8 CFR 214.2(f)(9)]. At Salve Regina University, F-1 students may work no more than 8 hours. You cannot work off-campus (including credit-bearing internships off-campus) without PRIOR authorization from the DSO and the U.S. federal government. Opportunities for off-campus work are limited.

**Maintain Required Health and Accident Insurance**
F-1 students must have OIP-approved health and accident insurance for themselves and any F-2 dependents throughout their stay in the United States.

**Report Changes in Program to OIP**
Students must notify the OIP whenever there is a change in their academic program, program dates or level of study.

**Bring Your SEVIS I-20 to the PDSO Prior to Traveling Outside the United States**
Students should bring their I-20 form to the OIP prior to traveling outside the United States to see if an updated PDSO signature is required. A new form may need to be issued to you. If you will be traveling AND applying for a new visa, you will also want to request a letter of certification from the PDSO, to verify that you are a full-time student.
Notify the PDSO of Any Accompanying Dependents or Dependents Who Will Join You Later
The PDSO prepares visa documents for any dependents of F-1 students who will enter the United States on F-2 visas. The PDSO is required to report biographical data on F-2 dependents to the U.S. federal government.

Ending Your Studies at Salve Regina Unexpectedly? Report Your Departure Date and Reason to the DSO
Periodically, students leave the university early or unexpectedly due to a variety of reasons. Some of these reasons include early graduation, leave of absence, withdrawal, or termination. U.S. federal regulations require F-1 students to inform the Designated School Official if they plan to leave the university before the expiration date of their I-20 form as well as the reason for doing so.

Apply for an Extension Prior to the I-20 Expiration Date
Students must apply for an extension BEFORE their I-20 form expires if they intend to stay at Salve Regina University and cannot complete their program by the program completion date on the I-20 form. Requests for an extension may be submitted at any time up to thirty days prior to the completion date on the form. You will need to obtain an authorization form from your academic advisor AND the PDSO.

Obtain Transfer Authorization Prior to Leaving Salve Regina
Students who plan to transfer to another college or university in the United States must inform the DSO of their final school choice by completing a "Transfer-out Form" so that the DSO can perform the "transfer out" in SEVIS and designate the school to which you will transfer.

Depart the U.S. within the 60 Day (F-1) Grace Period
Students in F-1 status must depart the United States within 60 days of the completion of their program of study. The exceptions to this rule include those who have applied for Optional Practical Training before completing their program, are transferring to a new school, or have applied for a change of status with the United States Citizenship and Immigration Services (USCIS).

Important Note
This information is subject to change without notice. If you have any questions or concerns regarding your legal status in the United States, it is important for you to come to the OIP office and set up an appointment to meet with the DSO.
F-1 EMPLOYMENT:

F-1 students who are in status are permitted to work on campus for up to ten hours per week during the academic year and up to thirty-five (35) hours per week during the breaks.

Curricular Practical Training Guidelines

Curricular Practical Training (CPT) is employment, which is an “integral part of the established curriculum”. Such training is defined as, “alternate work/study, internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school”. The student must have been lawfully enrolled on a full-time basis for at least nine consecutive months before applying for CPT. The employment must be directly related to your field of study.

Students who use less than 12 months of CPT will retain their full eligibility for Optional Practical Training (OPT). When employed under CPT, you are not typically required to pay Social Security taxes or Medicare. For more information, contact the International Student Advisor.

Optional Practical Training Guidelines

Optional Practical Training (OPT) provides an opportunity for F-1 visa holders to gain up to one year of experience in their field of study during your annual summer vacation, while school is in session (if training does not exceed 20 hours per week), and/or after graduation. Most students choose to save OPT until after graduation. Contact the OIP for more information.
TRAVEL OUTSIDE THE UNITED STATES DURING ACADEMIC VACATIONS

When you enter the U.S., an immigration inspector determines how long you may stay in the U.S. Your admission status is stamped on your passport when you are admitted. The stamp contains a valuable piece of information and must not be lost; the vital information is Duration of Status (D/S) below the entry date. Always keep a photocopy of both sides of the Departure section you receive on admittance.

