



**Western Oregon
University**

**PRE-ARRIVAL &
ORIENTATION GUIDE**

**For International & Exchange
Students**



Welcome to WOU

On behalf of Western Oregon University, I welcome you to become one of our approximately 6,500 students who have come to us from the United States as well as more than 20 countries from around the world. Our beautiful campus in the Willamette Valley provides a safe and nurturing environment for learning. Without question, students come first at WOU.

Western Oregon University is keenly interested in welcoming international students to its campus and providing you with a high-quality education at an affordable price.

International students are well-received here and excel academically, socially, athletically, and otherwise. You will find Western Oregon University to be a warm, friendly and safe place to pursue your formal academic training. You will be challenged and inspired, supported and encouraged in all that you find here, from the classroom to campus life to lifelong friends to your own emerging self.



In summary, Western Oregon University is an excellent choice for international students. Please review our Web site carefully, and contact us by e-mail, fax or phone if you have any questions. We hope you will decide that WOU is the place for you and we look forward to seeing you on our campus.

Wishing you much success in your educational endeavors

Dr. John P. Minahan
President
Western Oregon University

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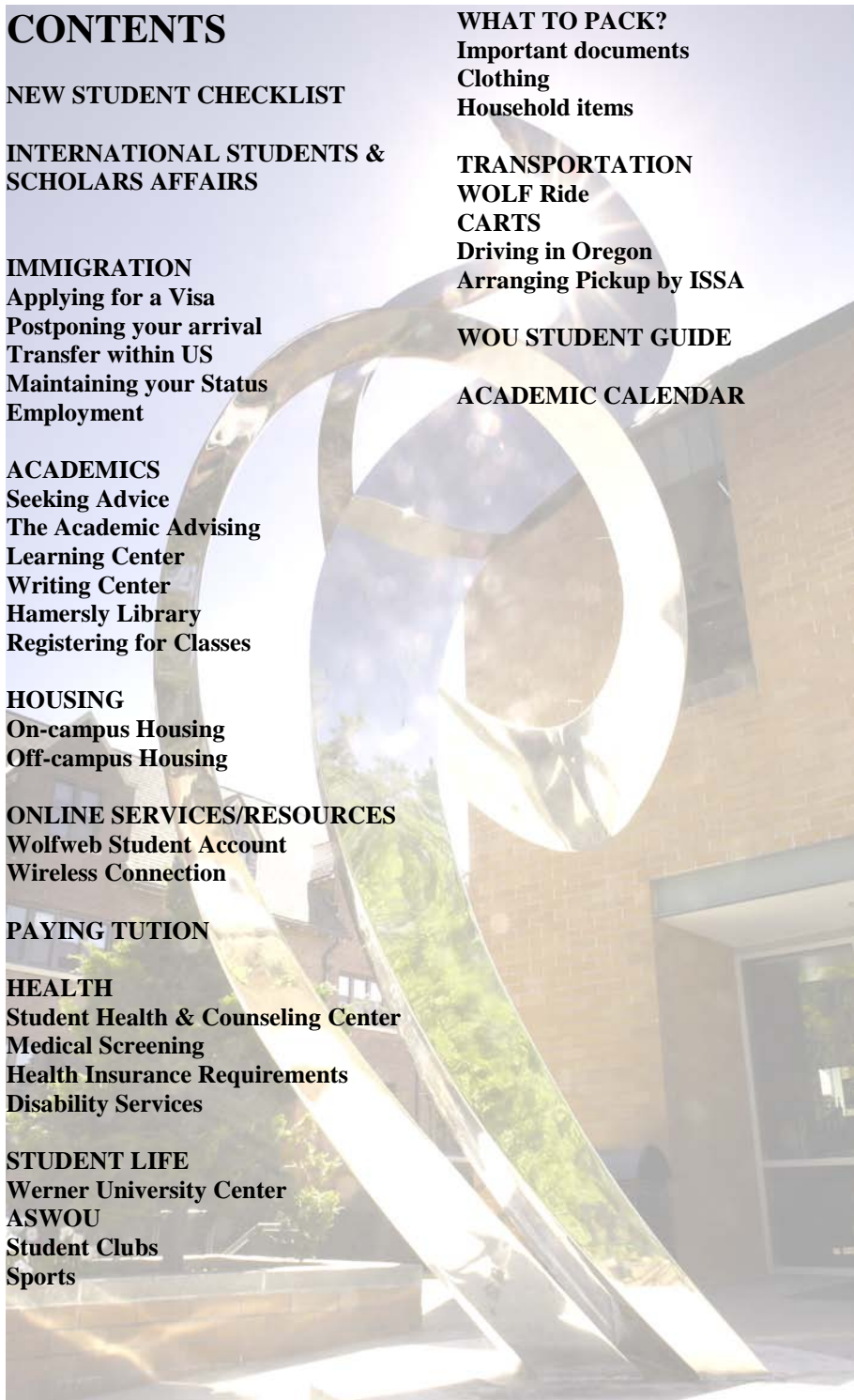
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WOU STUDENT GUIDE

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New Student Checklist

Before Entering US:

- Review your documents.
- Applying for your U.S. Student Visa.
- Inform ISSA when your Visa is approved, arrival information, and if you need airport pickup.
- Plan your arrival in Monmouth
- Apply for on-campus housing or research privately-owned houses or apartments.
- Fill out your Health History Form and TB Form
- Activate your WOU Network/Woflweb/Email username and password.
- Plan your academic program and register for classes
- Read “What to Pack.” To prepare for your move to Oregon

After arriving in Monmouth:

