International Programs Office

Welcome! The University of St. Francis (USF) is a Catholic university located near Chicago that promotes inclusion of all students no matter their country of origin. USF will assist all international students in achieving their educational goals and overcoming the challenges of studying and living in a foreign country. USF's International Programs Office also provides many services to international students, including assisting in the processing non-immigrant applications for admission and obtaining a F-1 visa to study in the USA.

USF is a small liberal arts school located in a beautiful historic suburban neighborhood about 35 miles southwest of Chicago – just a short train ride away!

University of St. Francis graduates become extraordinary citizens, community members and global leaders. As a Catholic university rooted in the liberal arts, we are a welcoming community of learners challenged by Franciscan values and charism, engaged in a continuous pursuit of knowledge, faith, wisdom, and justice, and ever mindful of a tradition that emphasizes reverence for creation, compassion and peacemaking. We strive for academic excellence in all programs, preparing men and women to contribute to the world through service and leadership.

At the University of St. Francis, you will be part of a diverse student body of over 1,500 undergraduate and 1,900 graduate students. The International Programs Office (IPO) offers a wide variety of services to international students including student support, advising, and immigration/visa counseling. The IPO staff is also committed to fostering international understanding on campus and in our community.

Studying in another country offers many advantages to students including a more global perspective and a chance to make international friends and contacts. The University of St. Francis' small size allows international students to be fully immersed in university culture and receive a personal attention to their academic studies that is not always possible at larger universities.
The International Programs Office is happy to assist you with any questions you may have about application procedures, visa requirements, and student life at the University of St. Francis. We look forward to getting to know you better in the months ahead!

Best wishes and welcome to USF!

--The International Programs Office

**International Student Service Staff**

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**About IPO**

The International Programs Office (IPO) provides oversight and guidance to various university initiatives relating to recruitment of international students, study abroad and other internationalization efforts. The office proactively supports the mission and commitment of the University of St. Francis by promoting an educational environment in which students, faculty and staff can become involved with an aware of the global forces, people and perspectives, which shape our lives.

IPO is here to help you adjust to university life. We provide orientation at the beginning of each semester and offer social events and programming on topics that concern you throughout the year. IPO is your campus resource for information and advising on immigration issues. We will assist you in understanding the regulations governing your stay in the US and in obtaining the benefits of your visa status.

**General Hours**

Office hours are 8:00am to 4:30pm, Monday through Friday. During these hours, you can stop by and receive answers to basic questions, as well as pick up documents, application forms, or other information and resources.

**Advising**

Our IPO advising staff is trained to provide information and counseling to F-1 student visa holders and their dependents about immigration issues, as well as issues of cross-cultural adjustment. If we cannot directly assist you, we will do our best to help you find the resources you need.

**IPO Communications**

**IPO Website**  
http://www.stfrancis.edu/ipo

Many of your questions can be answered by simply looking at the IPO website, where you will find general information about our office, links to useful resources, admission information, new student information, testimonials and FAQ's.

**When to Seek IPO Help**

Please be aware that while IPO is here to help you maintain your nonimmigrant status, your status is ultimately your responsibility. Seek advice when in doubt.
The following is a quick reminder of when you should (or could) seek assistance from IPO. As always, seeking assistance early provides you the greatest number of options and maximum flexibility. This is especially true in time-sensitive situations.

Situations that are time-sensitive and must be reported to IPO:
- Changing your degree objective from what is listed on your I-20.
- You plan to quit school.
- You would like to change your immigration status.
- Your I-20 will expire before you complete your degree objective (i.e. program).
- You would like to work off-campus in the near future (i.e. within the next 6 months).
- You are planning not to enroll during a fall or spring semester.
- You are experiencing difficulties with your studies.
- You have not maintained your F-1 status (i.e. you are out of status).
- During your last entrance to the U.S. an official at the port of entry made an error on your documents or gave you an immigration form to file (most likely form I-515A).
- You are planning to travel outside the U.S.

Situations where IPO can offer advice:
- You are not sure what employment options or restrictions you have on your student visa.
- You are experiencing unforeseen financial difficulties arising after you last entered the U.S.
- You are facing a problem with the university/department or your living arrangements and do not know who can help.
- You or your family members are unclear about the process involved in applying for a U.S. visa stamp.
- You are unsure of your student visa requirements.
- You have relied on your friend(s) for immigration information/advice and now want confirmation of your status.
- You are making plans that you think may have immigration implications.

IPO Programs
International Student Community
The International Student Community seeks to create an environment that facilitates cross-cultural understanding and exchange among international students and the student body at-large.

First Things First
Find Housing
- University of St. Francis offers campus housing with traditional residence halls in Marian or Tower Hall or residences in the historic Motherhouse, which includes modern apartments and suites. In each residence hall, students have access to computers and printers on every floor. Students can also use university equipment to play ping pong, pool, or watch a movie in a student lounge. Bathrooms and showers are located on every floor. For an additional fee, bedding and towels can be provided. **ELAP will work with the IPO staff who will provide the housing options available to students. Please note that ELAP students are required to live on campus for the first year if space is available.
- There are many options available for living off campus and the IPO will assist you in finding suitable housing that is safe, clean and within a reasonable distance of campus.

Register for Classes
All students have access to their MY USF student portal. Login to Portal located at [www.sfrancis.edu](http://www.sfrancis.edu). Click Register for classes. Plug in 5 digit CRN (course reference number) for desired class. Desired class would come from the student’s academic plan. Course schedule is available online at [http://www.stfrancis.edu/academics/course-schedule](http://www.stfrancis.edu/academics/course-schedule). It is highly recommended all students consult with their academic advisor prior to registering for classes.