Web references for further travel and status information:

www.dhs.gov: Department of Homeland Security

www.uscis.gov: Citizenship and Immigration Service

www.cbp.gov: Customs and Border protection

www.ice.gov: Immigration and Customs Enforcement
**TAXES IN THE U.S.**

There are several types of taxes in the US. You will pay a sales tax on each purchase you make except for food.

**Sales Taxes**

Most states in the United States charge a sales tax on tangible personal property and services, such as clothing, restaurant and fast food restaurant meals, services (haircutting), newspapers, books, toiletries etc. Sales taxes vary from state to state, but average 5% or 6% in most places. Sales taxes are added at the cash register, so be prepared for your bill to be more than the price tag on an item. For Rhode Island, the state sales tax is 7%.

**Employment Taxes**

As a student, if you are employed you will pay a tax on the money you make from your campus job. This is known as an income tax. Your income will be taxed by the Federal, State and local government. You might need to complete U.S. federal income tax forms: 1040NR-EZ or 1040NR and Form 8843. Once the tax form is completed online, the forms must be printed and mailed to the IRS.

*It is important to keep a copy of your return.* To expedite your refund, utilize the direct deposit option. This requires your bank routing number (found at the bottom of your check) and account number (last number on the bottom of the check).

All tax forms may be found on the internet: [www.irs.gov](http://www.irs.gov)

**STATE OF RHODE ISLAND IDENTITY CARD**

A State of Rhode Island card confirms the fact that you live in Rhode Island. It is considered a valid photo ID, but cannot be used for driving privileges. The ID cards are valid for 4 years, expiring on the applicant’s birthday.

To obtain a state of Rhode Island, visit the Division of Motor Vehicles at 600 New London Avenue Cranston, RI 02920 401-462-4368. Bring your valid passport, Social Security Card *(if one has been issued)*, I-20 and Arrival/Departure Record available [www.cbp.gov/i94](http://www.cbp.gov/i94). The fee is $26.50.

**RHODE ISLAND DRIVER’S LICENSE**

To drive legally in the United States, you must have a valid driver license. If you hold an international driver’s license, you may drive in the United States up to one year. For information on obtaining a driver’s license, visit the website: Division of Motor Vehicles: [http://www.dmv.ri.gov/](http://www.dmv.ri.gov/)

If you already have a license from your home country, you can transfer it to an American license. Instructions can be found here: [http://www.dmv.ri.gov/licenses/](http://www.dmv.ri.gov/licenses/)

It is not legal to drive any motor vehicle without insurance. For more information visit The Insurance Information Institute [www.iii.org](http://www.iii.org)

*Documents required* Valid passport with U.S. Visa, Social Security Card *(if one has been issued)*, I-20, the arrival and departure record printout. That record can be found at [www.cbp.gov/i94](http://www.cbp.gov/i94). Proof of attendance (the international student advisor will write a letter to confirm your attendance). You will then complete your application, and will be
issued a temporary permit ID card. You will then take the driving, knowledge test and vision test must be completed before a driver’s license is issued.

ALCOHOL, OTHER DRUGS
AND TOBACCO

State law prohibits the sale, consumption or possession of alcohol under the legal age of 21. Individuals must show legal proof of age by either a Rhode Island state ID or U.S. issued driver’s license to purchase alcohol. On occasion, a passport will not be accepted as proof of age.

Salve Regina University extends the privilege of possessing alcohol to those students 21 years of age and older in designated areas. Those students wishing to take advantage of this privilege must complete and sign the Alcohol Policy Participation Form with the Area Coordinator that oversees their residence hall. Students who wish to register via the Alcohol Policy Participation Form agree to behave in accordance with University policies and procedures governing alcohol consumption on campus and appropriate student conduct.

Smoking in any interior area of the University, including classrooms, labs, private offices, restrooms, hallways, dining rooms and residence halls is strictly prohibited. Smoking outside of the doorways of buildings is also prohibited.

There are serious consequences for breaking University policies concerning alcohol and other drugs. It is important for students to keep in mind that they are responsible for any and all activities that occur in their assigned rooms.

