



# Arkansas State University

## International Student Orientation Guide



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## About International Programs & A-State

The International Programs Office facilitates all tasks and services related to international students and scholars-related at Arkansas State University. Between our four subdivisions, we seek to provide all the resources and support international students need in order to pursue their academic goals and we strive to raise awareness of internationalization on campus and in the community.

### **English Learning Academy (ESL)**

Through our CEA accredited program, we will give you the English language skills necessary for academic and social success. It is our vision that all students completing the program be linguistically, culturally and academically prepared to succeed in university courses taught in English. To achieve this vision, the program seeks to develop students' linguistic competency, cultural awareness and critical thinking skills to enable them to experience academic success and to have positive intercultural experiences when enrolled in university-level courses.

### **International Student Services**

Our staff are ambassadors for internationalization, seeking to provide international experiences through many ways. The Office of International Student and Scholar Services supports and promotes the development and personal growth of international students and scholars through expert advising, intercultural programming, and advocacy.

### **Study Abroad & Exchanges**

Our Study Abroad and Exchange office seeks to provide opportunities abroad for students to take advantage of that students can pursue in order to facilitate student development through enhanced intercultural competence and leadership skills that mold them into engaged global citizens. We accomplish this by working with exchange partners all over the world, third party providers such as ISEP and facilitating faculty-led study abroad opportunities.

### **A-State History & Heritage**

Arkansas State University developed from an agricultural school founded on April 1, 1909 by Act 100 of the 37th Arkansas General Assembly. It was created as one of four Arkansas high schools to teach agriculture, horticulture and the art of textile manufacturing. Today, the university grants bachelor's, master's and doctoral degrees through its various colleges. With cutting-edge research capabilities, Arkansas State is building on its first hundred years and looking to the future. We are known as the "Red Wolves", so our mascot is "Howl" the red wolf. Red Wolves tend to run in packs so we like to think of ourselves as one big pack. Everyone is equal and part of the pack.

## About International Programs & A-State



**Office of International Programs**  
**102 N. Caraway Rd. Jonesboro, AR, 72401**  
**(870) 972-2329 oips@AState.edu**

**Office Hours:** Monday - Friday from 8:00 a.m. - 5:00 p.m. (except on holidays)

### **Taron Robinson**

Director of International Programs  
tarobinson@AState.edu

### **Scarlett Ellerbrook**

Office Manager  
sellerbrook@AState.edu

### **Leah Lewert-Taylor**

Assistant Director for International Student Services  
llewerttaylor@AState.edu

### **Erica Jennings**

Student Success Specialist & Government Sponsored Student Advisor  
ejennings@AState.edu

### **Randy Nelson**

Student Support Specialist  
renelson@AState.edu

### **Renee Sumler**

Assistant Director of ESL & ESL Outreach  
ksumler@AState.edu

### **Kevin Berry**

ESL Instructor  
kberry@AState.edu

### **Kimberly Brady**

ESL Instructor  
kbrady@AState.edu

### **Sean Binkley**

Assistant Director of Study Abroad  
sbinkley@AState.edu

## How to Get Registered

### **How to get a PIN (Personal Identification Number): (QR Code for more)**

*This should be done during orientation week.*

1. Go to *my.AState.edu*.
2. Click on "First Time Users."
3. Read the A-State policy and accept.
4. Type your passport number and birthday into the appropriate boxes.
5. Click "Submit"
6. You will be assigned a PIN and A-State ID number.
7. Print out PIN and A-State ID number.

*(If you do not get a page with your email address, contact International Student Services.)*



### **How to get a Username:**

1. Go to *my.AState.edu*.
2. Read the A-State policy and click "I accept" on the Acceptable Use Policy.
3. Click "Submit"
4. Enter your A-State ID Number and PIN.
5. Create a unique password. (See the password requirements)
6. Click "Submit"
7. You have now been assigned a user name.
8. Print out user name for future reference.

### **How to change address:**

1. Go to *my.AState.edu*.
2. Click on the "SSB" icon.
3. Click "Student."
4. Click "Personal Information"
5. Click "Update Address and Phones."
6. Under "Type of address to insert" choose "Immigration Local"
7. Make sure the valid dates will be today's date and the date six months from now.
8. Click "Submit."