- Check in to on-campus housing or your prearranged off-campus housing.
- Report to ISSA and sign-up for New Student Orientation. Bring your passport, I-94, I-20/DS-2019 for you and your dependents.
- Attend New Student Orientation
- Attend a mandatory Health/Medical Screening.
- Get a WOU ID card in the Werner Center. Bring Admission letter.
- Meet with academic advisor, Check WolfWeb for Advisor, if not go to Advising Office.
- Open a bank account.
- Graduate students, check-in with your departments for additional academic orientation and advising.
- Register for classes on-line through WolfWeb at or at the Registrar with a Add/Drop form sign by your professor.
- Complete a Revolving Account Form and submit to business office.
- Pay your tuition and fees at the Cashiers Office or online
- Buy your textbooks.
- Turn-in a Completed Immigration Registration Form
- Get a print Card at the Library, (\$1 to get a card)
- Pick up WOU planner at Werner University Center
- Keep track of important dates and deadlines.
- Attend all classes regularly from the first day.

INTERNATIONAL STUDENTS & SCHOLARS AFFAIRS

Welcome to the Western Oregon University.

We are delighted that you have selected WOU as your university of choice, and we want to help make the transition into your new learning and living environment as easy as possible.

As a new international student at WOU, you have joined the ranks of more than 350 international students enrolled in studies at the university, who hail from 25 different countries. So, know that you are not alone. In addition to the academic opportunities that you will experience, you will also enjoy a wealth of cultural and social activities to help you feel right at home.



International Students and Scholars Affairs (ISSA)

International Students and Scholars Affairs is the central coordinating body for most of the university's international activities. We believe that the quality of education grows when a classroom is filled with students from around the world, when discussions include cross-cultural perspectives, when faculty and staff grow their skills internationally, and when students can study and work abroad.

The International Students and Scholars Affairs Office is the headquarters for all on campus international student and scholar activities and is responsible for all international student and scholar applications, admissions, and visa forms issuing at WOU. The International Students and Scholars Affairs Office also conducts international programming and exchanges between WOU and international institutions, and coordinates various international cultural and training programs both at WOU and in other countries. We invite you to visit our campus and our office to meet with our staff and current international students.

ISSA should be the first stop on campus after moving into accommodation for international, exchange and study abroad students. We offer programs and services such as:

- Orientation programming for all new international and exchange students
- Non-academic advising concerning student visas, employment regulations, and cultural transition issues
- Assistance for exchange students.
- Information about health insurance

- International student mentorship program to support personal and cultural transition
- Conversation partner program
- Student support program for students
- Workshops and social events to enhance the university experience
- Referrals to other services and resources both on and off campus

All international, exchange students, visiting scholars and faculty are encouraged to contact us. For more information about resources that are available, please visit our website or contact us at:

International Students and Scholars

Maaske Hall

Phone: 503.838.8425

Fax: 503.838.8338

Web: www.wou.edu/international

Email: global@wou.edu



IMMIGRATION

Please read your admission letter and I-20 carefully.

Your admission letter will state any rules or conditions of your admission such as, if you are conditionally admitted to WOU, enroll in any specific classes, live in the dorms, or receive any scholarships. Check for any errors in your I-20 (personal information should match your current passport.)

Applying for your Student Visa

Before you can study in the U.S., you must obtain a Visa from the closest U.S. Embassy or Consulate in your country. Apply early! U.S. Embassies in some countries have a deadline for processing student applications to study abroad and the entire process can take weeks (or in some cases, up to six months).

- Check with your local U.S. Embassy on what documents are required for the interview and getting a visa.
- Pay the SEVIS I-901 fee
- Make an interview appointment
- Bring the following documents
 - Non-Immigrant Visa Application
 - SEVIS Form I-20 or DS-2019
 - I-901 Fee Receipt
 - Valid Passport *
 - Admission Letter *
 - Original Financial Documents or Proof of Funding *
 - Additional Supporting Evidence
 - Evidence of Prior Education (transcripts) or Employment.
 - Evidence of Residence outside the U.S. and ties to your home country.
 - Test reports, if any: TOEFL, IELTS, GMAT, SAT, etc.



*** Passport**

Your passport must be valid during the period of your academic program in U.S.. If your passport expires before the end of your studies, you should start the process to renew your passport six months before the expiration date.

*** WOU Admission Letter**

Present your original WOU letter of acceptance to the U.S. representative abroad when obtaining a Visa. If you are a graduate student, you may receive two letters: one from the specific academic department to which you applied that states the department's recommendation of admission to the Dean of Graduate Studies, and a second letter from the Dean of Graduate Studies stating your official acceptance into the graduate program at WOU. You'll need to use the original letter from the Dean of Graduate Studies to apply for your Visa.

*** Proof of Funding**

You must prove you have enough money to pay for your tuition and living expenses for at least one academic year, as well as for your return transportation to your home country. If your spouse and/or children are accompanying you, you will need to show adequate funds to support them as well. You can demonstrate proof of funding with documents such as person or family bank statement, scholarship award letter, or an official letter from your sponsor.

*** Other Documents**

You will be informed at the time of your application of any other documents required by the U.S. authorities abroad. If you plan to visit or stop over in another country en route to U.S., you should check with that country's Embassy/Consulate to find out which documents you will need. Make sure you apply well in advance!

