



**INTERNATIONAL
STUDENT
GUIDEBOOK**
EUREKA COLLEGE

**2021
2022**

THE MOMENT OF DISCOVERY



EUREKA
COLLEGE

WELCOME

On behalf of the faculty, staff, students and alumni of Eureka College, it is my pleasure to welcome you to our community!

The purpose of this guidebook is to provide you with information to help you prepare for your arrival and to help you throughout the school year.

We wish you success in your educational pursuits. Whether you are joining us for one semester as an exchange student, or planning to pursue your Bachelor's degree, we are so happy you are here!

Sincerely,

Lizzie Rassi
Principal Designated School Official (PDSO)

CONTACT INFORMATION

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EUREKA COLLEGE VISION, MISSION & CORE VALUES

VISION:

To empower every individual to reach his or her full potential through intentional programming that focuses on learning, service, and leadership opportunities.

MISSION:

Eureka College, affiliated with the Christian Church (Disciples of Christ), is a liberal arts and science institution, which also provides professional programs with a liberal arts emphasis. The College exists to cultivate excellence in learning, service, and leadership through the mutual development of intellect and character to enable graduates to lead meaningful lives and have successful careers.

CORE VALUES:

Eureka College's core values dictate our behavior, our action, and who we are as an institution. While we can't put everything we value into one simple list, our core values consist of:

- Dedication to Learning
- Service
- Servant Leadership
- Integrity
- Sense of Community and Mutual Respect
- Diversity
- Data-Informed Decision-Making
- Communication
- Stewardship and Sustainability

GETTING STARTED: WHERE TO BEGIN

Travel Documents

Passport

In order to enter the United States, you will need a passport issued by your home country. The passport enables you to leave and re-enter your home country. If you do not currently have a passport, please apply for one immediately.

Visa

If you currently reside outside the United States, you will need to obtain a Student (F-1) visa. The visa will allow you to enter and leave the United States. Brief instructions on how to secure your visa are included below.

Here are some general tips when applying for a visa:

- **Begin the process early.** In general, you may not apply more than 120 days prior to your arrival in the United States. The timing will vary based on the individual circumstances of each case. However, if approved, it may take up to 60 days after you have interviewed with the Consular Office to receive your visa. So, please, plan ahead.
- When you apply for a visa, there are a number of items you will need to have prepared. A more complete list can be found in the next heading under *Applying for your F-1 Visa*.
- Please note that you may not arrive in the United States more than 30 days prior to the program start date listed on your Form I-20.
- *If your request for a visa is denied, please contact the PDSO immediately at lrassi@eureka.edu.*

Applying for your F-1 Visa

The following are general instructions for applying for an F-1 visa. It is important to note that visa application procedures vary greatly from country to country. Even within a single country, the procedure may vary between the various US Consulates.

Step 1: Contact your local US Embassy or Consulate to determine the exact procedures and timelines for obtaining an F-1 visa. Visit <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html> to find student visa application information and appointment wait time for the city in which you plan to apply for your visa.

Step 2: Complete the DS-160 electronic application. You can access this form at <https://ceac.state.gov/genniv/>. To complete this form, you will need the following items:

- Your passport
- Your Form I-20
 - When you are accepted to Eureka College, you will receive your Form I-20 through the mail from the Principal Designated School Official. This document is essential in your application for a visa and must be an original copy of the document, not a scanned copy.

- Dates of your last five visits or trips to the United States, if you have previously traveled to the United States
- A digital photo for electronic upload: detailed photo requirements can be found at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>
- You may be required to provide information about your current and previous education and work history, including academic records and test scores. Please have those with you.

Please note that the DS-160 must be completed in English.

Step 3: Once you have electronically submitted your DS-160, you will likely need to schedule an interview at the nearest Embassy or Consulate.

Step 4: Complete Form I-901 and pay the appropriate fee (sometimes called the SEVIS fee). For an F-1 Visa, the fee is \$350 US Dollars (as of February 21, 2022). In order to complete the Form I-901, you will need your I-20. For more information about how to pay the I-901 fee, please visit <https://studyinthestates.dhs.gov/paying-the-i-901-sevis-fee>.

You can access the Form I-901 and pay the fee online at www.fmjfee.com/. If you choose to pay the fee by check, money order or Western Union Quick Pay, you must print the Form I-901 payment coupon when you complete the form online.

Once you have paid your SEVIS fee, you will need to print the confirmation of the payment (click the Check I-901 Status/Print Payment Confirmation link).

Step 5: Prepare for your visit to the Embassy/Consulate by gathering the following to bring with you:

- A valid passport
- Your I-20 – make sure you have signed and dated the bottom of the form
- Proof of ties to your home country
- Proof of funds to support your stay in the United States
 - You must show proof of financial ability to support your stay here in the United States. For example, you must show that you can pay for your tuition, books, and room and board costs.
- Confirmation that you have paid your SEVIS fee
- Payment for the visa application fee.
 - **Please note that the visa application fee is different and separate from the SEVIS fee.**

TRAVELING TO EUREKA COLLEGE

Scheduling your Travel

One reason to apply for your visa early is so that you are able to make timely travel reservations. Please be aware that while we are located just 2.5 hours from Chicago, you are advised to fly in to the Central Illinois Regional Airport in Bloomington, IL or the General Wayne Downing Peoria

International Airport in Peoria, IL for your first trip to Eureka College. The airport code in Bloomington, IL is BMI, and the airport code in Peoria, IL is PIA.

Someone from Eureka College will meet you personally in Peoria or Bloomington, Illinois to bring you to campus for your first day at Eureka College. ***In order to make arrangements to meet you, you must tell us your full flight schedule as soon as possible.***

Flying into Peoria or Bloomington, Illinois

This is the preferred and least stressful method of travel to Eureka College. Students who travel to Peoria or Bloomington consistently report that it was easy and convenient to navigate. Many students prefer to use an international airline to get into the United States, and then use a US airline to get to Peoria or Bloomington.

As stated before, Eureka College is located just two and a half hours south of Chicago, but it can be easier to get to Peoria or Bloomington airports via other major US cities. Below, please find some airlines which fly in to Peoria or Bloomington from other US airports.