**Pay Tuition & Fees**
All students must pay their tuition and fees at the beginning of each semester. Please note that the cost of books, personal spending costs, and transportation costs all vary from student to student. The figures presented on the IPO page are strictly estimated costs.

**Purchase Health Insurance**
It is very important for all international students to have health insurance because health care in the United States can be very expensive thus the reason it is mandatory. American citizens and international visitors are required to pay medical costs by themselves unless they have a health insurance. Insurance provides protection against high costs and gives you access to health care in the United States.

**For onsite undergraduate and graduate international**
Students on the Joliet campus, the student health insurance is required and will be billed automatically. The waiver process will not apply to international students. If an international student has health insurance in the United States through a different provider, the Office of Health Services will determine waivers on a case-by-case basis.

While we certainly realize that this is an additional cost to those students not covered by a health care plan, we strongly believe that the relatively modest cost is far outweighed by positive benefits available to an individual who does not have adequate health insurance. Upon request, the Financial Aid Office will discuss the implications on and potential adjustments in the student’s individual cost of attendance and financial aid package calculations.

Arrangements have been made with Will County Medical Associates (formerly the Joliet Medical Group) to participate in this medical coverage. Students who need medical care are typically referred to this medical facility. Will County Medical Associates also provides emergency services at their “Quick Care” facility. Students only need their insurance card to get health services at Will County Medical Associates.

For more information regarding Student Insurance Plan, please pick up a brochure in the Health Services office, Motherhouse C232 or IPO N212.

**Get USF Student ID**
All full-time and part-time students are issued an identification card after they complete their confirmation of registration and payment of fees at the beginning of their first term of school. USF and CONAH identification cards are required for admission to the University of St. Francis Library, Athletic Facilities, Inwood Athletic Club, residence halls, campus activities and meal plans. ID cards are nontransferable and must be shown when requested by the proper authorities. Students who live on campus are required to provide their ID to demonstrate their eligibility to participate in specific food service programs. Students will only receive one ID card while attending USF. At the beginning of the academic year, ID cards are validated with a current year sticker during confirmation of registration. Lost, damaged, or stolen cards will result in a $10 fee charged to gain a replacement. ID cards may be obtained at the Student
Services Office, Motherhouse C150. Students will have up to one week to find a lost card before they are required to replace the lost card.

Get Connected
MyUSF Portal
MyUSF Portal is your personalized gateway to the campus services most important to you. Accessing the Portal allows you to see your schedule, see advisor and academic information, check your degree process, pay your bill, see financial aid information, residence information (if applicable), order your books, and more! An overview of the MyUSF account is available at LearnIt.stfrancis.edu. You can also direct your questions to the Center for Instructional Delivery (CID) ext. 3432.

Computer Labs
The campus provides computer labs throughout campus. Labs are located in all residence halls, Tower Hall 2nd floor, St. Albert’s, and the library. Computers are available for student’s to use for free. There is a cost for printing and is automatically deducted from your student account. All labs are networked and offer a variety of software packages.

USF E-Mail Account
You can access your USF e-mail account through MyUSF Portal.

Update Addresses
Use your MyUSF Portal account to update your home, mailing, billing, and e-mail addresses so that vital mail, including tuition bills and grade reports, will reach you. International students must list their permanent foreign address in the “HOME” field and their US residential address in the “MAILING” field of their MyUSF Portal account.

Purchase Textbooks
Course and pricing information is subject to change based upon data from publishers and instructors. All orders placed on-line are fulfilled with the most current books and the invoice that accompanies your textbooks will reflect any pricing changed. Of course, any purchases made in our store or on-line are fully returnable, in accordance with our stated return policy.

Obtain Illinois ID or Driver’s License
International students who plan to operate a motor vehicle in Illinois, must obtain an Illinois driver’s license.

The Secretary of State’s office issues a Temporary Visitor Driver's License (TVDL) for non-citizens of the United States who have been granted temporary, legal entry into this country and are temporarily residing in the State of Illinois and ineligible for a Social Security number. To be eligible for a TVDL, a foreign national must:

- Be a non-citizen of the United States residing in the State of Illinois;
- Be authorized by the U.S. Citizenship and Immigration Services to be present in this country, and provide documentation verifying such authorization;
- Not be required to obtain a driver’s license issued by the U.S. Department of State, Office of Foreign Missions;
- Be ineligible for a Social Security number, and present documentation, dated within 90 days of the date the individual is applying for a TVDL, issued by the Social Security Administration verifying such ineligibility;
- Be authorized to be in the country for at least one year and have at least six months remaining on an authorized stay;
- Provide acceptable documentation that proves name, date of birth, Illinois residency and verification of written signature;
- Pay the appropriate fee and successfully complete a vision screening and the appropriate written and road tests.
- A TVDL will be issued only in a Class D, L, M, DL or DM, authorizing operation of a personal car, motorcycle or motor-driven cycle. A TVDL is valid for three years or for the period of time the individual is authorized to stay in this country, whichever ends sooner.
- Individuals eligible for a TVDL may obtain an instruction permit allowing them to practice driving before taking their road exam. To obtain an instruction permit, the applicant must visit a designated Driver Services facilities and meet the requirements for obtaining a license for the first time.

