

# Alfred University International Student Handbook 2000-01



**Please read this handbook carefully. If you have any questions about any of the information contained within the handbook, please call Cathy Johnson at (607) 871-2141, Daryl Conte at (607) 871-2133 or Lori Hollenbeck at 607-871-2646.**

# The faculty, students, and administration would like to welcome all of you to Alfred University.

The next few years will be full of many challenges and new experiences. Some of the most important learning will occur in the first several weeks of your time at Alfred. It is often the early adjustments that may determine your personal and academic success. The information that is contained in this handbook will assist in your adjustment to the University. If you ever have a question or problem, please feel free to ask a fellow student, faculty member, advisor, or any of the advisory staff that works with the international students.

## RESOURCE PEOPLE FOR INTERNATIONAL STUDENTS

**Dr. Robert Bitting – Designated School Official (DSO), Alumni Hall, (607) 871-2863**

As a **Designated School Official**, Dr. Bitting is one of three people on campus that is authorized to sign off on all your required documentation. He can also be a great resource for any academic concerns you may have.

**Daryl Conte – Assistant Dean of Students, Carnegie Hall, (607) 871-2133**

Dean Conte's office maintains all your permanent records and can assist in updating all documentation. As such, you should consider him as one of your first points of contact. Additionally, all forms and applications can be accessed through his office. Students looking to initiate practical training or work related issues should see Dean Conte before contacting other resources persons. The Student Affairs Office arranges for reception and orientation of new international students. You may use the services of this office any time you are faced with a problem, whether it is academic, social, or personal. If the Student Affairs Office does not have the answer or cannot fulfill your needs, we can direct you to the appropriate person.

**Patricia Debertolis - International Student Orientation, Powell Campus Center, (607) 871-2175**

Ms. Debertolis's main focus is the development of our New Student and International Student Orientation. However, her office is also a great place to obtain information about all clubs and activities on campus. Her area also oversees community volunteer efforts.

**Kelly Floyd – Director of Human Resources, College of Ceramics, Scholes Library (lower level), (607) 871-2276**

As a **Designated School Official**, Ms. Floyd is able to update and sign off on your required documentation. As a human resources expert, Ms. Floyd is also a great resource for questions related to being an (International) employee or research fellow at the University.

**Lori Hollenbeck – International Student Faculty Advisor, Olin Building, (607) 871-2646**

You should consider Lori one of your first points of contact. Aside from advising the International Student Organization, she is a great resource for all necessary documentation, academic advising, and can assist you with filing income tax returns.

**Cathleen Johnson – International Student Graduate Admissions, Alumni Hall, (607) 871-2141**

Mrs. Johnson is responsible for all correspondence leading to the admission into a specific AU graduate program. As a **Designated School Official**, Mrs. Johnson can provide you with a required signature for most of your paper work i.e. I-20, I-538, IAP 66, etc. Additionally, Mrs. Johnson is well versed in all aspects of visa requirements for F1 students.

## U.S. ENTRY CHECKLIST

**You must have the following with you when you arrive at Alfred University:**

- This International Student Handbook**
- Traveling Funds**
- I-20 or IAP-66**
- Visa and Passport**
- Health Form**
- Emergency Contact Form**
- Proof of health insurance or funds to purchase insurance once at Alfred University**
- Campus Map**

## EXPECTATIONS OF INTERNATIONAL STUDENTS

Every international student is required to comply with the following:

1. Keep the University informed of your present address and telephone number at all times. Any changes must be noted with Daryl Conte in the Student Affairs office.
2. Before leaving for a visit outside the United States see the University's DSO if you are unsure about the validity of your visa. You will often need to have the back of your I-20 or IAP-66 signed before you leave. Please do not wait until the last minute to secure this signature. We also ask that you make sure we have an address where you can be reached during vacations if it is other than your address in your own country.
3. Check your passport regularly to see that it is valid six (6) months beyond the time that you anticipate being a student. Because a copy of your passport should be on file in Daryl Conte's office, please make sure you bring your passport to the office upon arrival at Alfred so that a copy can be made.
4. When applying for extension of program, practical training, or anything else where time limits are important, be sure you leave enough time for the processing of the paperwork. A minimum of one (1) week is required to complete most applications.
5. You are responsible for your non-immigrant status. This means you should be very aware of dates on your passport, visa, and I-20 or IAP-66. Also, if there are any changes in your status (finances, dependents, major, etc.), it is your responsibility to notify Daryl Conte and the University DSO.
6. Discuss any academic ideas, concerns, or problems with your faculty advisor throughout your stay at Alfred University.
7. Always discuss employment opportunities, on or off-campus, with your faculty advisor and Daryl Conte.