General Wayne Downing Peoria International Airport – Peoria, Illinois

- From Chicago O’Hare airport: There are daily flights via American and United Airlines
- From Charlotte, North Carolina: There are daily flights via American Airlines
- From Dallas, Texas: There are daily flights via American Airlines

Central Illinois Regional Airport – Bloomington, IL

- From Chicago O’Hare airport: There are daily flights via American Airlines
- From Atlanta, Georgia: There are daily flights via Delta Airlines
- From Detroit, Michigan: There are daily flights via Delta Airlines

Arriving by Train from Chicago

From Chicago’s Union Station, in downtown Chicago, there are several daily Amtrak trains to Bloomington. However, the train is not as convenient as traveling to Bloomington by plane or bus for your first trip, as Union Station is not located near the airport, and involves an additional train ride to get to the station.

Arriving by Bus from Chicago

If you choose to end your flight travel at Chicago O’Hare airport, you will need to take the Peoria Charter Coach bus (www.peoriacharter.com) to Bloomington. The cost for a one-way ticket is approximately \$35 USD and should be purchased in advance and printed. This ticket guarantees your seat on the bus at that specific time. It may be possible to purchase a ticket from the bus driver when you board the coach bus if the bus is not already full. Should this be the case, please be sure to have the exact amount in cash to give the bus driver.

If you have purchased a ticket and your flight is delayed, you can change your bus ticket to another bus with an available seat for \$10 USD, paid to the driver. Be sure to bring small US bills.

If you will be arriving into Chicago O'Hare Terminal 5 (the international terminal), you can board the Peoria Charter bus directly outside. Once you have passed through Customs and Immigration, exit Terminal 5 via door 5E and wait for the Peoria Charter bus in the bus shelter on the central island. The buses are red and white. (You can find a picture of some of the buses on the Peoria Charter website listed above.)

If you will be flying into O'Hare from another US city, you will likely arrive in Terminal 1, 2, or 3, and will need to catch the Peoria Charter bus from the Bus Shuttle Center. Once you have claimed your luggage, follow the floor signs for the Bus Shuttle Center. There are many buses at the Shuttle Center, so be careful to listen for the Peoria Charter announcement and check with the driver to make sure the bus is going to Bloomington.

You should depart the bus at the Uptown (Amtrak) Station Transportation Center in Normal, Illinois.

If you plan to use the Peoria Charter bus, please notify us in advance and someone will meet you at the Uptown Station.

Important! Do not enter the bus unless the driver is wearing a Peoria Charter identification.

Travel during Breaks

If you are planning to return home over the Winter Break in December, please ensure that you do not make travel plans before the last day of final examinations. **It is usually not possible to reschedule your final exam times, so please plan to be on campus until the last day of final exams.** The most up to date final exam schedule may be found here: <https://www.eureka.edu/registrar/final-exam-schedule/>. This schedule is updated every semester and is generally posted online before the beginning of each semester.

You must be on campus, rested and ready for classes when they resume in January. Professors do not allow late returns, so plan to arrive back at Eureka College the weekend before classes begin.

The academic calendar is posted online at www.eureka.edu.

Lost Luggage

Please make sure your name and contact information is on all pieces of luggage that you bring with you. It is also recommended that you put Eureka College's mailing address on your luggage so that, in the event that your luggage is misplaced, the airline can ship it directly to Eureka College. In addition, please make a note of the shipping address in your phone or computer so that you can leave it with the airline. Remember to pack essential items – medications, travel and immigration documents, and a small supply of toiletries – in your carry-on luggage.

Shipping Address:

[Your Name]
Eureka College
300 E. College Avenue
Eureka, IL 61530
USA

ABOUT EUREKA, ILLINOIS

Our Location

Eureka College is located in the city of Eureka, which is in the center of the state of Illinois. The population is approximately 5,300.

Eureka College is located approximately 140 miles (225 km) south of Chicago, Illinois, and approximately 25 miles (40 km) from both Bloomington, Illinois and Peoria, Illinois. Chicago is accessible by plane, train and bus via local transportation hubs in Bloomington, IL and Peoria, IL. However, students generally must find their own transportation to and from those cities.

Climate and Weather

We experience four distinct seasonal weather changes here in Central Illinois. It is generally hot and humid from the time you arrive in August until mid-September. It will be pleasant and cool through mid-November, turning colder, with very cold weather in December, January and February. Our rainy season is March and April. Weather will be pleasant and warm in May and June with hot and humid weather in July and August.

We occasionally have thunderstorms with lightning in the late afternoons and at night during the warmer months. It is important to go indoors if lightning is in the area.

Tornadoes are rare, but possible in the fall and spring. A tornado is a storm with very high winds that form a funnel cloud which reaches the ground. These storms form rapidly and can cause a great amount of damage in a short time. A “tornado warning” means that a tornado funnel cloud has been spotted, while a “tornado watch” indicates that weather conditions are such that tornadoes may develop.

The City of Eureka has a warning system to alert the population when a tornado threatens. Sirens are mounted on several buildings throughout the town and will sound continuously when a storm is threatening. At the sound of the sirens, you should take cover in a basement or lowest level of a building away from any glass or windows.

A test siren is activated on the first Tuesday of every month at 10:00 am. This is maintenance of the Tornado Alert System.

PACKING AND WHAT TO BRING

Your residence hall room will become your home away from home. Think about small items you can bring from home that are familiar and will make you feel comfortable, such as pictures of family and friends or things that represent your interests and your country. Pack light, bring just two suitcases, if possible. You can purchase much of what you need when you arrive. Do bring the small toiletries (shampoo, soap, deodorant) you’ll need for the first few days you’re on campus.

Money

Are you bringing a credit card to campus? If so, you may only need to bring \$100-200 USD. If you do not have a credit card, bring \$700-1,000 USD. Be sure to divide this money as you could lose your wallet or purse while traveling. This will cover:

- Unexpected expenses such as hotel and food due to flight delays
- Your meals, prior to the start of the dining hall opening
- Class supplies and items for your room
- Toiletries and other basic health items

It is possible to safely send additional funds via wire transfer to a bank account you may open when you arrive in Eureka.

Clothes

The weather in Illinois ranges from 32°C (90°F) in Summer/August to -17°C (0°F) or colder during Winter/January and February (see *Climate and Weather*). The residence halls are air conditioned, so although the temperature outside may be very warm, your room may be quite cool. Bring an extra sweater or sweatshirt.

Be sure to pack a variety of clothes, including clothing for snow and rain, so you are prepared for any situation.