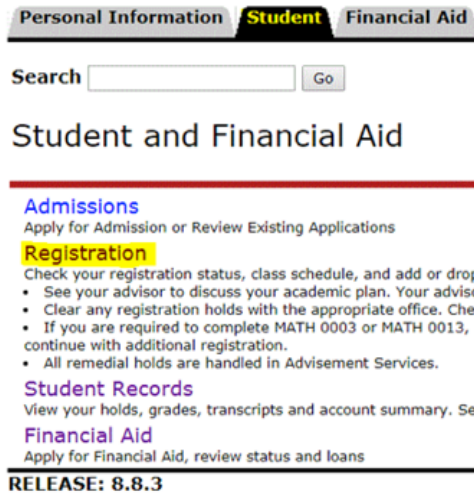
# How to Get Registered

1. Login to: *my.astate.edu*
  - a. Your username is the part of you A-State email address before the @ sign.
  - b. If you have forgotten your password, click 'Forgot Password'
2. Complete the Duo authentication
  - a. The ITS HelpDesk can answer questions about this process at (870) 972-3933
3. Click "Self Service Banner"
  - a. A new tab will open with Self Service; this is the Self Service main menu

## Navigating Self Service

### On the Self Service main menu:

1. Click "Student"
2. Click "Registration"
3. Click "Select Term"
  - a. Choose the term you want to register for classes
  - b. Click "Submit"; you'll be directed back to the Registration menu



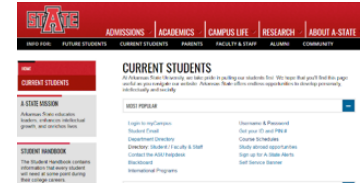
*Important:*  
Once you have selected a term, Self Service will retain this term for all registration queries and searches. In order to select a different term, you will need to click 'Select Term' and choose a new term.

# How to Get Registered

## Another way to access Self Service

*This should be done during orientation week.*

1. Go to A-State's home page: *astate.edu*
2. Click "Current Student"
3. Click "Self Service Banner"



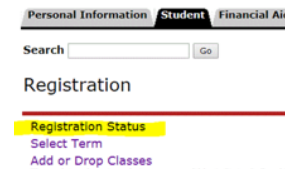
### IMPORTANT:

Once you have selected a term, Self Service will retain this term for all registration queries and searches. In order to select a different term, you will need to click 'Select Term' and choose a new term.

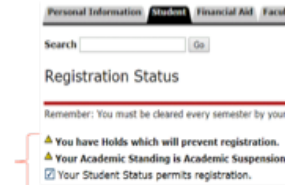
## CHECKING REGISTRATION STATUS

### On the Registration menu:

Click "Registration Status"



The Registration Status link will identify any problems you may have during registration for the term selected, including holds, academic standing and student status. It will also identify any permits you have been granted, your earned hours and curriculum information.



### IMPORTANT:

Check this link before registration each term to make sure you'll be able to register on time. If you don't get cleared by your adviser you'll receive a message during registration saying you can't register until this has been done. Your student status will say "permits registration" once you've been cleared. If you have holds on your account you won't be able to register until they're taken care of and this page shows no holds which prevent registration

# How to Get Registered

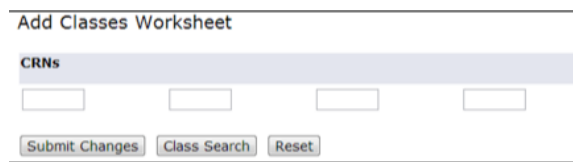
## REGISTERING FOR CLASSES

There are two ways to register for classes:

If you **know the CRN(s)** of the section(s) for which you'd like to register.