## IMPORTANT FACTS AND PROCEDURES FOR NON-IMMIGRANTS

The United States Immigration and Naturalization Service has established certain rules and regulations which are your responsibility to understand and follow. International students studying at Alfred University will be under the jurisdiction of the district immigration office for this area. The address and telephone number are:

U.S. Department of Justice  
Immigration and Naturalization Service  
130 Delaware Avenue  
Buffalo, NY 14202

Phone: (716) 849-6760

### Passports

The passport is the student's formal permit from his/her own government to travel abroad. It may be extended by sending it to the Consulate of the student's own country in New York City or to the Embassy in Washington, DC. Passports must be valid for six (6) months beyond the date a stay in the U.S. is desired. In case of loss, application for a new passport has to be made at the Embassy or the Consulate of the student's home country in Washington, DC or New York City.

### Visas

The visa is a stamp issued by an American Consul, usually in the student's home country, and placed in the student's passport. The visa authorizes the individual to apply for entry into the United States and also indicates the latest date by which a person must arrive in the U.S. There are several categories under which persons are admitted to the U.S. These are designated by letters and numbers on the visa. Students usually fall under one of two designations: F-1 (student) or J-1 (exchange visitor). It is the student's responsibility to check the visa stamp whenever he/she contemplates leaving the country. Be sure the type, number of entries permitted, and date of the visa are valid. If not, you must apply for a new visa at the American Consulate when in your home country or in the country you are visiting.

### I-94 Cards

When a person arrives in the United States, the immigration official at the port of entry issues an Arrival-Departure Record. This temporary entry permit indicates that admission has been granted for a specific period of time and for a specific purpose. It also indicates visa classification under which the person entered the country. **Students with an expiration date on their I-94 who must continue study beyond that date are required to apply for an extension of stay as described below.** Duration of stay (D/S) indicates that you are granted permission to remain in the U.S. for the length of time indicated on your I-20, which should be the amount of time it takes to complete your program. If you should finish before that date, F-1 students have 60 days after graduation to leave the country; J-1 students have only 30 days.

### I-20 or IAP-66

A student must present a properly completed or endorsed I-20 A-B or IAP-66 to a consulate officer when applying for a visa and to Immigration when entering the United States. At the point of entry, either the Student ID section of the I-20 or the pink copy of the IAP-66 will be returned to the entering visitor. **Students must keep these forms with their passports, which should be kept in a readily accessible place at all times.** If these documents are lost, the student must immediately contact the Designated School Official (DSO) in order to apply for a new one.

### Extension of Program

If a student is nearing the ending date on his/her I-20 or IAP-66 and does not feel the designated program will be completed by that date, the International Student Advisor should be contacted as soon as possible. Paperwork will need to be completed for an extension of program if the need for extra time is warranted.

### Border Crossing

Students from some countries may not enter Canada without first applying for and receiving a Canadian visa. Students anticipating a visit to Canada should check with the DSO regarding this and other regulations **at least one month prior to their visit.** Individuals who wish to leave the United States for a temporary visit to Canada, Mexico, or any other country should be aware of the regulations concerning re-entry into the U.S. If the person's visa indicates single entry, or if a multiple entry or unlimited entry visa is expired, a new one may need to be obtained.

Persons with valid multiple or unlimited entry visas may simply re-enter the United States by presenting a current I-20 or IAP-66 form to the immigration inspector at the border. The DSO or his/her designee must have signed Page 4 of the I-20 or the back of the IAP-66 within one year of the current year.

### Employment

The Immigration Service is very strict on matters of employment for students who have recently begun their studies in the U.S. When visas are issued, students have indicated that sufficient funds to maintain themselves for at least one year are available. Any type of work is considered employment, except for that which is required as part of a university appointment (usually teaching or research assistantships). Employment off campus can only be sought after one year in F-1 status; however, on-campus employment is permitted, provided the international student is not taking a job away from an American student and is confident that the work will not interfere with his/her studies. All employment opportunities must be discussed with and approved by Kelly Floyd in the College of Ceramics or the DSO for other colleges. Persons with F-2 status (dependents of F-1 students) **are not permitted to work in any capacity for any reason.**

### Tax Liability

All international students must submit federal and state tax forms, even if no money is earned. All income earned must be reported to the International Revenue Service by April 15<sup>th</sup> of each year. Tax forms and instruction booklets will be available, but you will have to seek any advice regarding taxes elsewhere. You may wish to take advantage of the free tax session that is offered through the College of Business at Alfred University. We can provide you with a toll free number to call Internal Revenue with any questions you may have.