Items for Your Room

We have created a packing list on the Eureka College website under <https://www.eureka.edu/student-life/housing-residence-life/>. The Office of Student Life Staff also organizes periodic trips to stores such as Walmart to pick up any daily essentials or food you will need. You can sign up for these trips during Orientation, and then periodically throughout the academic year.

Cell Phone

For safety and convenience, all international students must have a cell phone soon after arrival. Three options for cell phones are:

- Bring an unlocked smartphone that will work in the United States and purchase a SIM card from a cellular provider.
- Purchase a new phone and sim card from a provider and sign a contract for one or two years of service.
- Purchase a phone in the United States with a month-by-month plan from a retailer such as Walmart. (Not recommended for those who wish to use a smart phone.)

Before signing a contract, be sure to talk to the provider and ask about:

- Available talk minutes per month
- Available data per month
- The price you will pay for roaming charges if you go outside your coverage area
- The price you will pay for international calls if they are not included in your calling plan

Here's what you should bring with you when you set up a service:

- Passport
- Student ID (to qualify for any possible student discounts)
- Payment for security deposit
- Some contract plans may require a social security number to set up a new contract plan. Please be prepared to apply for one if you would like to sign a contract with a cellular provider. Please remember, you must be in the U.S. for ten days before you are permitted to apply for a social security number, so you will have to wait a few weeks after your arrival on campus before purchasing a cell phone.

All international students **must** have text message capabilities on their phone (through apps such as Facebook Messenger, WeChat, Viber or WhatsApp).

Bedding

There will be no sheets, pillows, or blankets on your bed when you arrive. You should order them in advance or bring them with you. Shopping trips are usually scheduled the week after you arrive. We strongly encourage you to order bedding and towels in advance, because you will need them the first day you are on campus. The beds at Eureka College are Extra Long Twin (39 x 80 inches), so be sure to order the correct size. Feel free to use online services such as Amazon.com to ship items to Eureka College.

IMPORTANT: Eureka College is prepared to accept your packages through our mailroom AFTER August 1.

Shipping Address:

[Your Name]
 Eureka College
 300 E. College Avenue
 Eureka, IL 61530
 USA

LIFE ON CAMPUS

Orientation

Orientation is mandatory for all new international students. You will work directly with your PDSO for this program.

Please note, the food service locations on campus will not open until move in day. Therefore, you will be responsible for any meals.

Parents

If your parents plan to accompany you to campus, contact the PDSO as soon as possible. If your parents accompany you and would like a campus tour and/or a tour of our community, please let us know in advance.

Welcome Week

Welcome Week occurs during the week prior to the start of classes and includes many events which will allow you to interact with peers, faculty, and staff members. There are a number of events required for new students, including Opening Convocation, which celebrates our incoming class of students and introduces them to the campus community.

FINANCES

Paying your Eureka College Bill

You are responsible for ensuring that your Eureka College student account is paid on time. If a student's account becomes delinquent because payments are not made according to the payment schedule below, the College has the right to collect the balance due. Methods for collecting the outstanding balance include, but are not limited to, turning the student's account over to a collection agency or taking legal action. Additionally, the College may prohibit the student from scheduling classes or signing up for housing for the following semester; withdraw students from courses for the following semester; and withhold academic transcripts and the student's diploma until the balance is paid.

Payment Options

Eureka College offers three payment options for students:

1. **Pay in FULL:** All tuition, fees, and other charges are due and payable in full by August 15th for the fall semester and January 15th for the spring semester.
2. **TWO Payment Plan:** Expenses may be paid in two equal installments during the semester (50% due August 15th and 50% due October 1st for fall semester; 50% due January 15th and 50% due March 1st for spring semester).
3. **Monthly payment plan options** are available during designated enrollment periods through our third-party vendor, Nelnet. For more information on this payment plan, or to sign up during designated enrollment, please contact the Eureka College Business Office at 309-467-6312. To receive information on payment options, contact the Eureka College Business Office at 1-800-548-9144.

Payment Methods

Payments may be made online through the financial tab on the student's Eureka College SONIS account when paying Eureka College directly using any major credit or debit card (Mastercard, Visa, Discover or American Express). Payments may also be made by mailing a check or money order to the Business Office, by calling the Business Office at 1-309-467-6309 with a credit or debit card, or in person by visiting the Business Office during office hours. You can also submit payment through this link: <http://www.eureka.edu/student-account-payments>.

If you are paying by check or money order, please send payment to:

Eureka College
Business Office

300 E. College Avenue
Eureka, IL 61530

Finance Charges

Finance charges are assessed to all student account balances greater than 30 days outstanding, except for students and families participating in the Nelnet Campus Commerce program whose payments are current. The annual rate is 12%, and a late fee of \$100 USD is assessed at 7 days past due. The assessment will continue until the balance is paid in full.

Refund Policy

Eureka College students who terminate their enrollment completely, other than at the end of the semester, shall be refunded tuition only according to the "Return of Title IV Aid" regulation. See the Financial Aid Handbook for calculation worksheets and explanation of return policy. **The percentage of the semester completion shall be calculated based on the last date of attendance as determined by the Registrar's Office.** After 60% of the semester has been completed, there shall be no refund. Students should contact the Registrar's Office for an Exit Ticket.

Banking and Currency

It is important for you to have a US bank account. Most students open a checking account, and it includes a debit card. You will need to have a minimum of \$100 US dollars to open an account. You may deposit (add money) and withdraw (take money out) at any time. You will be able to open a local bank account soon after you arrive on campus.

Electronic Deposits

If you work on campus, you can arrange to have your paycheck electronically deposited into your bank account.

The easiest and safest way for your parents to deposit money in to your account is to send it to your bank account electronically using a wire transfer.

Debit Cards

Debit cards are what most people in the United States now use to buy items when shopping. You can usually get your debit card two weeks after you open a new bank account. You can use this card as you would cash. With the PIN and your card, you can withdraw cash from Automated Teller Machines (ATM). Make sure you pay attention to the terms of using each ATM, as some have high fees associated with withdrawals. Always ensure you are carrying your identification, as most US stores and restaurants will ask to see it with your debit card.

United States Currency

American paper currency is issued in several denominations: \$1, \$2, \$5, \$10, \$20, \$50, and \$100. The US also issues currency in the form of coins, with the most common denominations being: 1¢, 5¢, 10¢, 25¢, 50¢, and \$1.