For a complete overview of the policies, please visit the website:

GLOSSARY OF USEFUL COLLEGE TERMS

**Academic Advisor:** A faculty member who guides a student in his/her course and major selection.

**Academic Center for Excellence (ACE):** This center serves students who experience difficulty with their studies or desire to improve their study skills and habits. The ADC works with students on a one-to-one basis or in groups on subjects such as concentration, note-taking, effective study methods, test taking (multiple choice, T-F, essay), and time management.

**Academic Year:** The period of time during which formal instruction is offered, lasting from September to May. The period from June through August is not generally considered part of the academic year, even if summer sessions are held.

**Alumni:** Those who have graduated from an institution.

**Audio-Visual (AV):** Equipment like tape recorders and film or slide projectors can be borrowed from this department.

**Audit:** To attend a course for purposes of attaining information only and not to receive a grade. No credit is given for an audit. Consult the college catalog for the procedures to follow to register for an audit.

**Area Coordinator:** The Area Coordinator is responsible for the residence halls and works with the R.A.s (see R.A.) to plan events and handles problems that are too big for the R.A.s to manage.

**(Academic) Calendar:** The formal schedule of academic year events. Includes examination periods, registration periods, and school holidays.

**Academic Evaluation:** This document is a record of the courses required in an individual students chosen program. The document records which courses have been completed and which remain to be completed. Students should review their Academic Evaluation frequently and refer to it when scheduling courses.

**Bachelors Degree:** A degree awarded by a four year college or university.

**Call Number:** The code on each library book that separates the books by field.

**Campus:** The physical grounds and buildings of the university.

**Career Development Center (CDC):** The CDC helps students and alumni find employment and graduate schools. They also have a resource library which is available to anyone.

**Catalog:** A book describing an institution's courses, regulations, fees, tuition, faculty, location, entrance and other academic requirements, scholarship and financial aid information.

**Class:** This word has several definitions. It can refer to a course of instruction (i.e. English class); it can refer to a group of students taking a particular course together (i.e. a class of English students); or it can mean all the students who are in the same year of study (i.e. the first year class).

**Commencement:** The ceremonies held upon completion of a student's studies. Also called graduation.

**Counselor:** Mental health professionals trained to serve persons experiencing academic, interpersonal or psychological problems. Free and confidential counseling sessions are available at University Counseling.
Credit: A unit (generally numerical) given to students who have successfully completed a course. A student must earn 120 semester hours before he/she will be allowed to graduate.

Curriculum: The course of study offered.

Dean of Students: The Dean, John Quinn, is responsible for student affairs at the College.

Dormitory (Dorm) (Residence Hall) A building on campus used to house students.

Drop/Add: Dropping a class or changing classes during the term. See the handbook for specific information regarding drop/add procedures.

Elective: A course students may choose to take which is not part of the required curriculum. Elective credits make up the required total of 120 credits for a Bachelor's degree, but the courses can be freely chosen by the student from any discipline. Some electives are tied to the major and must be selected from the discipline - for example, English Literature elective.

Exam schedule: Final exam periods are listed in “My Information” and be found at the registrar's link on the Salve Regina website. An updated schedule is sent out about two months before finals each semester.

Faculty: The group of professors and instructors who make up the teaching staff of an institution.

First Year Student: An undergraduate student in his/her first full academic year. May also be used to classify a student in the first year of high school.

Freshman: A student in their first year of a Bachelor's degree program.

Full Course Load: The minimum number of courses a student must take to be considered a full-time student. International undergraduate students must take at least four courses (12 credits) per semester to be considered full-time. Most students take five courses per term. Graduate international students must take at least three courses (9 credits).

Grade: Grade refers to the letter given to evaluate a student's performance on an assignment, examination, or the entire course.

Grade-Point Average (GPA) An average grade (numerical) which is derived from a formula which takes into account grades received and the number of credit hours for each course taken.

Graduate: Graduate can refer to the level of study beyond the baccalaureate. Graduate can also refer to a person who has successfully completed high school or college. Finally, graduate may be used as a verb to describe the act of receiving a high school or college diploma.

Graduation: See Commencement.

HELIN: The electronic card catalog of Salve Regina's library collection that can be found on-line. HELIN is also connected to the libraries of 11 other schools so that students have access to more information.

Humanities: The branch of learning which constitutes the backbone of the liberal arts education. The Humanities include languages, history, literature, and philosophy.