You can find more information by following this link: [http://www.cyberdriveillinois.com/](http://www.cyberdriveillinois.com/)

**Money Matters**

**U.S. Currency**

U.S. currency is based on a decimal system, with one dollar ($1 or $1.00) equal to one hundred cents. Coin currency is used for amounts less than one dollar. The most common coins, their equivalencies, and appearance follow:

![Image of U.S. coins]

Paper currency, all printed in green and white, is most often circulated in the amounts of $1, $5, $10, $20, $50 or $100.

**Banking**

**Checking and Savings Accounts**

Joliet provides many banking options near campus accessible by USF or public transportation. Below are suggested banking options in the city of Joliet. University of St. Francis provides ATM machines (Fifth Third Bank) on campus.

| Bank of America | Chase | Harris Bank |
To set up an account at any of the banks above you will need to bring with you the TWO of the following documentation:

- Passport
- School ID
- I-20
- State ID or Driver License (If Applicable)
- Social security card (If Applicable)

In addition to the two forms of identification, you would also need to bring with you:

- Letter of acceptance from USF
- Your foreign home address and current U.S. address
- Money to deposit into an account

**Writing and Cashing Checks**

ATM Cards
Card banking allows you to bank 24 hours a day at many banks throughout the country. Automatic Teller Machines (ATM’s) allow you to get instant cash, account balances, make deposits, account transfers, and loan and credit card payments. You may automatically become eligible for card banking at no additional charge when you open a Personal Checking or Savings Account with some banks. Each bank may have slightly different options. Check around before you choose which service is right for you. Note that some banks may charge a small fee for each automatic transaction or a fee each time you use their automatic teller machine.

Debit Cards
Often when you open a checking account in the United States, your account will come with a debit card (also known as a bank card). These cards can be used to withdraw money from an ATM or it can be used to make purchases, much like you would with a credit card. Debit cards will withdraw funds from your bank account automatically, so if the money is not in your account the card will be rejected. Check with any of the banks listed at the back of this pamphlet to see which of their accounts come with a debit card.

**Credit Cards**

Another method of payment in the US is a credit card. Many students will use a credit card to make large purchases, such as a semester worth of books. A credit card can often be a very expensive option should you be unable to pay the balance on your card within the specified grace period. Before you begin to apply for a credit card make sure to read all the details in the offer, specifically what the interest rate is, if there are any annual fees, and when those fees are applied to your card.

Many large American banks will offer not only bank accounts and debit cards, but also credit cards. However, these companies can be hesitant to offer credit cards to international students as they don’t have an established credit history in the United States. If you have a credit card from your home country, bring it with you to the bank so that they can review your credit limit. Many times after careful review of your foreign credit, a credit card will be issued.

**Telephone Services**

**Calling Cards**

You may opt to use one of the many pre-paid international phone cards, which can be purchased at many different locations including grocery stores, drug stores, or on-line. Make sure you compare the rates before you buy one of these cards. You may want to also check if there is any fee just to connect. The following site offers phone cards with no hidden charges: http://www.internationalstudent.com/phone-cards/

**Cell (Mobile, Wireless) Phone Service**

Cell phones in the U.S. work on different frequencies than in most other parts of the world; therefore, even if you have a cell phone in your home country, it may not work here.

**Tri-Band Phones & SIM Cards**

If you have a cell phone that is a tri-band phone (a GSM phone that supports three of the four major GSM frequency bands, which work in most parts of the world) you will need to buy a new SIM card from a U.S. cellular company. A SIM card is a removable card that stores a user’s service information as well as personal contacts. It allows users to change phones by simply removing the SIM card from one cell phone and replacing it with another.

**Contract Plans and Prepaid (To-Go) Plans**

All phone companies in the U.S. offer contract plans. This means that you have to sign a contract with the company in which you state that you will be using their service for a pre-determined length (usually two years), paying a monthly fee plus the charges for the services according to your rate-plan. However, this option can be difficult for newly arrived foreign citizens. Companies may require that you have at least a year of credit history on your credit card, which must be obtained in the U.S., and a Social Security number. Without one of these, you may be
required to pay a one-time fee, between $300-$600 (depending on the company), which will be returned to you upon completion of the contract.

A better option may be to apply for a Prepaid Plan, which is offered by most major companies and is also available through electronic retail stores (Best Buy, Radio Shack). A Prepaid Plan means you have to pay a fee (according to your rate-plan) a month in advance. You can terminate the service any time you like. However, you still need at least a debit/ATM card to be able to use this service. The company charges your card automatically, on the same date every month, unless you call to terminate your service. No subscription fee is required; you only pay the sum of your rate-plan.

Cell Phones
If you want to buy a new cell phone, buying one along with a service plan directly from the company whose service you will use can get you a huge discount. Some phones are offered only together with the service, making them significantly cheaper than their original price. 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.

<table>
<thead>
<tr>
<th>AT&amp;T</th>
<th>Cricket</th>
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<tbody>
<tr>
<td>3340 Mall Loop Drive #1254 Joliet, IL 60435</td>
<td>1701 North Larkin Avenue #601 Crest Hill, IL 60403</td>
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<tr>
<th>Sprint</th>
<th>T-Mobile</th>
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</thead>
<tbody>
<tr>
<td>3340 Mall Loop Drive #1478 Joliet, IL 60435</td>
<td>1701 North Larkin Avenue Crest Hill, IL 60435</td>
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<table>
<thead>
<tr>
<th>US Cellular</th>
<th>Verizon</th>
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<tbody>
<tr>
<td>2836 Plainfield Road Joliet, IL 60435</td>
<td>2939 West Jefferson Street Joliet, IL 60435</td>
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</table>

Social Security Numbers (SSN)
All international students will need to apply for a social security number in order to work on or off campus. It is a nine-digit number issued by the Social Security Administration. International students should apply for a social security number for employment purposes only. Students must have a job offer to be able to apply for a social security number.