ACADEMICS

Registration and Academic Course Load

All first year and transfer students will receive a tentative course schedule before they arrive on campus for Welcome Week. If, during Welcome Week, you feel you may need to change a course, please meet with your faculty advisor before classes begin. You can find the name of your faculty advisor when you log in to your SONIS account.

You will need to register for at least 12 hours each semester to maintain status and remain on track for graduation. **Do not, under any circumstances, drop below 12 credit hours at any time.** If you do so, you risk losing any scholarships you may have, and you will be in violation of your student visa requirements.

If you need to request a Reduced Course Load for one semester during your program, you will be required to fill out a Request for Reduced Course Load Form, which you can obtain on our website or through the Principal Designated School Official. **Please note: Reduced Course Loads are authorized *only* for the following: Academic Difficulties during your first semester, Documented Medical Conditions, or during your last semester of your program of study. It must be recommended by your faculty advisor, and final approval for a Reduced Course Load will come from the Principal Designated School Official.**

Teaching Styles and Academic Expectations

We understand that some international students come from an academic culture that is lecture-based with little discussion. The US educational system differs greatly from this, with professors often challenging students to take a perspective opposite from theirs for practice in critical thinking. The US system encourages students to learn by questioning and arguing their viewpoint. Learning to develop and articulate your own position on an issue may be challenging and awkward at first, but the rewards and growth from such experiences will make you a better student.

Most classes at Eureka College are conducted in a seminar format (less than 20 students); however, you will see a number of different teaching styles. You will work in small groups, make individual presentations, and you may have class outside on warm days. Some professors simply lecture, while others will ask a lot of questions of you in class. It may take time to get used to the various teaching styles. Professors want you to ask questions about what is new and not clear to you. Please remember, if you are having difficulties with translations, feel free to ask! Americans tend to speak quickly and be very open and direct when communicating. If you do not understand, it is acceptable to ask the person whom you are speaking with to slow down or repeat. Please remember to be courteous with your professors and raise your hand before interrupting them.

Academic Difficulty

First-year college students often have difficulty getting organized. You may find you have difficulty keeping up with reading, writing, or taking exams, or simply with time-management, especially because English is not your first language. Translation fatigue is a common first semester complaint

of many international students. If you are having difficulty with your studies, you should contact your professors and academic advisor and speak with the Principal Designated School Official. There are a number of strategies and resources within our campus community to assist you.

Academic Dishonesty/Plagiarism

Using someone else's words, ideas, or research without citing their work is called plagiarism. Plagiarism is a serious act of dishonesty that will not be tolerated at Eureka College or any other US college. Plagiarism, even if it is unintentional, can result in expulsion from the College. We *strongly advise* that you use the Writing Center staff to assist you by reviewing the papers you write for class.

Campus Resources

The Learning Center

The Learning Center provides free academic support for all Eureka College students. Whether you need help in a class, want a study partner, or just need a refresher on some topics you feel comfortable with – the Learning Center is an exceptional academic resource for every student at Eureka College. The Learning Center is located on the residential side of campus, in Alumni Court. Additionally, the Learning Center is located next to Harrod Lounge, which is a great study space with computers and is open to students 24 hours per day.

The Writing Center

The Writing Center is available for those students who need or would like assistance with writing. Most international and many American students at Eureka College take advantage of the assistance offered by the Writing Center; indeed, some faculty members require that all of their students visit the Writing Center while working on an assignment. The Writing Center hours are published during the first week of each semester.

Technology: Email Address, Network Login, SONIS, Wi-Fi and Computer Labs

All students are issued an e-mail address, a network login account, and a SONIS account. Email is the official form of communication on campus, and will be used for all campus-related announcements. You will receive a document via email with your login information shortly after you've deposited.

SONIS Login

Eureka College has an electronic online portal through which all EC students can access their grades, course schedules, billing information, and other important information. Each student is given a unique login and password when they are accepted to Eureka College.

Wi-Fi Access

All residence halls are wired for high-speed network connectivity. Students are encouraged to bring their own computers to be used in their residence hall rooms. The wireless access to the Internet is available across campus in any student-accessible building.

Computer Labs

There are a number of computer labs on campus. You may use any of these labs to check email, conduct research, write your papers, and do other work.

A dedicated staff is available to resolve technology-related issues quickly. For any questions or to report any network-related issues, users may contact the Help Desk by phone or text at 3137-MYECIT (313-769-3248), by e-mail at helpdesk@eureka.edu, or in person. E-mails are preferred. If the help desk personnel cannot resolve the issue, an e-mail will be forwarded to the appropriate staff member.

RESIDENCE HALLS

Eureka College requires that all full-time students live in the residence halls on campus unless approval is granted by the Director of Housing or the Dean of Students. Students who are granted exemptions from living on campus must meet certain criteria.

There are five residence halls on campus: Alumni Court, Founders Court, Langston Hall, Gunzenhauser (Gunz) Hall, and Arnold Hall. It does not matter where you live, as you will make friends anywhere you are placed. Do not dwell on what hall you are assigned to, as they all have the same basic services. Our halls are co-ed. In some buildings, men live on certain floors and women live on the others. However, in Langston Hall and Gunz Hall, men and women live on the same floor together (with private bathrooms). You will get to know the other students on your floor quite well. Each floor has a student Resident Assistant (or "RA") assigned to it. RAs are very helpful and look forward to assisting their residents.

You will be given a key that will open your building and your specific room.

Hall Bathrooms

Each hall has one or two bathrooms that are shared by the residents on the floor. There are several private toilet stalls and several private shower stalls. There are no communal bathing facilities. You are expected to wear shower shoes (flip-flops) in the bathroom and in the shower to reduce the spread of foot-borne bacteria. Custodial staff cleans the bathrooms and common areas regularly.

Laundry Facilities

You will be responsible for doing your own laundry. Almost all residence halls have washing machines and dryers which are free of charge. If you live in Founder's Court, you may use the laundry facilities in Ben Major.

Telephones

All students use cell phones. You have the option of bringing your own cell phone, or purchasing a cell phone when you arrive.

Break Housing

Please be advised that our residence halls close three times every academic year: once for Thanksgiving Break, once for Winter/Holiday Break, and finally, for Spring Break. Additionally, the residence halls will close after classes end in May for the summer. If you plan to stay on campus during the breaks, you must have approval from the Dean of Students and the Director of Housing. You must also fill out a break housing form.