Postponing your Arrival

Let us know if you have to postpone your arrival to another academic term because of a delay in obtaining a Visa or some other obstacle. Whatever the reason for your delay, please notify the ISSA office (or in the case of a graduate student, your department too) so that your records can be deferred accordingly. Please note that your academic department may have specific regulations about postponing your arrival. **If you registered for classes, you will need to withdraw them before classes starts to avoid charges on your account. You will need a written statement with your signature sent to the registrar's office.**

Transferring From U.S. Institutions

Students that have maintained their status may transfer to another approved U.S. school after following the proper transfer procedures. If you have completed a program of study at a different U.S. institution and want to transfer to WOU, you must contact your current international student advisor **no later than 60 days after** the end of your program to notify them that you intend to transfer to WOU. If you are transferring to WOU without completing a program of study at another U.S. institution, you must also contact your current international student advisor. To transfer, your current advisor will need to "release" your SEVIS record to Western Oregon University. You then have to report to ISSA at least 15 days before your program start date. ISSA will issue you a new WOU transfer I-20. This transfer I-20 is required to maintain legal status.

However, an F-1 student is not permitted to remain in the United States when transferring between schools or programs unless the student will begin classes at the new school or program within 5 months of the last day of classes at your previous school.

Be sure to **keep all your previous I-20s**. Do not throw them away as you must have them to prove you have maintained your status continually while in the USA.

Maintaining your Status

U.S. Citizenship and Immigration Services, (USCIS) has requirements that an international student must follow for their particular visa status. If you continually follow these rules, you are considered to be “**in status**” or “**maintaining status**” and are allowed to stay in the U.S.



If you do not follow these rules, your Student and Exchange Visitor Information System (SEVIS) record may be **terminated** and you would be considered to be “**out of status**” and would either have to leave the U.S. or have your SEVIS record “**reinstated**” (restore it back into active status) by applying to USCIS. Reinstatement is only possible if the situation is out of the students control. If you work illegally, you WILL NOT be reinstated. Reinstatement is difficult, expensive, takes a long time, and may be denied. Maintaining status is crucial since certain violations of status may bar you from entering the U.S. for 3 to 10 years!

RESPONSIBILITIES INTERNATIONAL STUDENT’S MUST FOLLOW TO REMAIN LEGALLY IN THE UNITED STATES:

1. Attend and enroll in classes at Western Oregon University.
2. Report to WOU at the beginning of every term by completing an “immigration registration form”.
3. Maintain a full course of study each term (summer or vacation periods excluded). Students must register at least: Undergraduate **12 credits**. Graduates least **9 credits**.
4. Only **3 credits** of online courses will be counted towards the required 12/9 credits for immigration purposes. *This insures you are on campus in Monmouth.*
5. Get approval for a reduced course load (RCL) BEFORE you withdraw from classes. You must get ISSA approval before you drop a class.
6. Make academic progress (at least a 2.00 GPA or above each term).
7. Notify the International Students and Scholars Affairs Office (ISSA) before you exit the U.S. or leave WOU and give a reason.
8. Tell ISSA before you start any kind of employment. You most likely will need permission to work. You also must follow the limits on number of hours worked.
9. Keep the ISSA office updated and tell us if you will change education levels, will change your major, or if you had a significant financial change (scholarship, financial guarantee etc).
10. If you move, notify ISSA in writing your new address within 10 days (even if address is temporary). Keep your phone number and personal email updated.
11. Keep your immigration documents valid and correct.
12. Check your wou.edu email at least TWICE a week for important information.

Notify the International Students & Scholars Affairs (ISSA) office of any concerns or decisions that may affect your status.

Employment

Students holding an F-1 or J-1 visas are allowed to work on campus for up to 20 hours per week during the school year and 40 hours a week during vacation periods. However, you must have permission from the ISSA to work while in the US. This is for both on-campus and off-campus employment. Before accepting and starting any type of employment, meet with your immigration advisor first to determine eligibility. The U.S. Department of Homeland Security (DHS) has strict regulations about the employment of international students. **Working without proper authorization is considered a serious violation of your legal status.** Family dependents of students holding F-1 visas are not allowed to work under any circumstances.



ACADEMICS

Advisors on campus are here to help you in deciding which path you would like to take. Once you have chosen a major you need to change advisors and start seeing an advisor that's more familiar with your area of study.

Remember:

***For academic advising contact the advising office.**

***For admission and immigration regulations contact the international student services office.**

Academic Advising

The Academic Advising engages students in identifying and pursuing their educational, career, and life goals through personalized learning experiences. Academic Advising serves and supports students in developing collaborative relationships that foster student success.

The Academic Advising and Learning Center works with:

- Students with questions about the Liberal Arts Core Curriculum (LACC) and the BA/BS requirements
- Undecided students needing guidance in the process of identifying a major and/or minor
- Pre-Education majors with understanding authorization levels, curriculum, focus/content areas, and admission requirements and time lines
- Students transferring into WOU from another institution
- Students struggling in classes who need peer tutoring or assistance with study skills
- Students seeking advice on Change of Major/Minor/Advisor or Course Substitution forms or help with the process
- Students on academic warning/probation or suspension



The Academic Advising and Learning Center is a resource center for students. If you have questions about your academics, tutoring, study skills or just need a quiet place to study, come visit us!

Advising hours

Mon & Fri, 8 a.m. to 5 p.m. and Tue, Wed & Thu 8 a.m. to 7 p.m.

Summer hours: Mon through Fri, 8 a.m. to 5 p.m.

(For students studying in the University)

Academic Programs & Support Center, Rm. 401 (503)838-8428

www.wou.edu/provost/aalc/advising

Learning Center

Our goal is to help Western students acquire and maintain skills necessary to become confident, successful college students.

Services include:

- Academic tutoring with peer students
- Study areas & study group assistance
- Study skills evaluations and resources
- Preparation materials for standardized tests (CBEST, NTE, MSAT, GRE, etc.)

