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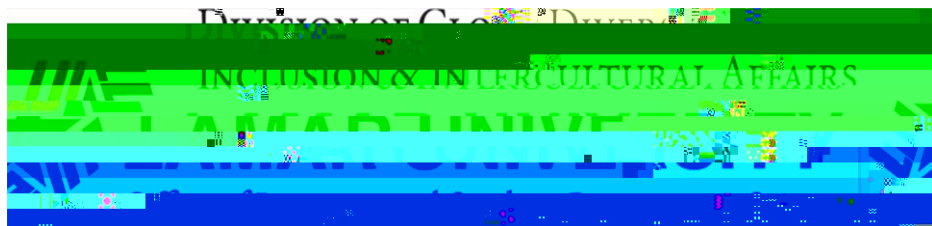
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*Office Hours &
Location:*

Monday - Friday:
8:00 am - 5:00 pm
Wimberly Building 117

*Walk-In Advisement
Hours:*

Tuesday - Friday:
2:00 pm - 4:00 pm



International Student Handbook



Welcome to **Lamar University!**

We are pleased that you have chosen Lamar University (LU) as the stepping stone to your educational goals, and we are dedicated to helping you in every way possible to be successful.

This *International Student Handbook* will help to orient you for that success. It contains important information about student life at LU. It provides insight for cultural adjustments to the United States, LU academic and student conduct policies, and guidance for maintaining your status as an international student. It is just one resource, but please remember and be assured that you can ask your professors, academic advisors, and your international student advisors about anything you don't understand.

The Office of International Student Programs & Services, the International Student Council, and Global Goodwill Ambassadors Programs are all units of the Division for Global Diversity, Inclusion, and Intercultural Affairs. We work together to offer social, educational, and , educati4g5(o y(irs)p the o0.00000912

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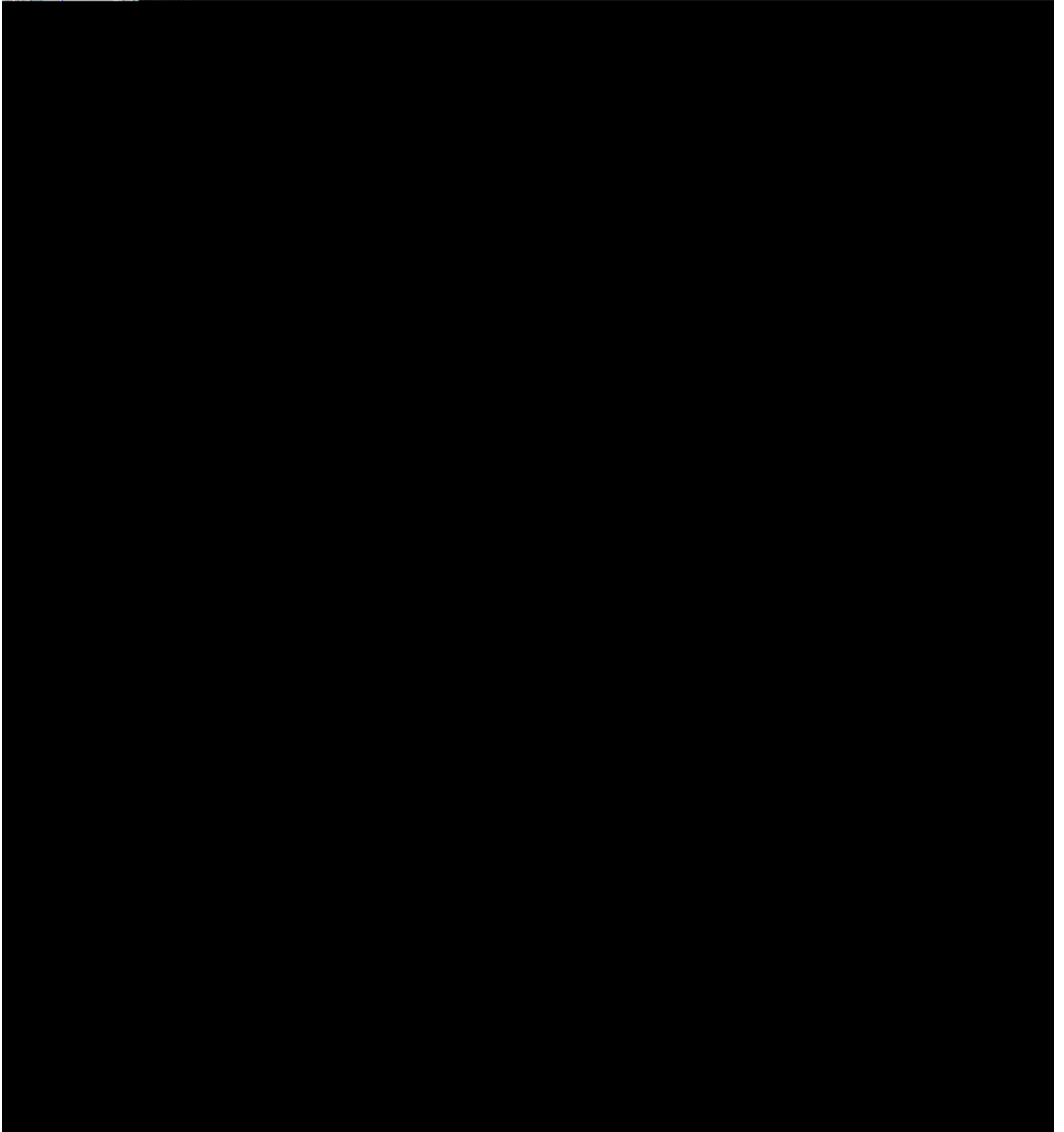
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Office of International Student Programs and Services