Eureka College Code of Conduct

The residence halls have a very structured set of rules that must be followed. These rules are explained at the beginning of term by the residence life staff and are also available in the Student Handbook.

There are too many rules to mention here, but you should pay particular attention to the College policy on alcohol consumption. Specifically, only students 21 years of age or older may possess and/or consume alcoholic beverages in the United States. Smoking is not permitted in the residence halls. In addition, a number of items are prohibited in the residence halls for safety purposes. These include air conditioners, space heaters, halogen lamps and certain cooking devices.

For a full list of residence hall policies and more information about residence life on campus, please see Eureka College's Student Handbook.

Getting Along with Your Roommate

New roommate situations are an adjustment period for everyone, even for those who have known – but not lived with – their roommate for many years. Learning to live and cope in close quarters, such as a residence hall room, is difficult for everyone. Here are some suggestions to consider:

- Find time to be out of your room. Spend time in the lounge, the library, or one of the open or common areas of campus buildings. Some of the pleasant common spaces in which to hang out are the Undergrounds Coffee House, which is open on weekends, and the Burgoo, located inside the Cerf Center. Additionally, there is a small room inside the Library, the Gammon Room, with a fireplace that can be quite cozy.
- Find the place best suited for your study habits. This will probably not be in your room.
- Roommate difficulties are best handled as they happen. Start with a habit of open communication – that is the best policy.

Cleanliness

Everyone has his or her own standard of cleanliness and it is difficult for two people live in the same room and have exactly the same expectations for cleanliness and order. Here are a few ideas in regard to minimum standards of cleanliness:

- Empty your trash daily. Old food attracts insects and will cause bad odors in your room/hall.
- If you have a refrigerator, keep it clean. This, too, will attract insects if not kept clean.
- Make your bed daily.

MISCELLANEOUS TOPICS

Greek Life

You will certainly hear the phrase “Greek life” when you arrive on campus, but you may not know what this means. This refers to social groups called fraternities (men) or sororities (women) on campus. These social organizations participate in community service, leadership development, and campus events. About 25% of students participate in Greek Life on campus. If you’re interested in joining a fraternity or sorority and would like more information, visit <https://www.eureka.edu/student-life/get-involved/greek-life>. Please know that there are dues required to be a member of a Greek organization.

Dress Code

Students on campus dress quite casually. In warm weather, students generally wear shorts or skirts with short-sleeved shirts. In cooler weather, students will wear jeans or leggings with layered t-shirts and sweatshirts or sweaters.

You may wear whatever you are comfortable in, and if you choose, you may wear your traditional clothing from home. Most students choose not to do this on a regular basis, but you should feel free to do so – especially if you wish to celebrate a holiday from your home country. People may ask about your traditional clothing, but it’s a great way to strike up a conversation and to globalize the campus.

Staying Fit

Eureka College students have access to the Bonati Fitness Center, inside the Reagan Athletic Complex. You should be prepared to wear athletic clothing when you use the center. All students are welcome there, and you will also see faculty and staff there. If you would like to use the fitness center, see the Athletic Department, on the second floor of the Reagan Athletic Complex, for a code to open the door.

CAMPUS SAFETY/BASIC CRIME PREVENTION

We live in a community that is safe and has a relatively low crime rate. However, it is everyone’s responsibility to use common sense and be aware of their surroundings.

The following is a list to help you understand what is expected of you in your new environment:

- Always lock your door.
- Do not give your room key to others.
- Do not prop open secure doors.
- Report suspicious activity to your Residence Advisors (RAs) or to a campus authority.
- Memorize your bank PIN (personal identification number) and keep those numbers confidential.
- Do not keep items of great personal or monetary value in your residence hall room.
- Keep your credit cards secure.
- Do not share your social security number with others.

- Report theft immediately.
- Do not carry large amounts of cash at any time.
- Do not walk alone at night.
- Walk on the sidewalks, not the street.
- Do not get in to someone's car if you do not know who they are.

HEALTH ISSUES

Health Insurance

In the United States, the government does not pay for health care, which means **you must pay for health care each time you use it**. To assist in covering this cost, students are required to have health insurance. This insurance pays for some, but not all, of your bill for the use of a medical facility, a doctor's visit, any medical test, or any prescribed medicine you might need.

Most applications for an F-1 visa require health insurance while you are visiting the United States. Eureka College offers a student health insurance, which is billed through your student account. **If you enter the US with insurance you've acquired on your own you will still be required to visit the website and "waive out" as proof of coverage. The "waive out" is also required to avoid an automatic enrollment in the College's insurance and charge on your student account.** To enroll or waive your benefits, visit www.firststudent.com.

Immunizations

In order to register for classes at Eureka College, the Immunization Form or Certificate of Child Health Examination from the student's high school or Public Department of Health must be complete. A student can neither attend classes nor participate in or practice for intercollegiate or intramural competition unless this record is on file.

Information on the types of immunizations required can be found on the Eureka College website, under new student forms or in Appendix I of this guidebook. **If you do not send proof of immunizations before you arrive, you will be required to receive immunizations from a registered nurse upon your arrival on campus.**

Health and Illness

Nearly every college student becomes ill at some point during their college career. It is important to seek medical care before you spread anything infectious and/or before you miss too many classes and your grades begin to suffer.

Clinical Health Services are provided to Eureka College Students by Carle Eureka Hospital, which is located just five blocks north of the College. Please note: you **must** show your college identification to be treated under the Eureka College plan, and you will be billed a co-pay through your student account. More information regarding the services provided by Carle Eureka Hospital can be found here: <https://www.eureka.edu/student-life/student-resources/>

Mental Health

Counseling Services

Moving out on your own can be an exciting, yet unsettling, time. Learning to deal both with American culture and college expectations can be confusing and stressful. Counseling services are provided free and confidentially to Eureka College Students through Tazwood Center for Wellness/Unity Point Health. The services begin each year during the first week of classes in August and end during finals week in May. Each Eureka College student receives six sessions free of charge. If you would like to request additional sessions, please work directly with the Dean of Students. For more information, visit <https://www.eureka.edu/student-life/health-and-wellness/resources>.

Chaplain

Reverend Bruce Fowlkes, Chaplain of Eureka College, helps students honor their traditions, connect with deeper sources of meaning and become more articulate about their faith.

Chaplain Bruce is also Eureka College's Ombudsperson, who serves as a confidential ally to faculty, staff and students. He is available for short term counseling sessions if need be. He can be reached at bfowlkes@eureka.edu or by phone at 309-467-6429. His office is located in the Cerf Center.