- Computer lab

Tutoring assistance is offered in most academic subjects by peer tutors who have been recommended by faculty. The tutor's goal is to help students improve their knowledge, and develop better study habits. Students must be currently enrolled in the requested class at WOU for tutoring.

To learn more about Learning Center services, visit us at:

<http://www.wou.edu/provost/aalc/learning>

Location: Academic Programs & Support Center, Room 401

Hours: Monday & Friday 8:00-5:00; Tuesday, Wednesday, Thursday 8:00-7:00

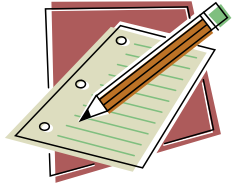
The Learning Center (503) 838-8428 or e-mail: tutoring@wou.edu

Writing Center

We're in the business of looking at your papers before your professors do.

The Writing Center promotes students' development and success as college writers. Peer-tutors are available to provide one-on-one assistance with format specific content as well as provide general writing feedback. While tutors avoid "fixing" writing, they do help students become conscious of repetitive errors.

- Works around *your* schedule: day, evening, and online appointments.
- Tutoring tailored to *you*: student, assignment, and content-specific help.
- Get help on *anything* you write: resumes, applications, essays, PowerPoint, and more
- Come in at *any* stage of the process: understanding the assignment, brainstorming, outlining, and/or revision.



We are located in APSC Rm. 301 (503) 838-8286

You can also visit us at <http://www.wou.edu/las/humanities/writingctr>

Hamersly Library and Media Services

The library is the intellectual center of the University with a mission to support the teaching and learning process of the Western Oregon University community by providing information resources and services and promoting their integration into the educational experience.

Students will have access to:

- Extensive collections of book, periodicals, and electronic databases for research and search other libraries in Oregon and Washington.
- Computers and network access (wired and wireless) throughout the building. Laptops and network cables are available at the Checkout Desk for use within the library.
- Document and color printers, Scanners, Photocopiers – Purchase a print card in the first floor copy center. Once a card is purchased, any dollar amount may be credited to it. Cost per copy is \$.05 when using a card, compared to \$.10 when using cash.

- Group study rooms and quiet study areas. The Hamersly Library is well suited to small group work with 17 study rooms. In addition, there are many areas throughout the building that offer study space. All study rooms may be reserved in advance through online calendars or by calling the Information Desk at 503-838-8418.
- Media Equipment - TV monitors, VCRs, DVD, CD, and cassette players are available in all group study rooms and in study carrels near the audiovisual collection.

Quiet Floor

The third floor is designated as a quiet area. Note: The first floor is an instructional area and is likely to be active and relatively noisy.

Registering for Classes

You can register for classes online once you have activated your WolfWeb account. When you log on to the Wolfweb at www.wou.edu you can see your assigned "enrollment appointment" (online registration date and time). We encourage you to enroll on the date and time you are assigned as some classes may fill up quickly.

Web Registration / Payment Instructions

Go to www.wou.edu/wolfweb

Step-by-step instructions:

- Enter your ID (SSN or V#) & PIN. Click on "login" or WOU Wolfweb login & password
- Click on "Student Menu"
- Click on "Registration and Schedule"
- Click on "Register for Classes"
- Select the appropriate term from the pull-down menu. Click "Submit"
- Enter the CRN[s] you wish to register for in any box
- Click on "Submit changes"
- IMPORTANT NOTE: You are not formally registered for a course until it appears in your grid schedule as "web registered"
- To drop a course, select "web drop" from the pull-down menu to left of the CRN in your schedule grid and click "submit changes"
- Click on "exit" at the top right comer when finished. Be sure to close your web browser!

To print your class schedule:

- From the registration screen, click "Return. to Menu" at top right comer
- Click on "student schedule by day & time"
- Click on "print" on the WEB browser at the top of the screen

HOUSING

Students are encouraged to research their housing options and make arrangements as early as possible, since you have very limited time when you arrive to search and apply for housing. The following will provide an overview on what is available.

On Campus Housing

Western offers on-campus housing in residence halls. Six modern residence halls provide a variety of living arrangements including traditional residence hall rooms for two students, apartment style units housing for up to four students, and townhouses for students who are married or have children. Western also provides food service for students living in the halls.



Freshman Live-In Requirement

First year students who enroll at WOU within one year of high school graduation regardless of class standing must live on campus for the full academic year (Fall, Winter and Spring terms). As a result, WOU provides up to four residence halls specifically designed for freshman living experiences. Heritage Hall, Landers Hall, and the newly built Ackerman Hall feature community living options which include double rooms, shared community bathrooms, and public areas for group activities. Exceptions to this requirement may be requested by petition. Exceptions that are generally approved are as follows:

- o Living at Home with Parents, within a 30 mile radius of WOU.
- o Having a Dependent (spouse or child) that is living with you.
- o Marriage.

Other exceptions will be evaluated, but are generally not approved.

Upper-Class Students

Western Oregon University offers a variety of living spaces for upper-class students. These are students who have since graduated from high school for more than a year. Upper-class students will be housed in the suite style rooms of



Butler Hall, Gentle Hall, and Barnum Halls which have single, double and deluxe double rooms in the themed communities opening in our newest hall, Ackerman Hall, and the Arbor Park Apartments, which are comprised of Cedar, Noble and Spruce Halls. These coeducational halls each house 70 to 300 students. The upper-class halls are managed by a full-time professional area coordinator and a staff of resident assistants.