On the Registration menu:

1. Click **"Add or Drop Classes"**
2. Under **"Add Classes Worksheet"** enter the CRN(s) one per box



3. Click **"Submit Changes"**
  - a. If registration was successful the status will be **\*\*Web Registered\*\***
  - b. If there were any issues registering you'll receive a **"Registration Add Error"**

If you **do NOT know the CRN(s)** for the section(s) for which you'd like to register:

On the Registration menu:

1. Click **"Look Up Classes"**
2. Select the subject(s) you'd like to look up (hold CTRL to select multiple subjects)
3. Click **"Course Search"**
4. Click **"View Sections"** next to the course for which you'd like to register
5. Check the box next to the section for which you'd like to register
6. Click **"Register"**
  - a. If registration was successful the status will be **\*\*Web Registered\*\***
  - b. If there were any issues registering you'll receive a **"Registration Add Error"**

# How to Get Registered

## OR

1. Click **"Look Up Classes"**
2. Select **"Advanced Search"**
3. Select the search criteria you'd like to use (at least one subject is required)
4. Click **"Section Search"**
5. Check the box next to the section you want to add
  - a. Closed sections show 'C'; an empty space means you're already registered:

<input type="checkbox"/>	C	61758 ACCT 2133 003 J	3.000	INTRODUCTION TO MANAGERIAL ACCOUNTING	TR	11:00 am-12:15 pm
<input type="checkbox"/>		61113 ACCT 2133 004 J	3.000	INTRODUCTION TO MANAGERIAL ACCOUNTING	TR	12:30 pm-01:45 pm
<input type="checkbox"/>		62325 ACCT 2133 005 J	3.000	INTRODUCTION TO MANAGERIAL ACCOUNTING	TR	06:00 pm-07:15 pm
<input type="checkbox"/>		61493 ACCT 3003 001 J	3.000	INTERMEDIATE ACCOUNTING I	TR	09:30 am-10:45 am
<input type="checkbox"/>		61693 ACCT 3003 002 J	3.000	INTERMEDIATE ACCOUNTING I	TR	05:00 pm-06:15 pm

6. Click **"Register"**
  - a. If registration was successful the status will be **\*\*Web Registered\*\***
  - b. If there were any issues registering you'll receive a **"Registration Add Error"**

## REGISTERING FOR CO-REQUISITES

If you're trying to register for a class that has a co-requisite, such as a chemistry lecture and its corresponding laboratory course, you'll use the "Add Classes Worksheet" registration method mentioned above. **You must register for both co-requisites at the same time**, otherwise you'll receive a "Prerequisite and Test Score" error.

## Financial and Payments

### How to Open a Checking Account with Banks

#### Items you need:

- Non-Expired Passport
- Non-Expired US Visa
- A-State ID
- Minimum \$25 Deposit (depending on which bank you open account with)
- Physical or Mailing Address (if living on campus, set up a P.O. Box at the Post Office in the Student Union for your mailing address)
- US Phone Number and Email Address
- Social Security Number (SSN), TTIN (Temporary Tax Identification Number), PAN (Permanent Account Number), or FTIN (Foreign Tax Identification Number), if you have one. These are not necessary to open an account if you do not have one.

1. Go to a branch of the bank you want to open your account with
2. Tell them you need to open a checking account (appointments may be required, check websites of the banks)
3. Provide the items you bring and follow the instructions
4. Ask your account number and routing number

*\*Arkansas State university has a branch of the Centennial Bank, the routing number for the account opened in this branch is **082902757***

## Financial and Payments

### How to Pay Tuition and Enroll in Payment Plans

#### How to pay tuition

1. Go to "my.astate.edu" and login your A-State account
2. Click "banner self service"
3. Login with your ID and PIN
4. Click "Student" > "Student Record" > "MyBill"
5. Check your balance and click "Make Payment"
6. Follow the instructions

#### How to enroll in payment plans (*Scan QR Code for more detail*)

1. Go to "my.astate.edu" and login your A-State account
2. Click "banner self service"
3. Login with your ID and PIN
4. Click "Student" > "Student Record" > "MyBill"
5. Click "Enroll in Payment Plans"
6. Select the term you want to enroll
7. Follow the instructions



#### How to buy textbooks

1. Go to Textbook Brokers (A-State Official Bookstore)
2. Tell them you need textbooks and give them your student ID
3. Pay to check out