Mission

The mission of the Office of International Student Programs and Services is to help students and scholars maintain their visa status while studying at Lamar University. Our objective is to assist international students and scholars with cultural adjustment and other issues they may face as new students to Lamar University and living in the United States. We also encourage students and scholars to take advantage of the many social, cultural, and educational programs and events to meet other international and domestic students, faculty, and staff.

Vision

The Office of International Student Programs and Services (OISPS) strives to be the primary resource for non-immigrant regulations for F-1 students, J-1 scholars, and Lamar University.



Currently, OISPS proudly serves nearly 1,300 F-1 and J-1 students and scholars from 62 countries spanning 5 continents, including gainfully employed international alumni.

Secondary Inspection

If the [U.S. Customs and Border Protection](#) (CBP) officer at the port of entry cannot verify your information, or if you do not have all of the required documentation, a CBP officer may direct you to an interview area known as "secondary inspection." Secondary inspection allows inspectors to conduct additional research to verify information without causing delays for other arriving passengers.

OBT/F2 10.5 Tf1 0 0 1 210.26 653s byVBTIBT Tf1 0 0 1 114/F2 10.5 Tf1 0 0 1 72 675.06 Tm0.753 0 0 rg0.753 0 0 RG[)JT
The inspector will first attempt to verify your status by using

Certain articles are forbidden or restricted. These include plants, fruits, meats, vegetables, clothing made from the skins of endangered animals, ivory, lottery tickets, obscene articles or publications, and switchblade knives. Drugs without a doctor's prescription or narcotics, such as barbiturates, amphetamines, and marijuana, are strictly prohibited.

For more information on 591025 WST/USCIS, please refer to this link:
<http://www.cbp.gov/travel/international-visitors/know-before-you-go>

Preparations and Checklists

As you make necessary travel arrangements, it is advised that you prepare for the following:

- Apply to your nearest U.S. embassy or consulate for a visa upon receipt of your I-20 or DS-2019 form. Do this well in advance of your departure date.
- Familiarize yourself the Lamar University Academic Calendar and important deadlines.
<https://www.lamar.edu/events/academic-calendar-listing.html>
- Familiarize yourself with the International Student Handbook.
- Join the Lamar University Office of International Student Programs and Services Facebook page and OrgSync to connect with other students.
- Plan to attend the International Student Orientation. Information will be emailed to newly admitted and transfer students prior to the semester starting. It is required that students attend orientation.
- All F and J students are required to have health and accident insurance for themselves and all dependent family members in the United States. Insurance must be purchased at the University during the registration period. The insurance fee will be applied to your tuition and fees at the time of course registration.
- Satisfy immunization and health related testing requirements.
- Memorize your student ID number. Find the number beginning with "L20xxxxxx" on your acceptance letter.
- Activate your LU e-mail address. Your LU email address will be the primary source of contact from the University to you. Instructions are sent to the e-mail address you provided in your

- Make payment arrangements prior to the semester start date(s). Pay at least half of your tuition and fees to avoid being dropped from your classes. You can pay in person at the Cashier Office, located in the Wimberly Building, Room 114 or online through your student account, using Self-Service Banner, accessed at https://ssbprod.lamar.edu/btdb/twbkwbis.P_WWWLogin. Your User ID is your student ID# (starting with L20xxxxxx). Your initial PIN is your six-digit birth date (MMDDYY).
 - If you are unable to pay the entire tuition/fee amount, you may go to the Cashier Office and fill out a short-term emergency loan/promissory note. The short-term loan is not an actual loan but is a payment arrangement that divides the tuition and fees creating an installment plan to pay at different dates throughout the semester. Additional fees may be associated to this service.
- Purchase required textbooks; the Lamar University Bookstore can help you find new, used or electronic copies of the books you need for your first semester of classes.
- Download the LamarMobile app for your smartphone. The free app includes a directory, maps, course schedules and more to provide LU info on the go. Go to <http://m.lamar.edu/> for details.
- Contact the Disability Resource Center, if you have disability-related academic access needs. The Center can be reached at DRC@lamar.edu or (409) 880-8347. Go to <http://www.lamar.edu/disability-resource-center/> for details.
- Mentoring programs are offered through the Student Advising and Retention Services can help you navigate the challenges of college life. To sign up as a "mentee," stop by Communication 109.
- *Make new friends, get involved, and attend events offered to students on campus!*