### Military Service

Persons holding non-immigrant visas (F-1 and J-1) are not subject to regulations affecting service in the United States military branches. However, students in **immigrant** status are subject to these regulations and must register within six (6) months of residence in the U.S. with the Selective Service Office.

## CAMPUS FACILITIES

There are a variety of facilities and services available to all students of the University. The following is a list of these services with a brief description of their function and location.

### Bookstore

The College Bookstore in the Powell Campus Center is available to all students. Books, paper, pencils, art supplies, college souvenirs, and many other items can be purchased at this store. The store is usually open every day of the week, but there are extended hours at the beginning of each semester. Check with the bookstore for exact hours. Phone: (607) 871-2350.

### Business and Finance Offices

The main Business and Finance Office is responsible for billing and collecting money for tuition, room and board, and other fees. It is located on the lower floor of Carnegie Hall on Main Street. Hours are 9:00 AM - 4:00 PM, Monday through Friday. Phone: (607) 871-2127. College of Ceramics students who will be receiving a stipend need to see Nancy Gillette in the Ceramics Payroll Office in Scholes Library. Phone: (607) 871-2481.

### Campus Center

The Arthur & Lea Powell Campus Center houses student organization offices, meeting rooms, a post office, the bookstore, an information center, the Li'l Alf Café, a dining hall, and the Nevins Theatre. *Dolby Surround-Sound* equipment has been installed in the Nevins Theatre, giving us one of the most technically advanced movie theatres in southwestern New York State. Phone: (607) 871-2175.

### Career Development Center

Located in the Allen-Steinheim Museum, the Robert R. McComsey Career Development Center offers assistance with career decisions and services. A number of resources are available, as well as assistance from a career counselor. Workshops are frequently offered on topics such as resume preparation and interviewing skills. Phone: (607) 871-2164.

### Information Technology Services @ Email Service

Alfred prides itself on offering students and faculty up to date technology services. The ITS department gives full support to all students needs. They offer a fully functional link to the internet, making such services as Email and World Wide Web available to the campus community. Client services support both Mac and PC users from a new Help Desk facility on the lower level of Herrick Library. For complete information on ITS services please visit their Website at [www.alfred.edu/its/](http://www.alfred.edu/its/) or call x2222.

### Computer Facilities

Computer facilities are available to all registered students of the University. The VAX computer system is also available at no cost for use by all students. The Computer Center is located on the second floor of McMahon. Hours are Monday-Friday from 8:30 AM-12:00 PM and 1:00 PM-4:30 PM. There are also personal computers and VAX terminals in many offices and departments. Many of the residence halls also have terminals available for your use. Phone: (607) 871-2222.

### Counseling

Counseling services are provided for all University students to assist them in solving personal and educational problems. The Counseling Center provides an opportunity for students to explore their feelings and attitudes in a confidential counseling relationship. Individual or group counseling sessions are available to students at their request. The Counseling Center is located in the Crandall Health Center on Park Street. The Center is open Monday through Friday. Students who wish to meet with a counselor should make an appointment by calling (607) 871-2300 between 8:30 AM and 4:30 PM.

### Dining Service

We provide a number of meal plans for your convenience. Plans are available to all students and provide a wide number of choices. If you have difficulty adjusting to the meals offered through Dining Service, please speak to Gordon McCluskie, Dining Service Manager, in Ade Hall and he will attempt to accommodate your needs. Phone: (607) 871-2247.

### Health Center

Located on Park Street, the Crandall Health Center is available to all University students. A description of care and services provided and hours is available. Phone: (607) 871-2400.