International Taxpayer Identification Number (ITIN)
An Individual Taxpayer Information Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine-digit number that always begins with the number 9 and has a 7 or 8 in the fourth digit, example 9XX-7X-XXXX. IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but are not eligible to obtain a Social Security Number (SSN) from the Social Security Administration (SSA).

Taxes
As an F-1 student you must file an income tax return with the Internal Revenue Service (IRS) regardless of whether you have earned income or not.

Health Services, Insurance, and Emergencies
Health Care
It is very important for all international students to have health insurance because health care in the United States can be very expensive. American citizens and international visitors are
required to pay medical costs by themselves unless they have a health insurance. Insurance provides protection against high costs and gives you access to health care in the United States.

**Health Insurance**
All international students are required to have health insurance. All students are automatically enrolled in USF’s insurance plan unless there is proof of private coverage that is accepted by USF. Some hospitals and physicians may not accept the health insurance purchased outside of the United States.

For onsite undergraduate and graduate international students on the Joliet campus, the student health insurance is required and will be billed automatically. The waiver process will not apply to international students. If an international student has health insurance in the United States through a different provider, the Office of Health Services will determine waivers on a case-by-case basis.

While we certainly realize that this is an additional cost to those students not covered by a health care plan, we strongly believe that the relatively modest cost is far outweighed by positive benefits available to an individual who does not have adequate health insurance. Upon request, the Financial Aid Office will discuss the implications on and potential adjustments in the student’s individual cost of attendance and financial aid package calculations.

Arrangements have been made with Will County Medical Associates (formerly the Joliet Medical Group) to participate in this medical coverage. Students who need medical care are typically referred to this medical facility. Will County Medical Associates also provides emergency services at their “Quick Care” facility. Students only need their insurance card to get health services at Will County Medical Associates.

**Disability Services**
If you are in need of academic or housing accommodations due to a disability, you must contact the Office of Disability Services (ODS) by calling 815-740-5060. You can also request an appointment with the Coordinator of ODS from the staff in the Academic Resource Center (ARC), located in the Library, L-214. By making an appointment with the Coordinator of Disability Services, you will be taking the first step in self-advocacy.

**Health-Related Services**
The following health-related services are free to students and you should not hesitate to use them if you feel the need. In the U.S. it is quite common for people to seek counseling related to mental health issues. Information you share with a counselor is confidential.

**Health Services**
Health Services is the liaison between the students and area health care facilities. Staffed by a registered nurse, the department provides treatment information, health maintenance, referrals, and professional evaluation. In addition, the department sponsors educational programs such as semi-annual blood drives, wellness topics, and freedom from smoking workshops. Professional physicians’ care and emergency aid are available at area hospitals and clinics. When emergency care or hospitalization is required, arrangements will be made to transfer the student to a local hospital at the student’s expense. The health services director is additionally responsible for overseeing the compliance by all students to state immunization requirements.
The Health Services Department of the University of St. Francis has a legal and moral obligation to protect all patients' right to privacy except in extreme emergencies, USF students are expected to notify their family about details concerning their health. Strict confidentiality is maintained at all times concerning the details of all student health records and care provided. Information CANNOT be released without the written permission of the student. This includes all requests for immunization records.

Counseling Services
Personal Counseling services are available to any student, faculty member, employee or alumnae of the University. This service provides professional consultation or psychotherapy services to individuals or couples who are experiencing personal problems that interfere with their lives. The department addresses issues of loss and grief, adjustment problems, marital and family problems, depression, anxiety, and stress management. Students who have anxiety issues around test taking, adjusting to living away from home for the first time, or any problem that prevents them from functioning at their peak level of performance are also dealt with through this department. Appointments are made either in person (Motherhouse - C136) or over the phone (815-740-3598) with the Director of Counseling and Health Services. All services are confidential. Information regarding your services cannot be released without written consent. All services are free of charge.

Emergency Information
What is an emergency? This definition varies from person to person. Emergencies can include: seeing a crime in progress, a fire in a building, or someone being injured. If you want to know if your car has been towed or need directions somewhere, these do not qualify as emergencies. Calling 911 should only be used for emergencies.

Fire
If you see a fire, move to a safe area and call 911. Whenever the fire alarm sounds, you must evacuate the building (even if it is in the middle of the night). Occasionally campus will have “fire drills” which is when the fire alarms in a building sound and people practice how they would exit the building in the case of a real fire. It is expected that you promptly exit the building during these practice fire drills and not enter again until you receive further notice.

Injury or Illness
In the U.S., health care providers distinguish between emergency services and urgent care. Emergency services are those required for a serious injury or life-threatening illness. Urgent care is for problems that are less serious but nonetheless need attention before a regular doctor appointment could be scheduled. Be sure to review your health insurance materials, and know where the nearest hospital and urgent care facilities are located and what services are covered under your plan.