CULTURAL ADJUSTMENT

Adjusting to a new culture, a new educational level, people, food, and routines can be very difficult and overwhelming. This is the case for nearly all international students, and many American students, too. There are a number of people on campus available to assist you with any difficulties you may experience in adjusting to American routines.

It is helpful to keep in mind at all times that a period of adjustment happens for everyone, not just people entering the United States, not just college students, and not just students who leave their home country. In fact, many people find cultural adjustment difficult when moving to a different region within their home country. We hope you find the following information helpful.

The States of Culture Shock

The First Stage – Euphoria, Often called “The Honeymoon Stage”

Characterized by feelings of excitement and anticipation, people in this state are generally happy with the newness of their surroundings and are fascinated with the people and activities around them, much like tourists are when they encounter a new place.

The Second Stage – Often called a “Hostility Stage”

People in this stage may experience difficulty in dealing with what would seem to be a simple task if at home, such as operating laundry equipment. By now, a person may have experienced difficulties with local language or may have a sense of being uprooted or feeling overwhelmed. This stage is sometimes marked by mistrust of Americans, lack of appetite, staying in one's room, being over-critical of the new culture, and an overvaluing of one's own culture.

The Third Stage – A Recovery Stage

In this stage, one is now adjusting and starting to feel comfortable. This state is characterized by having made friends, knowing the language better, and having the ability to laugh at one's own struggles with cultural dilemmas.

The Autonomy Stage – Biculturalism

People in this stage report that they feel at home in the United States, yet are able to retain their allegiance to their home culture. One may have an understanding of what is important to Americans, though may not hold the same values. At this point, a person may be better able to assess one's own home country's culture more objectively and be ready to assist others who are new to American culture.

Strategies for Getting Through the Cultural Adjustment Period

There are many things that a person can do to help get through the difficulties associated with changing cultures. Here are some suggestions.

- Find someone who speaks your native language.
- Get extra sleep.
- Exercise (it really helps, even taking walks!)
- See adapting to American culture as a learning experience and take on one aspect of culture at a time – food, music, local language, TV, body language, etc. The more you know, the less threatening it will seem.
- Talk to older students who have been through this experience.
- Call your family now and then for a little encouragement.
- Keep a sense of humor.
- Try to focus on those activities that you like about your new culture.
- Find a club, social group, or church that you may have something in common with.

American Life

It's best to avoid broad generalizations about country or culture; but in an effort to help you understand Americans better, we offer this guide to the common behaviors, values, and communication styles that some of the international students find to be very difficult and, as they say, "very American".

Pace of Life/Sense of Time

From the beginning, you will notice that Americans seem to always be in a hurry. To Americans, time is precious, should be well-managed, and is not to be wasted. With this in mind, you are expected to manage your time wisely and be on-time for appointments. In many cultures, there is a warm-up period of business – a time in which both parties find trust in one another before proceeding cautiously into business negotiations. In some cultures, this process often takes several meetings before business matters are discussed. This is not the case in the United States.

“Doing” versus “Being”

Americans are task-centered and place great value in being active. When Americans gather in their spare time, it is generally for a defined purpose. They rarely gather just to be together. We see, though, that International students and some of their American friends on the Eureka College campus are able to get past this. They can separate the American “purpose-driven” lifestyle of a college campus from idle time spent just being together. You may find that Americans get bored easily if they are not actively engaging in something they deem purposeful.

Materialism/Consumerism

People new to the United States are often shocked and overwhelmed by the amount of stuff Americans have. In America, the acquisition of goods is seen to be the natural reward for hard work, and so possessions are often seen as an indicator of success. Understanding this set of values may take some getting used to.

Individualism

In many cultures, who one person is as a person is not nearly as important as what group they are a part of. This is not so in America. Americans believe in individualism – in one’s right to freedom of thought and action, and this autonomy is seen as a positive thing. However, individualism is balanced by the responsibility required to manage the consequences and to be individually accountable.

Development of Friendships

Most American students are open to the idea of developing a large circle of casual friends. As time goes on, they develop a smaller group of intimate friends, but will still maintain friendships with the large group. These friendships come and go with time.

Local Language

American local language takes time to understand... especially casual phrases, lingo and idioms. Some of the terms you will hear are common mostly to the college student population and others are more of a nickname for places, ideas and local culture.

Direct Communication

Perhaps in tandem with the idea of individualism is the practice of direct communication. In many cultures, ideas are more implied than expressed, and more suggested than directly stated. Adjustment to this form of communication can be difficult. Direct communication is viewed by many Americans as more truthful and positive than implied, indirect communication. Students new to the United States will have experience in the classroom that may be vastly different from what they are used to.

Problem Solving and Self-Determination

Many cultures accept some problems as unsolvable and are willing to accept things as they are, as the result of fate. Many Americans, however, refuse to believe that a problem does not have a solution; they believe in self-determination, that one has control over one’s own life. You will find that rather than accept what comes their way, many Americans will try to take control of the

situation. In many cultures, tradition serves as the guide for the future; for many Americans, it is personal preference or desired outcomes that guide them.

Pragmatism

Americans tend to value those things and ideas that connect theory with practice. You will often hear frustrated students ask, “How is this going to help me in the real world?” In contrast, many new international students sit ready to accept everything a professor says as fact, believing that there is only one logical answer to a question and that answer is what the professor is presenting.

Common Courtesies in the United States

Most international students try to find a way to adjust to general courtesies expected in the United States. The following is a list that will help you get started.

Opening/Holding Doors

It is a courtesy to hold a door if someone is following close behind you. This is a gesture of politeness.

Holding the Elevator

Similar to holding a door, it is polite to look for others as you enter an elevator to see if others are going up or down. If you are near the panel, you might ask what floor they are seeking and press their floor button.

Appointments/Timelines

You are expected to arrive to class a few minutes before class begins. **Do not be late.** In regard to keeping appointments with a doctor, your professor, or anyone else, it is appropriate to arrive five minutes early. If you are going to be more than five minutes late, you should let the individual you were planning to meet know, and be prepared to explain your lateness. Chronic lateness is not tolerated at work, class or anywhere else.