### Herrick Memorial Library

Located on the south side of campus, the library is for general use. Herrick Library's mission is to provide access to information resources and teach information retrieval skills. Strong collections, personal service, and a commitment to provide information access through state-of-the-art technologies contribute to empowering the academic community with the skills required in the information age. Regular hours are 8:00 AM-12:30 AM (Monday-Thursday), 8:00 AM-10:30 PM (Friday), 9:00 AM-10:30 PM (Saturday), and 11:00 AM-12:30 AM (Sunday). The hours change during final exams and breaks so check with the library for these hours. Phone: (607) 871-2184.

### Registrar's Office

Located in Seidlin Hall, the Registrar's Office is the place to go to register for classes, report address changes, pickup a transcript, transfer credits- if need be, inquire about cross registration with another school, and to make final Add/Drop changes in your schedule. The Registrar's Office will be open for **schedule changes** in the Kenyon-Allen-Davis Rooms of the Powell Campus Center on Friday, August 25, from 8:30AM to 4:30PM, Saturday, August 26, from 11:00AM to 4:00PM, and Sunday, August 27, from 5:00PM to 8:00PM. The Registrar's Office normal hours are Monday-Friday, 8:30AM-4:30PM. Phone number is (607) 871-2122.

### Scholes Library of Ceramics

Located across from McMahon, this is a special library supporting curricula and research programs of the two schools of the N.Y.S. College of Ceramics and the engineering divisions of Alfred University. The Scholes Library collections are an international resource for information on ceramic art, science, and technology. Regular hours are 8:00 AM-Midnight (Monday-Thursday), 8:00 AM-8:00 PM (Friday), 10:00 AM-6:00 PM (Saturday), and 11:00 AM-11:00 PM (Sunday). The hours change during final exams and breaks so check with the library for these hours. Phone: (607) 871-2494.

### Athletic Facilities

Alfred University has indoor facilities for basketball, volleyball, handball, racquetball, badminton, and squash. There are also outdoor facilities for football, softball, soccer, tennis, and lacrosse. In addition, there is a swimming pool, saunas, and a fitness center. You are eligible to utilize the center for open recreation, varsity sports, intramurals, or by attending University athletic events. Please call (607) 871-2193 for hours.

### Residence Life Office

Residence hall room assignments and a listing of off-campus housing are provided by the Residence Life Office, which is located in Bartlett Hall. Any questions concerning residence halls or meal plans should be directed to this office. Phone: (607) 871-2186.

**\*\*Please Note\*\* Most of the residence halls close during holiday breaks. However, if you need to be on campus during breaks you should contact Bonnie Dungan at extension 2186, at least a month prior to the break. Generally we consolidate all students in one residence hall during holiday periods.**

### Security

Alfred University security is operated entirely by students. The students are identified as security aides and are employed part-time, either as regular security aides, shift supervisors, records aides, or as a co-chief. The two co-chiefs share responsibility for managing the daily activities of the student security force. Security's responsibilities include the control of on-campus parking of vehicles belonging to students, faculty, staff, and visitors. They also help in controlling the movement of vehicular and pedestrian traffic as well as crowd control during special events on-campus. Another important function is to aid in the control of drinking and drug abuse on-campus through the enforcement of University policies regarding these concerns.

Their presence is often helpful in maintaining the peace by resolving conflicts between students and deterring criminal and abusive acts. In other instances, their on-the-spot observation and reporting is helpful in subsequent police department action as well as follow-up action by appropriate University administrators. Another important service provided by the security aides is the Escort Service. Students or employees of the University can request a security aide to walk with them at night on campus. Phone: (607) 871-2108.

### Mail and Telephone

Resident students will have their own mail box in the post office located on the first floor of the Powell Campus Center. Boxes will be assigned and the key picked up from your resident director. You will have the same mail box for your entire stay at the University. Please give your correct mailing address to family and friends. If you live off-campus you will want to check at the Powell Campus Center post office for a mailbox there. Off-campus students also can check the Post Office in Alfred to request home delivery or rent a post office box. When students leave Alfred, it is their responsibility to fill out a change of address card with the Post Office.

Students desiring on-campus telephone service must call Mary Lou Coleman at (607) 871-2806. You must, however, purchase your own telephone. In order to contact a person on-campus, from an on-campus phone; just dial the last four digits. There is an access charge for long distance service that will allow you to make long distance calls from your room. You will receive a bill for these charges that must be paid immediately. If you do not make any long distance calls, you will only be billed for the service connection. If you live off-campus and wish phone service, you must contact the Citizens Communications Office here in Alfred at 1-800-921-8101.