Severe Weather
Will County uses a network of sirens that alert residents when severe weather is approaching. You will most likely hear the sirens when there is a severe weather or tornado “warning.” The sirens will last for 3 minutes at a time. There is also a monthly test for the sirens that typically take place on the first Tuesday of each month at 10:00am. When the sirens sound, do not call 911 or the police unless you need assistance. You should seek shelter in the basement or center of the building away from windows and tune into a local television or radio station for more information. Will County will also notify people who are watching TV or listening on the radio by transmitting an alert tone and transmission. Most local TV networks will also display small symbols in the corner of the TV screen when there are active severe watches or warnings.
Culture in the United States
U.S. Cultural Values
http://www.internationalstudentguidetotheusa.com/articles/culture.php

According to the International Student Guide to Studying in the US: Studying in the United States of America can be a wonderful learning experience. Both in and out of the classroom you will learn and practice the English language. You will also learn much about American life and its culture. As you prepare to come to the U.S., it may help to know something about the values that shape U.S. Americans' attitudes and behaviors. Some of those values include but are not limited to Individuality, Privacy, Equality, Time, Informality, Achievement and Hard Work/Play, Being Direct and Assertive, Forward Thinking and a Willingness to Change.

Protocol
Names and Titles
There are strong cultural differences, even within the U.S., with regard to formality and the use of titles with names. How you address a person will usually depend on the situation and/or your relationship with that person. Common titles include “Mr.” (pronounced “Mister” and meaning male, married or single), “Ms.” (pronounced “Miz,” meaning female, married or single) and “Mrs.” (pronounced “Missus,” meaning a married female). Other titles particularly common on a university campus include “Dr.” (short for “Doctor,” meaning a medical doctor or someone with a PhD) and “Prof.” (short for “Professor,” meaning someone who has a faculty appointment at a college or university).

Dealing with Organizations
You may get frustrated at times when dealing with organizations in the community or on campus. Keep in mind that the university is de-centralized and not all offices will be in communication with each other about your situation. It is your responsibility to make sure that you consult with the different offices on campus that may be involved in the matter with which you are dealing. When dealing with these offices, keep in mind how the role and status of office personnel may differ here in the U.S. from that of your home country. Remember to also contact IPO for any other assistance.

Guidelines for Getting Things Done:
- Be courteous to all employees and students. There is a strong trend toward informality in the U.S., and therefore, receptionists, secretaries, and front-line staff may use behavior that is not as formal as what some international students are accustomed to. You may encounter a very casual attitude, but it is important to understand this is not a sign of disrespect.
- Explain your request or question to the receptionist, secretary, or front-line employee. Let that person decide what procedure you should follow or who you need to speak to next.
- If there is some procedure you must follow, ask questions so that you understand it clearly. Remember that in the U.S., rules and procedures are not often negotiable. Rather than demanding to speak to someone “in charge,” try being friendly and respectful, and asking, “What should I do next?”
- Follow procedures and instructions carefully. In the U.S., many things are accomplished on the phone or via e-mail, and it is not always necessary to speak to someone in person. It is quite acceptable to call an office or organization, say what you want, and ask for instructions about the most efficient way to proceed. Doing so may save you a lot of time and energy.
Appropriate Dress and Hygiene
In the U.S. you are expected to dress appropriately for the occasion. As students, dressing casually (jeans, shorts, t-shirts, etc.) is generally acceptable, unless you are instructed otherwise. In the workplace, dress is more professional, although standards vary greatly. Observe what others are wearing, or ask a supervisor before wearing casual clothes. Be aware that although people may be dressed casually, that does not mean that supervisors or professors should be treated as equals.

You may also notice that personal hygiene is very important in the U.S. People generally shower every day and seldom wear the same shirt two days in a row.

Legal Issues
Alcohol, Tobacco and Drugs
In Illinois, you must be 18 years of age to purchase or use tobacco products. You will find that smoking is prohibited in many buildings; the state of Illinois has banned smoking in bars and restaurants. Smoking is generally allowed outdoors (15 feet away from an entrance) or in one’s own home. The University of St. Francis complies with the provisions of the Illinois Clean Air Act (P.A. 86-1018). No smoking is permitted in any building on campus. Smoking is allowed in the following areas: East entrance of Donovan Hall, area facing North on Taylor Street at the East wing of Marian Hall, and the back entrance of Tower Hall.

You must be 21 years of age to legally purchase or consume alcohol in the state of Illinois, and no one may consume alcohol while in an automobile. Driving while intoxicated is a crime and punishable by law, as is providing alcohol to anyone under the age of 21. If you drink, please do so responsibly, and do not drive.

Underage Drinking & Alcohol Possession (provided by Illinois Liquor Control Commission)

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<thead>
<tr>
<th>Violation</th>
<th>Penalties</th>
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<tbody>
<tr>
<td>Possession of alcohol by an individual under the age of 21, opened or unopened container.</td>
<td>Maximum $500 fine and a six-month jail term.</td>
</tr>
<tr>
<td>Consumption of alcohol by an individual under the age of 21.</td>
<td>Up to $2,500 fine and possible jail time.</td>
</tr>
<tr>
<td>Illegal transportation of alcohol by an individual under the age of 21.</td>
<td>Driver’s license suspension for one year for first offense. Revocation of driver’s license for subsequent offenses.</td>
</tr>
<tr>
<td>Providing alcohol to an individual under the age of 21.</td>
<td>Maximum $2,500 fine and one-year prison term.</td>
</tr>
<tr>
<td>Permitting underage alcohol in a private residence.</td>
<td>Class A misdemeanor charge.</td>
</tr>
<tr>
<td>Permitting underage alcohol consumption in a private residence leading to serious injury or death.</td>
<td>Maximum $25,000 fine; one to three year prison term.</td>
</tr>
</tbody>
</table>

Discrimination
In the U.S. there are many federal, state, university and other laws that prohibit discrimination. University of St. Francis policy prohibits discriminations on the basis of race, gender, religion, age, color, creed, national or ethnic origin, sexual orientation, marital status or disability in the recruitment and admission of students and the employment of faculty, staff, and students and in the operation of all university programs, activities and services. Individuals with disabilities are
encouraged to attend all University of St. Francis-sponsored events. Evidence of practices, which are inconsistent with the policy, should be reported to the Office of the President.