#### **Textbook Brokers**

**Address:** 2106 E Johnson Ave,  
Jonesboro, AR 72401

**Phone:** 870-935-2325

**Hours:** 8 am ~ 6pm,

**Monday through Saturday**

# Immigration

## Immigration Policies

When it comes to student immigration status, International Student Services is here to assist, but at ALL times, students are responsible for maintaining their legal status and knowing immigration regulations. When it comes to immigration regulations, ignorance of the law is no excuse. Below is a small, but detailed, list of certain immigration regulations. These rules are able to change at any time by Homeland Security. These rules also do not reflect all information related to immigration but are a great resource for general information. Failure to follow immigration regulation can lead to your status being terminated. For further information about immigration regulations, students should visit the immigration adviser in International Student Services, visit [AState.edu/International](http://AState.edu/International) and click on **"Immigration and Enrollment Regulations."**

## U.S. Address and Phone Reporting

Students must report their U.S. address and phone number immediately to International Student Services. A-State International Student Services must register your address and phone number with the government in the first days of orientation. The student must then report any change in residential address within 10 days after moving.

## Reporting Changes

Students must notify International Student Services of any changes to their I-20 or DS-2019 (such as major, English language requirements, financial, etc.) **within three days.**

## Travel Outside of the United States

Students who wish to travel during an academic break may do so. They will need to check with the international office to get a travel signature. Your balance must be zero, (unless otherwise noted). Students who wish to travel while school is in session need to talk with a DSO.

## Essential Immigration Documents Keep Your Immigration Documents Valid and Unexpired

1. Unexpired **Passport**
2. Valid **F-1 or J-1 Visa**
3. Unexpired **I-20 or DS 2019**
4. **I-94 RECORD** marked F-1, J-1 and "D/S"

# Work

International students are required by law to enroll in a full course of study at all times. Failure to enroll in a full course of study or dropping below the minimum requirements will result in a student's immigration status being terminated.

A-State policy prohibits international students from registering at other satellite campuses in the A-State system to meet full time status requirements. If a student wishes to register at another campus, the student will need to apply for a transfer to that campus. The campus must be able to issue the appropriate immigration documents before a transfer will be approved.

## Required Fall, Spring and Summer Credit Hours

*Required Credit Hours for ESL, UG & GR Students (QR Code for more details)*

Level	Spring	Fall	Summer	Online
ESL	12	12	12	0
UG	12	12	9	3 hours of your full time enrollment can be online
GR	9	9	6	

*\*TR2 counts as traditional class hours\**

*\*Students are eligible to take the summer term off from class as long as they have completed an "academic year" in their current immigration status and they plan to register in the fall.*



## Required Credit Hours for Graduate or Teaching Assistants

Graduate students with a graduate or teaching assistantship must be registered in at least six graduate credit hours each fall and spring semester during which they hold the assistantship. Students may not take more than three credit hours of online classes that count towards the minimum six hours. Classes taken beyond the minimum requirements can be online, web-assisted or in-class.

***3 hours must be in class or web-assisted + 3 hours may be online = 6 hours total.***

## Work

### Required Credit Hours for Doctoral Students

Doctoral students must be registered in at least nine graduate credit hours regardless if the student holds a graduate, teaching or research assistantship. Students may not take more than three credit hours of online classes that count towards the minimum nine hours.

***6 hours must be in class or web-assisted + 3 hours may be online = 9 hours total.***

### Thesis or Equivalent Work

Students who are required to do a thesis or equivalent can either consider their course of study completed (students must then follow the regulations as specified in the section on completing course requirements), or they must register in thesis/dissertation (or equivalent) hours following the full course of study requirements.

### Exceptions to Full-Time Study

***There are some instances in which a student may take below the minimum required hours.***

#### 1. Final Semester

Students in their last semester of coursework are allowed to take less than a full course of study, but they are required to take at least one credit hour. If only one class is required for graduation, it cannot be an online class. If their last semester is summer, they must still be registered in at least one credit hour.