Freshman Halls

Heritage
Landers
Ackerman Hall
Barnum

Upper-class Halls

Butler
Gentle
Ackerman Hall
Barnum

Family and Graduate Housing

information and the application for Family and Graduate Housing, please use the below. http://www.wou.edu/student/residences/family_graduate_housing.php

Residence hall assignments are made on a first-come, first-serve basis. The Housing Office has difficulty accommodating unannounced arrivals. You can complete an online contract from the University Housing web site at. This contract includes room assignment and meal plan preferences. The required \$40 application fee may be made on the phone using a credit card or

by check to the Cashier's Office. The residence hall contract is enforced for the full academic year, unless the student is scheduled for one term visit. **The sooner contracts are sent in, the better your chances of being assigned to the hall you prefer.**

If you would like or is required to live on campus, please contact the University Housing office as soon as possible to arrange your accommodations.

University Housing
503-838-8311 or e-mail: housing@wou.edu



Off Campus Housing

For students wishing to live off-campus, there are a number of apartments and living arrangements available in the Monmouth and Independence community. These accommodations are privately owned and arrangements must be made individually. Costs range from \$250 to \$600 per month.

Each will have different leasing contracts, so read their requirements before applying. Check for responsibilities such as setting up and paying for utilities, water, garbage collection, and internet services.

- You can find full listings of off campus apartments and agencies representing them at:
http://www.wou.edu/student/residences/pdfs/off_campus_referral.pdf
- Werner University Center maintains a housing forum at
<http://www.wou.edu/student/wuc/ads.php>
- ISSA also maintains a housing board on which students and community members can post if they are seeking a roommate or apartment.
- Check local newspaper apartments list in the area or craigslist.org.

ONLINE SERVICES/RESOURCES

Computers are available for student use throughout the campus, including Hamersly Library, Werner University Center (upstairs and downstairs), APSC first floor, and in the Residence Halls Computer Lab (2nd floor of the Landers lounge). Each student will have a Student WolfWeb account and WOU email account once they are admitted to WOU.

What is WolfWeb?

An online system that allows students to view all history made at WOU. Students are able to do the following:

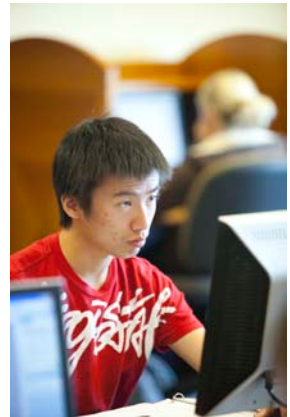
- *Register for classes
- *View their class schedule
- *View their grades/transcripts
- *View all holds on account if any
- *Monitor fees added to your account each term and much more!

Set-up Instructions.

In order to login to the campus computers and email you must have your network account and password created. To do so you must following the instructions listed below...

1. How to Create your password: You will use this password to access both WolfWeb and WOU email.

- o The password must be 7 characters or longer (only the first 7 are used so you must have all criteria met within the first 7 characters).
- o The password must have both uppercase and lowercase letters.
- o The password must contain digits and special characters (i.e. /,\$,#, number,etc.)
- o The password cannot contain 3 or more consecutive letters of your username, last name, or first name.
- o Example of a password: **Yellow5**



2. How to Set up your network account and Password:

- o The first thing you want to do is open your internet explorer to: www.wou.edu/accountlookup
- o Once there select the “set email & network password” option
- o You will need to enter your SEVIS number found on your I-20/DS2019 beginning with N000... (Please keep this number confidential)
- o Continue with the online instructions until you enter your password you created in step one.

Having trouble setting up your password?

If you have problems logging in or using your student account, please email the office specialist in the International Students & Scholars Affairs Office.

Wireless Connection

Current students will get free wireless access WOU network. For wireless connection setup, please see www.wou.edu/wireless . You will need to login to access their options.

PAYING TUITION

Students are expected to have all current term charges paid by the designated due dates listed in the Academic Calendar (unless they are using the revolving charge program for the term). This includes all tuition, fees, housing charges, insurance, etc., that may have been added after the term begins.

Payments are made at the Cashier's office at the Administration Building.

Currently, only cash or checks are the acceptable forms of payment when paying in person.



Make a Payment on the Web:

After fees have been assessed on your account, you can go on-line and make an electronic payment from your checking or savings account or by MasterCard.

*Master Card payments will be assessed a 2% convenience fee.

In Wolf Web site:

- Student Menu
- Account Summary Totals/Account Payment
- Review your account and make payment.
- Family and friends can make payment on your account by highlight parents & families on the left side and then select Family and Friends Payments.

If you have questions related to payments call the Business Office at (503)838-8201

HEALTH

Student Health and Counseling Services

Health Center (503)838-8313

Counseling Center (503)838-8396

www.wou.edu/student/health/

The Health Center offers both physicians and mid-level practitioners for clinic care. Students registered for six credit hours or more pay a student health fee each term, and are not charged for routine office visits. Additional charges may be assessed for medications, laboratory testing, medical supplies, sports physicals and women's annual exams. The Health Center offers a full range of clinical services such as:

- Treatment of acute injury, illness, and assistance with management of chronic illness
- Women's health care: breast exams, pap smears, contraceptive counseling, pregnancy testing and counseling
- Sexually transmitted disease treatment and counseling
- Confidential HIV testing
- Nutritional Counseling
- Health education dealing with smoking cessation, weight management, stress reduction and fitness
- Provides info for referrals



The Counseling Center offers confidential counseling for individuals, couples, and groups. Students can seek assistance on a variety of concerns such as depression, relationship issues, eating disorders, test anxiety, sexual assault and sexual harassment, grief and loss, sexuality issues, adjustment to school, anger

management, issues with roommates and many more. Students paying the health fee are eligible for a free intake and 5 counseling sessions.