**Sexual Assault and Relationship Violence**
Sexual assault in any form, whether stranger, date, or acquaintance, is prohibited. Sexual assault is defined as the forcing of a person to engage in any sexual contact without knowingly or willingly consenting to the act. This includes sexual contact with persons unable to consent. A person is unable to consent if he or she is temporarily incapable of appraising or controlling his or her own conduct due to the influence of alcohol or drugs, are physically helpless because he or she are unconscious, mentally ill or handicapped, or is not of legal age.

**Sexual Harassment**
It is the goal of the University of St. Francis to provide an academic environment free of any form of sexual harassment in the university community. The sexual harassment of students, faculty, or staff will not be tolerated or promoted. The university classifies sexual harassment as any unwelcome sexual advances, requests for sexual favors, or other visual, verbal, and physical conduct of a sexual nature, whether explicit or implicit. This includes sexist remarks or behavior such as verbal harassment or abuse, patting or pinching, repeated brushing against the body, subtle pressure for sexual activity, solicitation or coercion of sexual activity through the promise of rewards and/or preferential treatment or threat of punishment.

**Education in the United States**

**The U.S. Academic Environment**
- Active class room participation is expected.
- Time pressure is high – often there are many small assignments due each week – and time management is an important skill to develop.
- Critical thinking must be developed.
- Independent thinking is highly valued.
- Presenting ideas concisely in class is expected.
- Assignments (reading, writing, homework, tests) are numerous.
- Competition is a common mind-set.
- Achievement and hard work are highly valued; the finished product is most important.
- Students must be responsible for themselves.
- Equality – all students should be treated equally.
- Informality is normal.
- Direct and straightforward communication is expected.
- Friendship is usually based on doing things in common – sports, studying, etc.
- Combining theory and practice – the practical application of ideas – is emphasized.
- Problem-solving orientation – “If it’s broken, we ought to be able to fix it!”
- The scientific method and the use of logical proof are emphasized academically.
- Plagiarism and cheating is not tolerated.

**Classroom Etiquette**
Some behaviors in the classroom here may be very different from what you’re accustomed to. Some international students consider classroom etiquette in the U.S. to be surprisingly informal. For example, students often bring beverages and sometimes even food to class, particularly is the class takes place near mealtime. Professors have different opinions about eating in class so, if you are in doubt about what is appropriate in class, ask.
Also, while some professors conduct their classes quite formally, others, particularly in higher level courses, are much more informal with their students. You may have a professor who wears a suit every day and another that wears jeans. Some professors may even invite you to call them by their first name! Because people in the U.S. are often focused on achievement, the outward appearance may not be as important to status as it is in some cultures. Typically it is a good idea to call a professor by this title followed by his or her last name, such as “Professor Smith” until you are invited to do otherwise.

Regardless of their appearance, most professors expect you to show respect by attending class regularly and participating. Discussion is usually expected and encouraged. In classes, you may raise your hand to ask questions, comment on what has been said, and even disagree (as long as it is done in a respectful manner). Participation may even be factored into your grade. Refer to the syllabus the professor hands out on the first day of class, or observe U.S. students in the class during the first few days to get an idea of the level and type of participation expected. If you’re still unsure, ask the professor.

**Academics at USF**

*Courses*

A copy of your semester course schedule is available for you to view on the MyUSF portal. For a full list of course offerings and course descriptions, please consult the University Catalog which is available at: [http://www.stfrancis.edu/content/newimages/registrar/10-12-catalog/complete-catalog-with-ed-td-changes.pdf](http://www.stfrancis.edu/content/newimages/registrar/10-12-catalog/complete-catalog-with-ed-td-changes.pdf)

*Academic Advisors*

For questions regarding a change of schedule, change of major, or selection of classes please consult with your academic advisor. Contact information for your academic advisor will be listed in the MyUSF portal. If you are unable to contact your advisor you may also stop by the Academic Advising office located at N320 in Tower Hall. Academic Advising office hours are 9am-5pm, Monday through Friday.

**USF Grading System**

As a general requirement, degree candidates must achieve a minimum average of 2.0 quality points per semester hour of credit completed. Finals grades in each course are converted to quality points according to the following schedule: A grade of “A” in a course is converted to four quality points of each semester hour of credit: Thus, in a three-semester-hour course, an “A” is worth 12 points. A grade of “B” is worth three quality points per semester hour of credit; a grade of “C” is worth two quality points per semester hour of credit, a grade of “D” is worth one quality point per semester hour of credit. Other grades receive no quality points. The quality point or grade average is computed by dividing the total number of quality points earned by the total number of semester hours attempted excluding courses with a “P” grade.

**Academic Integrity**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in many ways, including instruction on the components of academic honesty, modeling the Franciscan values of respect and integrity, as well as abiding by university policies on penalties for cheating and plagiarism.
Cheating
Cheating is taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom. This includes use of materials, books, notes, electronic devices, and communication with others not expressly permitted for the assignment or activity. Students may not employ others, including commercial enterprises, to conduct research or prepare work for them. Students may also not submit the same work more than once without prior instructor approval. Submitting the same assignment twice violates the assumption that every assignment advances the student’s learning and growth.