*Students who choose this option and do not graduate will be terminated at the end of the semester for failing to enroll in a full course of study.*

*Therefore, students are advised to choose this option only after careful consultation with their academic adviser and an immigration adviser.*

#### 2. Illness or Medical Condition

Students must get written permission from a medical doctor stating their medical condition is severe enough that they cannot enroll in a full course of study. The nature of the illness does not have to be revealed, however the Office of International Student Services has to approve this request before a student can drop their classes. This reason cannot be used more than an aggregate of 12 months during the program study.

*Students who wish to travel while school is in session need to talk with a DSO.*

## Work

### 3. Academic Difficulty

In rare circumstances, a student facing exceptional academic difficulty might be allowed to drop below the required number of credit hours; however, this is allowed only during the first semester of study, and it must be approved by the Office of International Student Services. Students who are approved for this request must be registered in at least six credit hours throughout the semester (including summer if required to be registered in the summer).

### REMEMBER

**Students are responsible for maintaining their own immigration status at all times.**

Please remember as you review the information on this page:

- This information is susceptible to change.
- This information is not an exhaustive list pertaining to enrollment requirements.
- For additional information regarding enrollment requirements, students can visit: [ice.gov](http://ice.gov), [uscis.gov](http://uscis.gov), or speak with the International Programs office.

**Students are responsible at all times for properly informing the DSO/immigration advisor of their immigration status.**

**There are some instances in which a student may take below the minimum required hours.**



## Work

### Work Authorization

#### ON-CAMPUS EMPLOYMENT

Students are NOT eligible to work on campus in their first semester unless the director, department chair, or adviser writes a letter stating why they are in need of employment in their first semester.

- Students are only eligible to work in designated “student worker positions” (not federal work study positions) up to 20 hours per week while school is in session, and 28 hours per week during official school breaks, which includes the summer terms. Students are only eligible to work in the summer for 28 hours per week if they have been at A-State for one academic year and are not enrolled in class.
- ESL students cannot work on or off campus.
- Students can find on-campus employment either through Career Services or walking to individual departments to ask. There is no specific site that has all open jobs.
- The Office of International Student Services does not keep listings of open on-campus positions. Any open positions that are submitted to the Office of International Student Services will be sent to students through their A-State email.

#### SOCIAL SECURITY CARDS

A student will require specific documents to take with them to the Social Security Administration in order to apply for a Social Security Card. Students cannot apply for a Social Security card until they have been in the U.S. for 10 days.

#### The student must follow this list in order:

1. Must receive an original letter from the employer (department chair or director). The student will first need to give the original letter to the Office of International Programs. The IP staff will need this letter to complete step two. The letter must state what type of work you will do, your job title, how many hours a week you will work and be on official school letterhead, be signed, and dated.
2. International Programs will issue you a letter that states your legal status and ability to work.
3. You will need to bring the most current I-20 (the one for active status) to the Social Security Administration. The I-20 you first entered the U.S. on is not the most current I-20 as that I-20 is for initial status.
4. You will need to bring to the Social Security Administration your passport, U.S. visa, and I-94 Arrival/ Departure card.
5. The address of the Social Security Administration is: 1809 Latourette Dr., Jonesboro, Arkansas 72404. The Jonesboro Jet Bus service does pick up and drop-off at this location.

## Work

#### OFF-CAMPUS WORK

Students are NOT allowed by regulations to work-off campus without the express consent of the U.S. government and USCIS approval. Such off-campus work consists of OPT and CPT.

#### OTHER TYPES OF OFF-CAMPUS WORK

If there are other types of off-campus work or internships you would you like to take part in and do not know if you have proper authorization, please contact our office or come speak with us.

#### REMEMBER

**Students are responsible for maintaining their own immigration status at all times.**

#### CURRICULAR PRACTICAL TRAINING

F-1 students who are interested in doing work or an internship that is directly related to their program of study at A-State may be eligible to apply for Curricular Practical Training (CPT). To be eligible, students must have been lawfully enrolled on a full-time basis for one academic year, and the type of work or internship that is being done must be integral to their program of study, or is required to meet graduation requirements of their program of study.

CPT is not meant to be a convenient employment opportunity, or simply to avoid not using Optional Practical Training (OPT). If the type of work or internship that is being done is not considered integral or required for their program of study, international students may consider applying for OPT.