### Laundry Facilities

All of the residence halls have washing machines and dryers that are available for student use. The washers and dryers cost \$.50 and you need exact change (2 quarters). You will need to use your own laundry detergent that can be purchased in one of the local grocery stores. For off-campus students there is a laundry facility in the Commons Building of the Ford Street Apartments and a public laundry facility on Church Street in the Village of Alfred.

### Religious Life

The Alfred community and its surrounding area offer a wide range of spiritual opportunities for Alfred University students. Religious communities in the village and beyond welcome student participation and many religious groups offer on-campus activities and programs specifically designed for University students. General questions may be directed to Laurie DeMott, Alfred University Interfaith Advisor: (607) 587-8738, email [demotlj@king.alfred.edu](mailto:demotlj@king.alfred.edu).

## MISCELLANEOUS INFORMATION

### Transportation in and out of Alfred

The major source of transportation for students who do not have a car is the Shortline bus. Bus schedules can be obtained from the Sports Center on Main Street. Phone: (607) 587-9144. Locally, Homell Area Transit (607) 324-7910 makes frequent runs between Alfred and Homell.

During major vacations, the University provides bus service to the Buffalo and Rochester airports. Reservations must be made at the Campus Center. In addition, a Venture Van travels to places like Elmira, Rochester, and Buffalo on weekends. Call the Campus Center (607) 871-2175 for more information.

### Shopping

Almost all of your basic shopping needs can be met within the Village of Alfred. However, should you require more options, the Town of Homell, located just a few minutes away, offers a more expansive array of shopping opportunities and can be accessed by public transportation. Homell Area Transit "HAT" bus (607) 324-7910 makes frequent runs between Alfred and Homell.

### Parking Regulations

All vehicles, including automobiles, trucks, motorcycles, and other motor operated vehicles to be operated or parked on University property, must be registered immediately with the Safety Office in the Physical Plant. Student vehicle registration is \$ for the academic year or \$ per semester. A \$ fee will be charged for each additional vehicle registered. There will be no refunds issued after the first full week of classes. A full description of vehicle and traffic regulations is described in a brochure that will be available at your Orientation. You may contact the Safety Office with any questions regarding vehicle regulations. Phone: at (607) 871-2108

### Banks

There are two banks that serve Alfred. Community Bank, N.A. (phone: (607) 587-8444) is within walking distance to the campus. The other bank is Steuben Trust Company (phone: (607) 587-9122), which is located approximately one mile north of campus. It is wise for new students who are carrying extra money to take advantage of a banking facility. American banks offer two kinds of service: savings accounts and checking accounts. There are several options to choose from for both savings and checking accounts. Please call or visit the banks to obtain more information.

### Social Security

An international student or exchange visitor who works while he/she is in the United States is required to have a Social Security number. You must have a Social Security number before you can receive a paycheck. The process for applying can take anywhere from 2-5 weeks once the application is in. Application for such a card must be made in person, and two forms of identification and proof of age are required, one of which must be your passport. Also, if you have an assistantship, take your contract letter with you. The International Student Office will make arrangements for one trip to Olean at the beginning of each semester and has information to assist you in getting your Social Security number during other times of the year.

### Health Insurance Coverage

All students must have health insurance for themselves and any dependents living in the U.S. to cover the high cost of medical expenses. Insurance brochures are available in the Student Affairs Office. Graduate students in the NYS College of Ceramics are provided single coverage insurance through the College of Ceramics. Once you have purchased insurance, please bring proof of this to Daryl Conte in the Student Affairs office so that a copy can be made for your files.

### U.S. Law

If an unfortunate situation arises and you need legal advice, we recommend that you contact the Southern Tier Legal Service:

103 South Barry Street  
Olean, NY 14760  
(716) 373-4701 or 1-800-774-2355

Or, contact Daryl Conte in the Student Affairs Office who can give you the name of a lawyer in Buffalo who specializes in immigration matters.

**IMPORTANT NUMBERS**

Health Center -	(607) 871-2400
Student Security -	(607) 871-2108
Police -	(607) 587-8877
Fire -	911 (off campus), 9-911 (on campus)
Ambulance -	911 (off campus), 9-911 (on campus)
Residence Life -	(607) 871-2186
Student Senate Office -	(607) 871-2474
On-Campus Information -	(607) 871-2111
Student Affairs	(607) 871-2133

**NOTES**