New Arrival Information

Airport Pick Up

Lamar University offers a free airport pick-up service for new international students arriving at Houston or Beaumont airports. Arrangements for pick-up should be made prior to arrival in the US. Please fill out the [Airport Pickup Form](#) and email to airportpickups@lamar.edu to schedule your pick-up.

International Student Orientation

All newly admitted and transfer international students, (F, M, and J), are required to attend the International Student Orientation. Accepted students will receive written notification of the scheduled orientation date. The International Student Orientation is not the same as Departmental and/or Academic orientations. An orientation fee will be applied to your student account.

SEVIS Registration

SEVIS registration will be an online process initiated by the student once you have arrived in the US. Students will receive an email notification and will be provided a link where information can be uploaded.

Required Documents:

- SEVIS Form I-20 or DS-2019 (Pages 1-3)
- SEVIS Receipt (I-901 Form)
- Visa
- I-94 (available online <https://i94.cbp.dhs.gov/i94/#/home#section>)
- Passport Biographical Pages
- Address (even temporary accommodation)
- Dependent Information – Required for *EACH* Dependent
 - SEVIS Form I-20 or DS-2019 (Pages 1-3)
 - SEVIS Receipt (I-901 Form)
 - Visa
 - Passport Biographical Pages
 - I-94 (available online <https://i94.cbp.dhs.gov/i94/#/home#section>)

**If you have dependents that have entered the US, you will be required to complete the Health Insurance Dependent Agreement Form online. <https://www.lamar.edu/forms/international/health-insurance-dependent-agreement.html>*

Maintaining Immigration Status

<https://studyinthestates.dhs.gov/maintaining-status>

It is extremely important for a nonimmigrant to maintain his or her status while in the United States. Failure to maintain the terms and conditions of nonimmigrant status is a ground for removal from the United States (deportation) under INA § 237 (a)(1)(C)(i).

- Must have a valid Passport.
- Must have a valid SEVIS I-20.
- Attend the school which you are authorized.
- Enroll in full course of study:
 - Undergraduate: 12 semester hours in each Fall and Spring
4 semester hours in each Summer session
 - Graduate: 9 semester hours in each Fall and Spring
3 semester hours in each summer session
 - Summer: INS does not require you enroll in summer sessions. However, your major department may require you to—especially if you are receiving financial assistance.
- Report a change of address to the DSO within 10 days of the change, so that SEVIS can be updated.
- Abide by the rules requiring disclosure of information and prohibition on criminal activity.

- Do not work, either on or off-campus, unless specifically authorized by a DSO.
- Maintain health insurance for yourself and any dependents.
- Work only with proper authorization. Contact OISPS before starting employment.
- Have your I-20 or DS-2019 signed by an international student advisor before traveling out of the U.S.
- Request an extension if your program takes longer than the date indicated on your I-20 or DS-2019. You must apply for a program extension before the end date on your immigration document.
- Notify Office International Student Programs & Services of changes in major or program (e.g. nursing to chemical engineering or bachelor's to master's degree).

Recognize and Avoid Status Violations

By violating the requirements that govern your immigration status, you may jeopardize your ability to remain in the United States as a student or exchange visitor. Examples of violations include the following:

- Failure to enroll by the date specified by your school or exchange visitor program.
- Unauthorized employment during your stay.
- Failure to leave the United States following completion of your course, exchange visitor program, or program-related employment.
- For academic students (visa category F-1): Failure to maintain a full course load without prior authorization for a reduction from your designated school official.

Please note that this is not a complete listing of potential status violations. Check with your designated school official or exchange visitor responsible officer for more information.

Note: Non-immigrant students or exchange visitors who Spring out of status for reasons beyond their control may be eligible to apply for a reinstatement of status. The student or exchange visitor must work with the school or program official to determine if reinstatement is an option.

SEVIS was established as part of ICE's objective to restore integrity to the immigration system. By more effectively managing status information on international students and exchange visitors in the United States, SEVIS plays a key role in ICE's homeland security mission while ensuring that all eligible international students and exchange visitors can experience the benefits of America's exceptional schools, educational programs, and cultural opportunities.