For complete immigration regulations concerning CPT, international students should speak to the Office of International Programs.

**Employment cannot begin until the CPT application is approved by I.S.S.**

The documents that are required to complete the CPT application are:

- Completed CPT Recommendation Form. This form must be completed and signed by the student and the academic adviser.
- A letter from the employer on letterhead paper that indicates the job title, the dates of employment, the number of hours of work per week, the name and address of the place of employment and a brief description of the work that will be done by the student.
- Be registered in a one or three-credit hour course in the field of study. The academic adviser should note the course number of the registered class on the CPT Recommendation Form.

## Work

### REMEMBER

Students are responsible for properly informing DSO/immigration adviser all the time.

Please remember as you review the information on this page:

- This information is susceptible to change.
- This information is not an exhaustive list pertaining to enrollment requirements.

For additional information regarding enrollment requirements, students can visit: [ice.gov](https://ice.gov), [uscis.gov](https://uscis.gov) or speak with the International Programs office.

### OPTIONAL PRACTICAL TRAINING

Optional Practical Training (OPT) for F-1 students is intended to provide hands-on practical work experience complimentary to the academic program. An F-1 student (excluding ESL) is eligible for a maximum of 12 months of OPT. This benefit is available to students who have been lawfully enrolled on a full-time basis for one academic year. The practical training sought by the student must be directly related to his or her current field of study and commensurate with his or her current education level.

There are three kinds of OPT:

1. Pre-Completion
2. Post Completion
3. STEM Extension

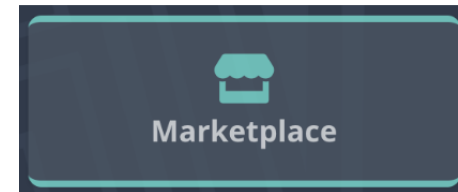
## Health, Safety and Insurance

### INTERNATIONAL HEALTH INSURANCE

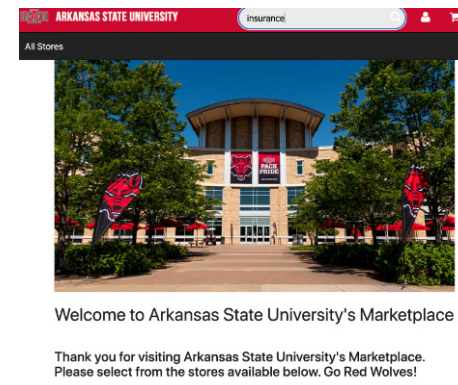
#### HEALTH INSURANCE POLICY

International students are required by the U.S. government to have health insurance. All F and J students are enrolled in Health Insurance provided through A-State upon receipt of payment. The students should make a payment to purchase their own insurance via Marketplace in AState student account. The health insurance does not cover students in their home country. Therefore, students can choose to have a second policy but they are still required to purchase insurance through A-State. Follow the instructions below to purchase your insurance.

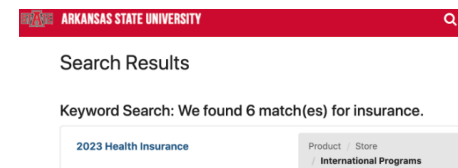
1. Go to your AState student account and find Marketplace and click it.



2. Type "insurance" in the search bar and press enter



3. Select the "Health Insurance" following the year (for example, 2023 Health...) and click it



4. Select the term you are in, and follow the instructions from the website to complete typing your payment information, then submit your order.

## Health, Safety and Insurance

### When Sick or Injured

These are some of the steps students can take when feeling sick enough to see a professional. Make sure to have your insurance card and your student ID at all times.

1. Students can go to the NYITCOM at Arkansas State Medical Clinic. If possible, you should call to make an appointment (870-972-2054). There is no charge to be seen at the SHC, however there may be fee\* for certain services. If an appointment is not possible, students can attempt to go to the NYITCOM at Arkansas State Medical Clinic and wait for an opening.
2. If you are too sick to wait, you may go to the First Care Clinic located next door to the SHC (870-932-3339). There is a copay to see a doctor at First Care and the copay should be the amount of the required deductible of the insurance. It is important to show the insurance card. Not doing so can prevent students from being seen by a nurse or getting treatment or cause more paperwork in the future.
3. Students who use their insurance to receive treatment must meet the deductible (cost you are required to pay per injury or illness).
4. Many prescriptions are eligible to be reimbursed, but students must have met the deductible before receiving reimbursement for prescriptions.