Fabrication
Fabrication is the falsification or invention of any information, data, or citation in an academic exercise.

Facilitating Academic Dishonesty
Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

Plagiarism
Plagiarism is the representation of the words or ideas of another as one’s own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a note. Citation is also required when material from any source in print, electronic, or other medium is paraphrased or summarized in whole or in part in one’s own words. Since information that is “common knowledge,” such as names of leaders of prominent nations, basic scientific laws, etc. need not be footnoted, plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with a faculty member.

Information for Families
Dependent Visa Regulations
It is very important that both international students and their dependents understand the federal regulations with which they must comply in order to maintain their visa status while in the U.S. While F-2 dependent status relies on whether or not the F-1 principal is maintaining his or her status, there are also several regulations that apply directly to F-2s. Some of the most critical are listed below.

Employment:
- F-2 dependents may not be employed in the U.S.

Child Care
Founded in January 1991, Child Care Resource & Referral serves Will, Grundy, Kendall and Kankakee counties as part of the Illinois Statewide CCR&R System of IDHS. CCR&R is a not-for-profit agency providing child care information and services to families, child care providers and employers. Phone: 815-741-1163 - Fax: 815-741-1170. In addition to that service there are several local private and public child care providers. A good search that is child care providers/daycare/babysitting/nannies in Joliet area.
English Language for Academic Purposes (ELAP)

Students interested in improving their English language skills and learning more about American culture are invited to participate in the ELAP program. This program is required for students that are interested in pursuing studies at the University of St. Francis that have not passed or taken a TOEFL or IELTS exam (please refer to the University Catalog for exam score requirements).

The program is an 8 month intensive program where students will learn English reading, writing, speaking, and listening skills. For more information regarding tuition, fees, and the application process for the program please contact the International Programs Office.

Volunteer Opportunities

Bringing good people and good causes together is the root of volunteering. is generally considered an altruistic activity, intended to promote good or improve human quality of life. It is considered as serving the society through own interest, personal skills or learning, which in return produces a feeling of self-worth and respect, instead of money. Volunteering is also famous for skill development, to socialize and to have fun. It is also intended to make contacts for possible employment or for a variety of other reasons. Volunteering takes many forms, and can be performed by anyone with own set of skills. There are several local opportunities available. If interested please consult with our International Programs office for assistance.

Living in Joliet

Joliet and Will County

Population of Joliet
2010 (census): 147,433
Persons per square mile: 2,373.6
Median age:

Population of Will County
2010 (census): 677,560
Persons per square mile: 809.6
Median age:

Transportation

Pace Bus System
Taxicabs
Metra Train
Chicago Airports — Midway and O’Hare
USF Shuttle
Peoria Charter

Grocery/Convenience Stores

<table>
<thead>
<tr>
<th>CVS**</th>
<th>FM Rio Grande</th>
</tr>
</thead>
<tbody>
<tr>
<td>809 Plainfield Road Joliet, IL 60435</td>
<td>1115 Plainfield Road Joliet, IL 60435</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food 4 Less</th>
<th>Jewel-Osco</th>
</tr>
</thead>
<tbody>
<tr>
<td>1701 North Larkin Avenue Crest Hill, IL 60403</td>
<td>1401 West Jefferson Street Joliet, IL 60435</td>
</tr>
</tbody>
</table>
Sports and Recreation
It is very common for children, as well as adults, in the U.S. to be involved in organized recreational activities, either through their school or the community. It is a great way to meet people, perhaps learn something new, and just have fun. The following are a number of suggestions on how you can get active in Joliet.

Patrick J. Sullivan Recreation Center
A gymnasium, racquetball courts, and newly renovated fitness center are available for your convenience. The rec center is located on the East side of Parking Lot A. Hours may vary on when these facilities are open, but you can find them right on campus!

Intermural
If your busy schedule does not permit you to be a full-time member of one of our sports teams, consider checking out the USF intermural program. USF intermural programs will challenge you with the opportunity to compete with (or against) your friends in a wide variety of activities. They include: basketball, volleyball, bowling, wallyball and ping-pong. Intermural competition is open to all students and employees. You will have the opportunity to meet new friends, maintain your physical fitness and test your level of competition all through your participation.

Inwood Athletic Club
USF offers its students a free membership to Inwood Athletic Club. Located 3000 West Jefferson Street, it’s only a few miles from USF’s campus. Getting there is easy; just hop on a Pace bus! Feel free to use this club to take on your individual wellness goals. There is access to gym equipment, aerobics classes, a lap pool, and much more. You must show your USF ID to use these facilities.