International Student Advisor: A staff member (Aïda Neary) who is qualified to counsel international students on visa and immigration rules, as well as a wide range of cultural and personal matters (i.e. adjusting to life in the U.S.).
Junior: An undergraduate student in his/her third full year of college. May also be used to classify a student in the third year of high school.

Leave of Absence: A leave of absence is granted for a specific period of time to any student who applies to leave Salve Regina for personal reason. Refer to the University Catalog and to the Dean of Student's Office.

Loan(s): Money borrowed but required to be repaid within a specific time period.

Mosaic: The college newspaper which comes twice a semester

Major: The field or subject which a student has chosen as his or her principal area of study, i.e. mathematics, economics, anthropology, biology, art, French. Students may have more than one major.

Minor: A subject or field which a student has chosen as an area of study secondary to his/her major.

“PC” (Politically Correct) A loosely defined, somewhat sarcastic term which refers to popular

Petition: A method by which students may request a change in academic rules and policies, for example changing an NC to a drop or to a W (withdraw), or adding a course after the determined deadline. It is wise to consult with your academic advisor first.

Prerequisite: A course which a student must complete before being permitted to enroll in another course.

Provost: The person in charge of academic affairs.

Quiz: Short test, sometimes given without advance notice.

Registrar: The person at the college or university who is responsible for student enrollment (and academic) records. Consult with Registrar Louise Monast about transferring credits from other institutions.

Registration: The process of choosing a program of courses for the semester and having it approved that occurs each term.

Requirements: Courses that must be taken in order to graduate with a particular major or degree.

Reserve: When a book is on reserve, it means that the book cannot be removed from the Library, and generally can only be borrowed for a short period of time. This is usually done when the library has only a few copies of a book that is required reading for a particular course.

Resident Assistant (RA): A student who lives in the residence hall and is available to help residents with living arrangements and other school-related questions.

Rodgers Rec: The building containing the athletic facilities, including a basketball and racquetball courts, an indoor track, and a weight room.

RSVP: This term, meaning “please respond" is often listed on invitations. Tell the host/hostess if you can or cannot attend the event, so they can prepare for it adequately.

Scholarship: Also called a grant; this money does not have to be repaid (loans must be repaid). Scholarships for international students are generally based on financial need as well as academic merit.

Semester: One of the two terms (grading periods) in an academic year. A semester usually lasts from thirteen to fifteen weeks.

Senior: An undergraduate student is his/her fourth full year of college. Can also be used
to designate a student in the last year of high school.

SGA Student Government Association: represents the student body and also controls funds for student organizations and publications: Elections for SGA are held twice a year.

Social Security Number (SSN): A number assigned by the United States government to U.S. citizens. This number is also required for all international students who wish to work in the U.S. Many application forms request that students list their SSN or SS card, which may then become a form of identification number.

Sophomore: An undergraduate student in his/her second full academic year. Can also be used to designate a student in the second year of high school.

Syllabus: A course outline prepared for students by the professor.

Take-Home Exam: These are like homework; students are given a question or a number of questions to answer within a specific number of days. To justify the length of time afforded, a high quality of work is expected. As with term papers, all non-original sources and material used or referred to should be acknowledged in footnotes/citations and a bibliography.

TOEFL: Acronym for Test of English as a Foreign Language. Grades from this test are very often used to determine the admissibility of international students or the level at which the students should be placed in English-language courses.

Transcript: The official record of a student’s courses and grades. Students may request copies from the Registrar’s Office at $5.00 per transcript.

Tuition: The cost of the academic program undertaken. Tuition must be paid before each term or for a full academic year.

Tutor: A private teacher who assists students outside normal classroom periods. Tutors are available at the Academic Development Center.

Undergraduate: The general definition is that of a college student aiming to complete a bachelor’s degree.

Withdrawal: Exiting a class before the end of the term; see the handbook regarding the rules for withdrawal.

WSRU: Salve Regina’s (web-only) student-run radio station

Zip Code: A five- or nine-digit number used in an address when sending mail to or within the U.S. This number aids the post office in delivering mail. At Salve Regina, the zip code is 02840.
We can’t wait to welcome you to campus!