Medical Screening

All new international students will be required to attend a health screening with the University Student Health and Counseling Center before being allowed to enroll in classes. The International Office will designate dates/times for this to be held during new student orientation week.

Forms and Medical Records to bring

- Immunizations record,
- Completed health history form
- Tuberculosis screening form
- Prescriptions for chronic conditions

Your immunization records should include: tetanus shots within the past 10 years; two measles, mumps and rubella shots, combined as MMR on the immunization record; and a negative tuberculosis test or chest X-ray within the past year. It may be more convenient and economical to be immunized prior to arriving in the U.S.

Most international students will be required to take a TB (Tuberculosis) Chest X-ray if they were unable to bring an x-ray from their home country. Exceptions to this can be discussed with the Student Health and Counseling Center. If you don't have one during screening, you will need to go to the nearest hospital to get one. It might take from 3 to 5 days for it to be released to you, and you will not be able to add any classes until then.

Health Insurance Requirements

Valid Medical Insurance Is Mandatory

Healthcare is very expensive in the USA, thus all F& J students are required to carry medical insurance which meet specified minimum requirements. You will be automatically charged for the WOU insurance plan as a student enrolled in WOU classes.

International students and scholars at WOU are required to purchase a 12 month health and accident insurance coverage for themselves and their dependents once they arrive in United States based on Oregon Administrative Rule #574-035-005. The WOU health insurance policy must be in effect every term that a student is in student status, including summer term. We do not want you or your family to have to bear the enormous financial burden of paying for medical care in case of illness or accident.

To accomplish this, the university automatically charges all WOU students each term for the Western Oregon University basic insurance coverage and all full or part time international students for the Optional Extended Major Medical Benefits plan. Students who are not graduating spring term will have both spring and summer insurance charges posted to their account during the fee payment period of spring term.

Any international student graduating/transferring/withdrawing from WOU after fall term will receive a refund for any future payments made for health insurance as long as the required departure forms are filled out before the first day of the next term. If you have any questions about the health insurance please contact the Coordinator of Office Operations in the International Office.

Further information about WOU Health Insurance is available on the Student Health and Counseling Center webpage at <http://www.wou.edu/student/health/>

For detailed information about your WOU insurance, please read the brochure in the following link:

<http://www.wou.edu/student/health/documents/InternationalInsuranceBrochure.pdf>

Disability Services

The Office of Disability Services facilitates appropriate accommodations on campus for students with documented disabilities. These services help ensure that students with disabilities are able to fully participate in campus programs and activities. Each student's needs are determined on an individual basis, and documentation of a disability is required to receive services, including:

- Orientation to campus and services
- Assistance with disability related student grievances
- Assistive technology: embosser, tape recorders, scanner, voice synthesizer, FM and MP3 systems, etc.
- Sign language interpreters
- Note takers
- Books in alternate formats
- Alternative testing
- Priority registration

Office of Disability Services

Academic Programs & Services Center Rm. 405 (503)838-8250 (V/TTY)

www.wou.edu/student/disability/

STUDENT LIFE



Werner University Center (WUC)

Werner University Center represents the hub of activity on the Western Oregon University campus and is where more than 5,000 students of circulate, eat, meet, and get the full flavor of campus life!

Werner University Center/Student Leadership & Activities

Werner University Center Rm. 210 (503)838-8261

www.wou.edu/studentlwuc/ www.wou.edu/studentleadership

WUC/SLA functions to enhance and complement WOU's academic mission. The office assists students in assessing their developmental progress throughout their college careers. The activities provided enhance the social, intellectual, and aesthetic life on campus, such as:

- Leadership development programs (Focus on Leadership)
- Non-traditional student programs, advisement and lounge space
- Campus-wide activities and traditional campus programs(Holiday Tree Lighting, Family Weekend, Leadership Recognition Night, Holocaust Remembrance Day)
- Coordination of New Student Week,
- PLUS Team selection and training
- ASWOU and student organization advisement
- Student employment opportunities
- Plan-It Wolf development (student handbook)

In the Werner University Center you can:

- Find information concerning campus events and current student activities
- Get student **ID** cards
- Play pool, sleep, make a phone call
- Get change or use the ATM cash machines
- Advertise items for sale, rideshare or find a roommate online
- Study in a lounge or quiet room
- Visit the art gallery and view the permanent WOU student artwork collection
- Reserve meeting rooms for organizations or by private groups
- Dine at the food court and use vending machines
- Checkout wireless laptops for free or access the computer lab
- Get a student job with flexible hours

Associated Students of Western Oregon University (ASWOU)

Werner University Center Rm. 203 (503)838-8303

<http://www.wou.edu/~bneish06/blogs/aswou/>

The ASWOU represents the students of Western Oregon University and provides ways to participate in many areas on and around Western Oregon University.

These areas include:

- Student Government - Based upon the federal model, there are three branches of government in the ASWOU: Executive, Judicial, Legislative. Each branch offers students unique ways to get involved with institutional governance
- According to the ASWOU mission statement, student government serves as a voice for students. ASWOU is committed to providing opportunities, activities, and services to students; representing students' interests; and advocating for students' rights.
- The Student Activities Board - plans and organizes many campus activities and events during the year such as homecoming, comedians, dances, music concerts, outdoor trips, and other exciting programs on and around campus. The Student Activities Board is a fun and rewarding way for students to get involved with a volunteer commitment open to all students.