Weather in Joliet

<table>
<thead>
<tr>
<th>Month</th>
<th>Average High</th>
<th>Average Low</th>
<th>Mean</th>
<th>Average Precip.</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>31°F/-1°C</td>
<td>24°F/-8°C</td>
<td>24°F/-4°C</td>
<td>1.80in./45.7mm</td>
</tr>
<tr>
<td>February</td>
<td>36°F/2°C</td>
<td>29°F/-6°C</td>
<td>29°F/-2°C</td>
<td>1.79in./45.5mm</td>
</tr>
<tr>
<td>March</td>
<td>47°F/8°C</td>
<td>38°F/-2°C</td>
<td>38°F/3°C</td>
<td>2.25in./57.2mm</td>
</tr>
<tr>
<td>April</td>
<td>61°F/16°C</td>
<td>50°F/4°C</td>
<td>50°F/10°C</td>
<td>3.49in./88.6mm</td>
</tr>
<tr>
<td>May</td>
<td>71°F/22°C</td>
<td>60°F/9°C</td>
<td>60°F/16°C</td>
<td>4.08in./103.6mm</td>
</tr>
<tr>
<td>June</td>
<td>81°F/27°C</td>
<td>71°F/16°C</td>
<td>71°F/22°C</td>
<td>3.88in./98.6mm</td>
</tr>
<tr>
<td>July</td>
<td>84°F/29°C</td>
<td>74°F/18°C</td>
<td>74°F/23°C</td>
<td>4.33in./110.0mm</td>
</tr>
<tr>
<td>August</td>
<td>82°F/28°C</td>
<td>73°F/17°C</td>
<td>73°F/23°C</td>
<td>4.16in./105.7mm</td>
</tr>
<tr>
<td>September</td>
<td>76°F/24°C</td>
<td>66°F/13°C</td>
<td>66°F/19°C</td>
<td>3.01in./76.5mm</td>
</tr>
<tr>
<td>October</td>
<td>64°F/18°C</td>
<td>54°F/6°C</td>
<td>54°F/12°C</td>
<td>2.84in./72.1mm</td>
</tr>
<tr>
<td>November</td>
<td>49°F/9°C</td>
<td>41°F/1°C</td>
<td>41°F/5°C</td>
<td>3.06in./77.7mm</td>
</tr>
<tr>
<td>December</td>
<td>35°F/2°C</td>
<td>28°F/-6°C</td>
<td>28°F/-2°C</td>
<td>2.20in./55.9mm</td>
</tr>
</tbody>
</table>
Appendix

Telephone Calls
All U.S. telephone numbers have ten digits 1-555-555-5555 (except the emergency number 911). The first three digits are the area code and are usually preceded by a 1. Numbers that begin with 1-800 are toll free, meaning you do not pay for the call.

Emergency Contacts
Fire, Serious Injury, or Accident (emergencies) 911
USF Security (on-campus; non-emergency) 815-740-3200
Joliet Police (off-campus; non-emergency) 815-726-2491

Directory of Helpful Campus Resources

Academic Resource Center
- Library, L214
  815-740-5060
Here, you can find tutoring services.

Admissions
- Graduate Admissions
  Tower Hall, N104
  800-735-7500
- Undergraduate Admissions
  Motherhouse, C215
  815-740-2270

Alumni Relations
- Tower Hall, S102
  877-811-2586
This office handles alumni related services.

Athletic Training
- Rec Center, Athletic Training Room
  815-740-3845

Barnes and Noble Book Store
- Tower Hall
  815-740-3394
Here you can purchase books, supplies, and other merchandise.

Business Office
- Tower Hall, S207
  800-359-3500
This office sends out bills and collects tuition/fees.

Career Services
- Tower Hall, N320
  866-890-8331

Center for Instructional Delivery
- Library, L220
  815-740-5080

Colleges/Schools
- College of Arts and Sciences
  Tower Hall, S204
  815-740-3367
- College of Business and Health Administration
  Tower Hall, N211
  800-726-2600 #6
- College of Education
  Tower Hall, S313
  815-740-3829
- College of Nursing
  Motherhouse, C220
  815-740-3840

Counseling and Health Services
- Counseling
  Motherhouse, C136
  815-740-3598
- Health Services
  Motherhouse, C213
  815-740-3598

Financial Aid Services
- Tower Hall, N320
  866-890-8331
Office that handles financial aid, awards and scholarships

Health and Wellness Center
- Murphy Building (located 311 N. Ottawa St.)
  815-744-9037
A primary care clinic listening to your health concerns and treating with clear explanations.

Human Resources
- Tower Hall, S218
  815-740-5038

IKON (on campus mailing/duplicating)
Tower Hall
815-740-4566
International Programs Office
• Tower Hall, N212
  815-740-5025
Registrar’s Office
• Tower Hall, N320
  815-740-3363
University Ministry
• Motherhouse, C309
  815-740-3415

Directory of Helpful Off-Campus Resources

Foreign Embassies in the United States
http://www.state.gov/s/cpr/rls

Internal Revenue Service (IRS) Taxpayer Assistance Center
14479 S. John Humphrey Drive
Orland Park, IL 60462
(708) 873-8310
IRS Taxpayer Assistance Centers are your source for personal, face-to-face tax help.

United States Citizen and Immigration Services (USCIS) Inquiry
800-375-5283
http://www.uscis.gov/portal/site/uscis

United States Citizenship and Immigration Services (USCIS) Office & Service Center
Chicago Field Office
101 West Congress Parkway
Chicago, IL 60605

US Postal Service
2000 McDonough Street
Joliet, IL 60436
(815) 773-1060
https://www.usps.com/

Social Security Administration
552 Houbolt Road
Joliet, IL 60431
1-866-783-7302
http://www.ssa.gov
The office that administers Social Security Numbers

Illinois Department of Revenue (IDR)
100 West Randolph Street
Chicago, Illinois 60601
www.revenue.state.il.us/

Illinois Department of Transportation
201 South Joyce Road
Joliet, IL 60435
http://www.cyberdriveillinois.com/
Visit this site for more information about getting an Illinois driver’s license or state ID.