Other Facts about American Culture

Tipping

Americans tend to tip everyone and anyone in the service industry — wait staff, bartenders, cab drivers, hotel employees, beauticians— and good service is rewarded with a good tip. While tipping is technically voluntary, not tipping is generally looked down upon. Tipping amounts vary depending on what city and state you’re in, and the services provided. If you have any questions, please feel free to ask your Principal Designated School Official.

System of Measurement

The United States uses the US Customary Units (example: miles, feet, inches, pound). This is different from every other country, which uses the Metric system (kilometers, Celsius, and kilograms). Keep this in mind when reading speed limit signs (miles per hour), temperature

readings (Fahrenheit), and the weight or volume listed on food and drink packaging (pounds or ounces).

LEGAL MATTERS

US, State and Local Laws

Both on and off campus, you are subject to the laws of the United States, the State of Illinois, and the Eureka community. Police in our community are not to be feared: their motto is “to serve and protect”. While they are here to enforce the laws, their general role is to guarantee public safety.

When dealing with our community police, **do not lie to them**. Lying to a police officer is a felony offence called “obstruction of justice”. It may happen that you are in the wrong place at the wrong time, but you will be in more trouble if you lie about your name, age, or any other matter.

Any involvement with the police **must** be reported to the PDSO immediately, as some of these instances must be reported to the US government.

Illegal Drugs

It is impractical to list all of the drugs and substances that are illegal in the United States, but you must know that the possession of illegal drugs is a serious crime in the United States. If you are arrested and convicted, you will face jail time and/or immediate deportation.

Driving

Generally, you must be 18 years of age or older to drive in the United States. An exception to this law is made for those who have completed a US Drivers’ Education course and who have a parent’s permission to drive. It is against the law to drive without a license.

EMPLOYMENT

There are a number of various on-campus jobs that become available throughout each academic year. Most open positions are communicated to the students through email, so watch your student email account closely to learn about new employment opportunities and follow the instructions carefully.

Always visit with the PDSO before applying for a job to ensure your eligibility to work on campus.

F-1 Students may be eligible for on-campus employment with certain restrictions. F-1 students may be employed on campus for up to, but no more than 20 hours per week. However, the limit for Eureka College usually is no more than 10 hours. If you apply and have been offered a campus job, please report to the PDSO immediately for an Employment Authorization form. Please be aware that you will be required to apply for a social security number and fill out all required paperwork in the Human Resources office before you may officially start work.

Please be prepared to have enough funds to cover your tuition and room and board without relying on your on-campus job wages to pay your bills.

Off-campus work, both paid and unpaid, is not permitted unless approved by the PDSO as being an integral part of your study and directly related to your major field of study.

Social Security Number

If you are going to be employed on campus, you will need to obtain a US social security number. You cannot obtain a social security number until you have been in the United States for at least ten days and you must have an offer of employment to apply for a number.

The PDSO will assist you with this process.

It is very important that, once you have a social security number, you keep it confidential, and share it only for official purposes. There are fraudulent schemes designed to obtain people's social security numbers for profit (called identity theft), so it is important to keep this information safe.

Your social security number will stay the same for the rest of your life. Do not ever apply for a new number.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is paid or unpaid off-campus employment that is directly related to your field of study and is an integral part of your degree program. You must have been enrolled for one full academic year to be eligible for CPT employment. Participating in CPT requires approval of the Principal Designated School Official. Employment authorization is specific to a particular job. That means you must have a specific offer of employment to request this type of employment authorization. **Please note, off-campus internships require CPT approval. Please ensure you discuss off-campus internships with the PDSO *before* starting the internship.**

If you have twelve months or more of full-time CPT, you may not be eligible for Optional Practical Training (see below).

Optional Practical Training (OPT)

Optional Practical Training (OPT) is paid or unpaid off-campus employment that is directly related to your major, that occurs during or after the completion of studies, and that is appropriate for the level of study you are completing. OPT can be up for twenty hours per week while classes are in session or full or part time during semester vacations, and after you have completed all course work for a degree. The total period of employment on OPT may not exceed twelve months.

OPT is available to all students who have been enrolled at Eureka College in the same degree program for one academic year or more. The work permission is **not** employer specific, so a job offer is not required before authorization is given. However, participation in OPT requires approval of the PDSO and the US Government. Obtaining approval from the US Government can take three months or more, so you should see the PDSO at the beginning of your last semester.

Income Tax

Income on wages earned in the United States is taxed. Some taxes will be taken out of your wages before you are given a paycheck; however, all students who earn money must file income tax statements on or before April 15th of each year.

KEYS TO MAINTAINING YOUR NONIMMIGRANT STATUS

It is important to follow certain rules pertaining to your F-1 nonimmigrant status. Here is a list of things that you can do to help maintain your status.

- **Do not let your immigration documents expire.** Look for the expiration date noted on your I-20. If you cannot complete your studies by that date, you must request an extension of your document from the Principal Designated School Official.
- **Keep your passport valid.** As is the case with your immigration documents, you should keep your passport valid at all times. Contact your home country consulate or embassy for information on extending the validity of your passport.
- **Register for a full course of study.** In general, you should plan to register for 12 hours (about 4 classes) during both the fall and spring semesters.
- **Do not work without authorization.** Off campus employment is prohibited except under certain circumstances and with prior approval by the Principal Designated School Official. Off-campus internships also may require approval.
- **Work no more than a total of twenty hours per week during the fall and spring semesters.** You may, however, work up to 40 hours per week on campus during breaks and when school is not in session *if* your employer allows it.
- **Notify the PDSO if you move.** Do this within ten days of your move, as it must be reported to the US Department of Homeland Security. Notify us *every* time you move.

APPENDIX I

Immunization Clarification

In order to register for classes at Eureka College, the Immunization form or the certificate of Child Health examination from the student's high school or Public Department of Health, must be completed and in the possession of the Office of Student Life. A student cannot attend classes or participate in or practice for intercollegiate or intramural competition unless this record is on file in the Office of Student Life.

Because of Illinois State Department of Health requirements, it is important that these instructions be closely followed.

It is not necessary for students born before January 1, 1957 to demonstrate immunity.

Diphtheria, Tetanus, Pertussis

(DPT, DT, or Td vaccine): Students shall provide dates of any combination of three or more doses of Diphtheria, Tetanus, and Pertussis containing vaccine. One dose must be Tdap vaccine. The last dose of vaccine (DTP, DTap, DT, td, or Tdap) must have been received within 10 years prior to the term of current enrollment. Receipt of Tetanus Toxoid (T.T.) vaccine is not acceptable in fulfilling this requirement.