If the First Care Medical Facility is closed and a student has a severe medical emergency, he/she should go to St. Bernards or NEA Baptist Hospital emergency room. Emergency visits to the hospital or emergency room can cost more than the normal copay. Make sure it is a "real" emergency if going to the ER, or the insurance will not cover the expenses

**\*Fees can be found by visiting:**

**[AState.edu/a/student-health-center/fees/](http://AState.edu/a/student-health-center/fees/)**

### After Being Sick or Injured

1. Students may receive statements from the hospital or clinic that show a claim was filed. This is not a bill.
2. If a student receives a bill from the doctor, clinic or hospital, he/she should check the statements to see if it says "claim filed." If it says this, then the insurance company is processing the claim.

**If a student receives a bill and it does not say "claim filed" he/she should contact the insurance company for assistance as soon as possible. It is important not to delay payments.**

## Health, Safety and Insurance

### COUNSELING CENTER AND ADJUSTMENT

Students during their time at A-State may become depressed or feel overwhelmed with their classroom work. Students may also feel overwhelmed with adjusting to life in the United States. Students are welcome to come chat with an adviser in the International Student Services Office or the A-State counseling center provides free services to help students deal with any issue that affects them mentally or emotionally.

**\*This service is confidential and no one, unless authorized by the student, will know about the session.\***

In U.S. culture, it is acceptable and considered positive to get professional help if the student cannot handle stress or major situational problems/crisis.

The Counseling Center is located in across from Eugene W. Smith Hall; their telephone number is (870) 972-2318.

### HEALTH, SAFETY AND INSURANCE

**Fact Sheet from Federal Emergency Management Agency: [www.fema.gov/](http://www.fema.gov/)**

When a tornado is coming, there is only a short amount of time to make decisions. Advance planning and quick response are the keys to surviving a tornado. Tornado season in Arkansas is from February to October.

#### Preparing Ahead for Tornadoes

It is important for people to designate an area in their home or apartment as a shelter, such as an interior room with no window, basement or on the lowest level of the building.

Important supplies include:

- Flashlight and extra batteries
- Portable, battery-operated radio and extra batteries, first-aid kit and manual
- Emergency food and water
- Non-electric can opener
- Essential medicines
- Cash and, debit or credit cards
- Sturdy (preferably, close-toed) shoes

## Health, Safety and Insurance

### Tornado Watches and Warnings

A Tornado Watch is issued by the National Weather Service when tornadoes are possible in an area and an approaching storm could occur. The sky may be blue, but during a Tornado Watch, storms can occur very quickly. A Tornado Warning is issued when a tornado has been sighted or indicated by weather radar. Get to your shelter immediately.

### Tornado Danger Signs

Danger signs:

- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

### During an Approaching Tornado

At home or work, people should:

- Go at once to a windowless, interior room, storm cellar, basement, or the lowest level of the building.
- If there is no basement, go to an inner hallway or a smaller, inner room without windows, such as a bathroom or closet.
- Get away from any windows.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- If in a mobile home, get out and find shelter elsewhere.
- Avoid places with wide-span roofs such as auditoriums, cafeterias, large hallways or shopping malls.

If outdoors, people should:

- If possible, get inside a building but not a mobile home.
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area.

**Be aware of the potential for flooding.**

If in a car, people should:

- Never try to out drive a tornado. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air.
- Get out of the car immediately and take shelter in a nearby building.
- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle.

**Be aware of the potential for flooding.**

## Health, Safety and Insurance

### Ice Storm

In Arkansas, we usually have an ice storm in the Fall and/or Spring semester. School is subject to be closed and stops all services except housing and dining. Students should stay home to be safe and avoid going out unnecessarily. Students should stay warm as possible during this weather.