Student Clubs

WOU has a wide range of political, social, cultural, humanitarian and religious clubs, as well as a very active International Student group on campus. All international students are encouraged to student organizations on campus. You can find a list of WOU student clubs at <http://www.wou.edu/student/club/>

Sports

Intramural Sports & Campus Recreation

Werner University Center Rm. 213 (503)838-8513

www.wou.edu/student/campusrec/

The Campus Recreation program offers a variety of opportunities to the WOU community including:

- Swimming pool, weight room, tennis courts, racquetball courts and gymnasium
- Intramural sport programs in more than 70 different activities for men and women
- Competition and instruction in sports clubs
- Job opportunities for students as supervisors or sports officials and lifeguards
- Outdoor program opportunities



WHAT TO PACK?

Important Documents

Before your departure, make sure that all your important documents are in order. Make photocopies of important original documents and leave one copy with your family or friends at home and keep the other copy in your suitcase, separate from the original documents that you must carry with you. These documents include:

- Valid passport and/or official government-issued identification
- US Visa
- Admission letter from WOU
- Proof of funds
- Credit/Debit card(s)
- Marriage certificate/Birth
- Identification document with photo
- Driver's license or international driver's license,
- Medical records and immunization records, translated if applicable
- Medical insurance documents ?



Official Course Description (Transfers) Documents to bring to the U.S.

You should bring copies of a few important documents. The following are some examples:

Official transcripts from secondary schools, colleges, or universities

Medical and dental records, including certificates of immunizations and vaccinations (especially important for young children)

Information about medical conditions or treatments, prescriptions for medication (including the generic and brand names) and eyeglasses

Marriage certificate (certified copy)

Birth certificates for children (certified copy)

International driver's license

Obtain English translations of these documents. Retain photocopies of all original documents for your records.

Clothing

Oregon has one of the most temperate climates in US, with much milder winters than those experienced by other major US cities. In fact, rain is much more common than snow! However, due to our proximity to the mountains and ocean, the weather can be unpredictable. Consult a weather website to get an idea of the temperatures you can expect during each term. Our rainy season lasts from mid-November until mid-February, so pack an umbrella, warm raincoat and waterproof shoes or boots if you have them. People tend to dress casually in Oregon, but you may wish to bring cultural clothing or more formal wear for special occasions. Bring a warm jacket, gloves and hat for the winter months and other warm sportswear for outdoor activities. Be prepared to dress in layers. In the summer you'll wear light clothing during the day, but in the evenings you'll definitely need a light jacket or sweater. Comfortable walking shoes are also essential.

Household Items

Electrical Appliances

Electrical systems in US operate at 110 volts and 60 Hz. Most appliances have a three-pin plug, although some have a two-pin plug. You can purchase an adaptor/converter for your existing electrical appliances if necessary, or wait to purchase appliances in US.

On-Campus Living

Only furniture are included in residence housing. Some of the items you'll need to bring for your first night in residence are your own sheets, pillows, blankets and towels. For a complete list of what is included and what you should bring:

http://www.wou.edu/student/residences/pdfs/bring_leave.pdf

Off-Campus Living

Many students rent apartments or a room in a house. The majority of rental places are unfurnished, but major appliances (such as a refrigerator and stove) are always included. Furnished suites will include basic furniture but are unlikely to include kitchen utensils, bedding, towels, lamps or phones. When looking for accommodation, check what is included before you sign the rental agreement forms.

TRANSPORTATION

WOLF Ride

The WOLF ride program provides a free and reliable shuttle service for students between Monmouth and Independence. It is operated by the Office of the Vice President for Student Affairs. Service is to/from WOU campus, grocery stores, restaurants, or anywhere within WOLF Ride boundaries. Current WOU students can call at any time to request a ride between the hours of 5:00pm and 10:00pm, Monday through Sunday, during the academic year

To request a ride, call: 503-428-7238

If you call prior to operating hours or the driver cannot take your call, leave a message on the voicemail stating the following:

- o Your name
- o Location and destination at which you would like to be picked up/dropped off
- o The time you would like to be picked up
- o Your student V number

A number at which you can be reached (the driver will call to confirm your ride upon receipt of the message).

Visit the WOLF Ride webpage for more information at:

<http://www.wou.edu/student/wolfride/>

CARTS

CARTS is a public transit system that connects the cities of Monmouth, Independence, Dallas, and Salem. Service is



only available on weekdays from 6:00 a.m. to 6:00 p.m. The Bus stops in front of Werner Center and Hamersly Library.

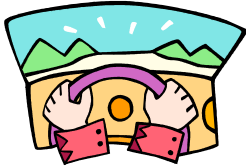
For more information call:

503-585-5187 or 1-800-422-7723

Bus schedules for all areas are available online under Route #40 Polk County at:

http://cherriots.org/other_services_carts.htm

Driving In Oregon



All drivers in Oregon must have a valid Oregon driver's license. If you have a driver's license from another country or a valid international driving license, check with DMV if its valid to be used in Oregon. Whether you rent, lease or buy a vehicle, you must have auto insurance in Oregon. If you buy a vehicle into US, you will need to

register and insure it within 30 days of arrival.

- Visit www.oregon.gov/ODOT/DMV/ for rules and regulations
- Having a current Oregon license can save money on insurance.
- Licenses are issued by the DMV for about \$60, after passing a knowledge test.

Other Transportation

HUT Shuttle - Provides transportation to and from the Portland International Airport from the cities of Corvallis, Albany, Salem and Woodburn.

Visit www.portlandairportshuttle.com for schedules and tickets or call 541-926-2525 for more information.

Arranging pick up by ISSA

Inform the International Students and Scholars office at Western Oregon University that you need an airport pick-up from Portland international Airport (PDX) and of your flight information. Include your name, the flight number, airline, date, and exact time of arrival.

Pick-up Fees:

The pick-up fee will automatically be added to your student account.

From Portland Airport: \$70.00 per person per trip.