Measles

Students shall provide documentation of receipt of two doses of live measles virus vaccine on or after the first birthday. The minimum time interval between each dose must have been at least four weeks (28 days). If either dose was received prior to 1968, proof must be provided that a live virus vaccine, without gamma globulin, was administered. Students who cannot provide proof of immunization may provide laboratory (serologic) evidence of measles immunity.

Rubella

Students shall provide documentation of receipt of two doses of live rubella virus vaccine on or after the first birthday. The minimum time interval between each dose must have been at least four weeks (28 days). Students who cannot provide proof of immunization may provide laboratory (serologic) evidence of rubella immunity.

Mumps

Students shall provide documentation of receipt of two doses of live mumps virus vaccine on or after the first birthday. The minimum time interval between each dose must have been at least four weeks (28 days). Students who cannot provide proof of immunization may provide laboratory (serologic) evidence of mumps immunity.

Meningococcal vaccine

Beginning Fall term 2016, all new admissions under the age of 22 shall show proof of having at least one dose of meningococcal conjugate vaccine on or after 16 years of age.

TB Skin Test

Required of all international students. Test must be within six months prior to entrance into Eureka College.

Exceptions and forms for exemptions to the immunity requirements may be found on the Illinois Department of Public Health website at <https://www.dph.illinois.gov/topics-services/prevention-wellness/immunization>.

APPENDIX II

US CURRENCY

No matter where you go or what you do in America, you will want to have some form of US currency with you at all times.

Yes, credit cards are common, but they aren't yet accepted everywhere. And a few bills or coins will come in handy when you need a trip on public transportation, copies in the public library, or maybe just an emergency snack! Understanding the value of each form of US currency will give you a head start as a new resident of the United States.

US Currency: Coins

Penny

- Value: 1 cent. 100 pennies = \$1
- Color: Copper
- On Side 1: President Abraham Lincoln
- On Side 2: Lincoln Memorial
- Notes: A penny won't buy you much (if anything). You usually can't use pennies in vending machines or parking meters.

Nickel

- Value: 5 cents. 20 nickels = \$1
- Color: Silver
- On Side 1: President Thomas Jefferson
- On Side 2: Monticello (Jefferson's home)
- Notes: Like the penny, a nickel won't buy much. You usually can use nickels in vending machines and parking meters.

Dime

- Value: 10 cents. 10 dimes = \$1
- Color: Silver
- On Side 1: President Franklin D. Roosevelt
- On Side 2: torch
- Notes: This is the smallest US coin.

Quarter

- Value: 25 cents. 4 quarters = \$1
- Color: Silver
- On Side 1: President George Washington
- On Side 2: eagle, or emblem representing one of the 50 states
- Notes: The quarter is probably the most useful coin of US currency. This is often the only type of coin you can use to wash clothes at a laundromat, get candy from a gumball machine and play an arcade game.

Half Dollar

- Value: 50 cents. 2 half dollars= \$1
- Color: Silver
- On Side 1: President John F. Kennedy
- On Side 2: eagle
- Notes: This is the largest of US coins, but it is not commonly used.

Dollar Coin

- Value: \$1
- Color: Gold
- On Side 1: Sacagawea, a native American
- On Side 2: bald eagle
- Notes: Like the half dollar, this coin is not commonly used.

US Currency: Bills

\$1 Bill

- On Side 1: President George Washington
- On Side 2: pyramid, eagle and the word "ONE"
- Notes: Probably the most common and useful form of US currency.

\$2 Bill

- On Side 1: President Thomas Jefferson
- On Side 2: Scene from the signing of the Declaration of Independence.
- Notes: The \$2 bill is rarely used and it is extremely uncommon to receive one as change from a store. If you want a \$2 bill, you may have to request it from a bank.

\$5 Bill

- On Side 1: President Abraham Lincoln
- On Side 2: Lincoln Memorial
- Notes: Very common.

\$10 Bill

- On Side 1: Alexander Hamilton
- On Side 2: US Treasury
- Notes: Very common.

\$20 Bill

- On Side 1: President Andrew Jackson
- On Side 2: White House
- Notes: Very common.

\$50 Bill

- On Side 1: President Ulysses S Grant
- On Side 2: US Capitol
- Notes: This bill often won't be accepted by small stores.

\$100 Bill

- On Side 1: Benjamin Franklin
- On Side 2: Independence Hall
- Notes: This bill often won't be accepted by small stores. Unless you are planning a large purchase at a major store, you may find it more convenient to go to a bank and exchange your \$100 bill for \$10 or \$20 bills.

APPENDIX III

Glossary of Academic Terms

Academic Year – The academic year begins in August and concludes at the end of April or early May. It is divided into two semesters: Fall and Spring.

Academic Dismissal – Failure to meet academic standards and not being allowed to register for future courses. If you are academically dismissed, you will be in violation of your status.

Academic Probation – Permission to continue registration, subject to meeting terms required for returning to Good Standing.

Advisor – You will be assigned a First-Year advisor for your first year at Eureka College. After that, you will be assigned a major advisor, who will advise you in your chosen field of study.

Credit – The weight value assigned to a course.

Cross-Listed Course – A course listed for credit under more than one discipline. The course may only be taken once for credit.

Discipline – A subject area or branch of knowledge.

Elective – A credit course which is not counted towards your major field of study requirements. Elective courses do, however, count toward the number of credits required for graduation and are factored into one's GPA.

Faculty – The teachers and instructors at Eureka College

Finals/Final Examinations – Cumulative exams that occur at the end of every semester.

GPA (Grade Point Average) – An average calculated by dividing the total number of grade points obtained by the number of credit hours attempted.

Cumulative GPA – All grades averaged together. It is calculated by dividing the total number of grade points obtained by the total number of credits attempted at Eureka College.

Major GPA – The average of the grades from the courses required from your major only.

Major – The discipline(s) or area(s) of specialization selected to fulfill part of the requirements for most bachelor's degrees.

Minor – A secondary discipline or area of specialization selected.

Mid-Terms/Mid-Term Examinations – Examinations given at or near the middle of the term at the professor's discretion.

Prerequisite – A course or courses that must be completed before registration in another course is permitted.

Semester – A semester is part of the academic year. Fall semester is from August through December, and Spring semester is from January through April/May.

Transcript – An official document that lists the entire academic record of a student at an education institution.