These are the things you should avoid unless it is necessary:

- Walking around outside, you could slip fall and hurt yourself.
- Driving cars, it can lead to a car crash since the road is frosted and extremely slippery.

## Things You Need to Know

Once you start your university student life in the states, you are going to experience with a lot of culture shocks and things different from your country. These are the things you need to know to live in the states.

### Syllabus

During the first class meeting, students should receive a paper or several papers from their instructors that list information about the course: the books they will use, the instructor's name, office, email address and phone number. There should be a general outline of how the course will proceed and the times for submitting assignments. Dates of examinations may be listed, as well as some indication of how the student's grade will be determined. Each syllabus is different. You are responsible for reviewing this. Not all professors explain this in class.

### Exams

There are two major types of examinations, Mid-Term and Final given in many classes in the semesters. There are weeks indicated specifically in the university calendar for examinations. Students should check the Schedule of Classes for the dates of the mid-term and final week in the syllabus because each class has different schedules for exams.

### Drop Date

Up to a certain date each semester, students may choose not to continue in a course. However, there are two things to remember:

- 1. International students must maintain full-time status**
- 2. Students who drop a course may not be able to receive their money back.**

Students should check the Schedule of Classes for the final drop date. After this date, it is not possible to drop a course.

### Time

As university students, you need to place high value on punctuality. If you have an appointment, it is best to be a few minutes early. You need to acknowledge it is possible that your appointments are canceled if you do not show up on time. College professors in particular want students to be on time to class. It can also be seen as rude to pack your backpack before a professor dismisses class. Time is seen as a highly valuable thing as good students. High productivity in short amounts of time is seen as very valuable and key to be successful.

## Things You Need to Know

### Attend All Classes

Attending classes is always important. By sitting in the classroom and listening to the lectures and discussion, it will help students absorb the materials. Some classes have attendance points and that is the points you should not miss to get a good grade. Attending and making your presence known helps to build good connections with professors. If you will miss a class, email your professor immediately explaining your situation.

### Stay Organized

Organizing your surroundings is important as a college student. Especially, international students have many important documents, and you need to keep them safe. Your schedule is also important to be organized. University is all about multi-tasking. You need to make efficient use of time to manage a lot of assignments and exams from different classes.

### Smoking and Drinking

The legal age for smoking is 18 and drinking is 21. You are not allowed if you are under those ages. Additionally, neither of them is allowed on campus including on-campus housing even if you are over those ages.

### Hygiene

As a university student, you will see a lot of people on a daily basis. Keep in mind that being clean gives a positive image to people. You do not need to dress up well every day to go to classes. The key is giving a positive and clean impression to the others.

# Important Contact Information

**International Student Services** .....(870) 972-2329

**Admissions**.....(870)-972-3893

A-State Dining Services, Reng Student Union.....(870) 972-2059

A-State Student Health, Student Health Center.... (870) 972-2054

Career Services, Reng Student Union.....(870) 972-3025

Wilson Counseling Center.....(870) 972-2318

Library, Dean B. Ellis Library.....(870) 972-3077

Registrar's Office, Reng Student Union .....(870) 972-2031

Student Accounts, Reng Student Union .....(870) 972-2285

Student Activities & Life, Reng Student Union .....(870) 972-2055

Testing Center, Reng Student Union .....(870) 972-2038

University Housing, Reng Student Union .....(870) 972-2042

University Police, Police Station .....(870) 972-2093

## Emergencies

Medical Emergency, Accident, Crime or Fire .....911

Jonesboro Fire Department.....911

Non-Emergency.....(870) 935-5059

Jonesboro Police Department .....911

Non-Emergency.....(870) 935-5551

University Police Department (UPD).....(870) 972-2093

## Ambulance

Emerson .....(870) 935-5577

Medic One .....(870) 972-0708

### Hospitals

St. Bernards Regional Medical Center.....(870) 972-4100

NEA Urgent Care on Hilltop .....(870) 936-7695

### Health Clinics

NYIT (On Campus) .....(870) 972-2054

First Care (Redwolf Clinic).....(870) 972-8181

NEA Urgent Care .....(870) 935-9585