From Salem Hut/Bus/Amtrak Station: \$30.00 per person per trip.

Visiting Scholars will not be charged an initial pick-up or final drop-off fee.

WOU STUDENT GUIDE

This Guide was created with input from international students and reflects their needs and interests. See Wolf Planner for more tips.

Books

Monmouth Public Library issues free Regional Library Cards to WOU students

The Book Bin in Salem - 503-361-1235, Salem@bookbin.com

Borders in Salem & Corvallis - 503-363-6797, www.borders.com

• Online books: www.amazon.com

Textbooks

• WOU Bookstore

For course books and ISBN numbers check:

<http://bookstore.wou.edu/home.aspx>

• Online book sellers often have lower prices.

<http://bigwords.com>, www.amazon.com

Cell phones

Contact websites to purchase SIM cards, contract and pre-paid phones

• For Triband phones, use SIM cards

• www.att.com

• www.t-mobile.com

• www.mycricket.com

• www.verizon.com

• www.tracfone.com

• www.virginmobileusa.com

Clothes

• Downtown Salem and Corvallis have many independently owned stores

• The Woodburn Outlet Stores sell their brands

www.woodburncompanystores.com

• Salem Center gives you that mall experience

www.salemcenter.com

• Lancaster Mall is on the east side of town

www.LancasterMall.com

Entertainment/sports

There's much to see and do at WOU and in the region. Keep your eyes open, especially for cultural entertainment (concerts, theatre, etc.) which is not always well advertised. Check with ASWOU and fellow students.

This is the direct link to the WOU calendar:

www.wou.edu/press_release/calendar_newsrelease.

Cinema

503-606-3000, 450 S. 2nd Street, Independence (Get a voucher from WOU Bookstore for cheaper tickets. Many midnight moves are at reduced prices.)

Parks

Monmouth is centrally located and an hour or two from the beach, Portland, and the mountains. There are smaller and bigger parks everywhere. Oregon nature is awesome!

- The Independence River Front Park is just minutes away.
- Others are described in detail at www.travelsalem.com

The area around Monmouth is perfect for any kind of biking, hiking, skiing, swimming, horseback riding, and more. WOU sponsors sport clubs (WOU also offers P.E. classes like fly fishing, backpacking, etc.)

Restaurants

The WOU Wolf Planner has an extensive list of eateries on and off campus.

- Travel Salem has details on many types of eating establishments in the area.
www.TravelSalem.com

Dining around Monmouth:

Yang's Teriyaki (Chinese) 140 N Monmouth Ave

Rice Time (Chinese/Japanese) 310 E Main Street

Sing Fay (Chinese) 198 W Main Street

Little Caesar's (American Pizza) Main Street (Market Place)

J's Hwy 99 Grille (American) 220 N Pacific Highway

Rick's Place (Coffee Shop) 123 E Main Street

New York Bagel & Bistro (Sandwiches, Coffee, Internet cafe) Main Street

Big Town Hero (Fast Food/Sandwiches) Pacific Highway and Powell Street

KFC/A&W (Fast Food) Pacific Highway 99

Dairy Queen (Fast Food) Pacific Highway 99

Burgerville (Fast Food) Pacific Highway 99

Muchas Gracias (Mexican) Pacific Highway 99

Burrito Track (Mexican) Pacific Highway 99

Furniture

- At www.craigslist.org you find anything from products, services, cars and houses/apartments, furniture.
- Good Will stores in Dallas and Salem have used items
- The IKEA store in Portland is near the airport:
www.ikea.com/us/en/store/portland

Prescription/over-the-counter medicine

Near-by pharmacies for prescriptions:

- Bi-Mart, 444 Pacific Ave S, Monmouth, www.bimart.com. 503-838-0547
- Wal-Mart, 321 Ne Kings Valley Hwy, Dallas 503-623-0490

ACADEMIC CALENDAR

	Fall 2011	Winter 2012	Spring 2012
New Student /Orientation Week	Sept 14 - 23	Jan 4	Mar 28
Classes begin	Sept 26	Jan 9	Apr 2
Class add/drop process begins	Sept 26	Jan 9	Apr 2
Fee payment all students	Sept 26 - 30	Jan 9 - 13	Apr 2 - 6
Last day to pay fees, without a late fee, interest or revolving charge	Sept 30	Jan 13	Apr 6
Last day to receive 100% fee refund	Sept 30	Jan 13	Apr 6
Add/Drop Fees Start (\$20 per course)	Oct 3	Jan 16	Apr 9
Last day to pay fees (late fees are in effect), add courses,	Oct 7	Jan 20	Apr 13
Registration ends for all students	Oct 7	Jan 20	Apr 13
Last day for dropping a course(s) or withdraw from school without being responsible for a grade(s)	Oct 21	Feb 3	Apr 27
Last day for dropping a course(s) or withdraw from school with W grade(s)	Nov 13	Feb 24	May 18
Registration for the next term	Nov 14 - 18	Feb 27- Mar 2	May 21 - 25
Final examination week	Dec 5 - 9	Mar 19 -23	June 11- 15
End of term	Dec 9	Mar 23	June 15
Commencement			June 16
Grades due from instructors (10:00 a.m.)	Dec 13	Mar 26	June 19
Thanksgiving Day Holiday	Nov 24 - 25		
Martin Luther King holiday		Jan 16	
Memorial Day holiday			May 28



**Bringing the World to WOU
and WOU to the World**

Western Oregon University



**International Students and Scholars Affairs
Western Oregon University
345 N. Monmouth Ave.
Monmouth, OR 97361**

**Phone: 503.838.8425
Fax: 503.838.8338
Email: global@wou.edu**