Online Classes

An F-1 student may only count *one* online or distance education course without the physical oversight of a school employee (or the equivalent of three credits) toward a full-course of study per academic term. F-1 students may be eligible to take more than one online class to maintain their status as long as the class is physically proctored or monitored by a school employee.

Hold

As a new student you will have a series of holds on your student account that will prevent you from registering. Three of the holds will be removed during or after your attendance of the International Student Orientation and/or SEVIS registration. Advising holds and other academic registration related holds will be removed once you have met with an academic advisor and completed any outstanding testing requirements, etcetera. For information regarding these holds, you can access it through your Self-Service Banner Account online.

Types of holds include but are not limited to the following:

- Financial Guarantee Expiration
- Health Insurance
- Orientation
- Immunization & TB Test
- Advising
- TSI or Other Testing Requirements

Lamar Electronic Account (LEA)

To login to any university computer and to access your lamar.edu email account you will need your LEA username. Your LEA username should have been emailed to the personal email account you used when you applied to the university. If you have lost this email, you will need to contact the IT Helpdesk at it3@lamar.edu.

Adjusting to Life in America

Culture in the United States

To understand some of the characteristics of U.S. society and the behaviors of Americans, one must first understand the prevalent cultural values in the United States. Some of these values may be similar to your home country and some are likely very different.

The Importance of Time

In the United States, time is treated like a tangible asset and is used carefully and productively. Being on-time and *promptness* for class or meeting with advisors, instructors, or even friends is very important.

The Work Ethic

Like people in many countries, Americans place a high value on hard work. However, they tend to feel personally responsible for their accomplishments and take personal credit for what they've done. It is believed that people achieve results based on how hard they work, so they often judge others by how hard they work and how task-oriented they are.

Achievement

A very high value is placed on a person's accomplishments and productivity. Individuals evaluate themselves and are evaluated by others in terms of their achievements and accomplishments.

Individualism

Americans tend to view themselves first and foremost as individuals with both freedom and responsibility to manage their own lives, make their own decisions and accomplish their own goals. Families and friends are important, but individuals are expected to consider their own needs, desires, and values. Americans seem to be less comfortable being obligated to or dependent on others. People are also held individually accountable for things they have promised to do, and international students may find that they are expected to do more of their work independently than they are accustomed to at home.

Direct Communication and Problem-Solving Style

While this varies greatly by region and family background, people in the United States generally place a higher priority on clear, factual communication. This means at times, Americans may choose to be direct even if it means possibly hurting or embarrassing another person.

Pragmatism

Americans can be pragmatic and oriented towards practical matters. They are attracted to things and ideas that are "useful." This goes together with the orientation toward work and achievement. There is a high value on being able to relate "theory" to "practice."

Interpersonal Relationships in the U.S.

You may find that people in the United States have very different ideas than you do about making friends. Because of the value put on friendliness, Americans sometimes misread people from other countries who are reserved or formal as being cold or rude. In the U.S., saying "Good morning," "Hi," or "Hello," with a smile will usually indicate that you do not have any bad feelings towards the other person. Until you get used to it, this friendliness (smiling and being sociable) can be confused with an invitation for a friendship.

Americans are often much slower to form deep relationships than first impressions may indicate. They may shy away from international students out of respect for your privacy or to avoid offense, so you may need to be the one to initiate friendships. Because Americans are "doers," it is helpful when trying to make friends to ask someone to do something with you: go out for coffee, to a movie, shopping, bowling, etc. Another approach is to join a club or activity on campus.

Generally, dating among students is very casual due to the expense of going out. There are no set rules in terms of who asks for the date or who pays. In many cases the person who asks for the date will pay, but one should be prepared to cover their share of the expenses. Volunteering to cover some of the costs would be a nice gesture and probably appreciated by your date.

Adapted from American Ways by Gary Althen, University of Iowa

Perspectives on Friendships: U.S. and Contrasting Viewpoints

U.S. View	Contrasting View
A friend is anyone from a passing acquaintance to a lifetime intimate.	A friend is someone with whom one is very close.
Friends are often limited to an area of common interest, such as work, school, or recreation.	A friendship embraces the whole person.
Friends gather to enjoy an activity together.	Friends gather just to be together.
If someone has a problem, it is acceptable to go to a professional (counselor) for help.	Someone with a problem goes to a friend or family member for help at any time.
Friends may be "dropped" if they do not live up to our expectations or standards of behavior.	One tolerates a lot from someone who is a friend.
Friendships cross genders.	Friendships are made only with the same gender.
Friendships cross generations.	Friendships are made only with people of the same age.
One schedules time to see friends.	Friends are available anytime.
Americans act friendly and informally with almost everyone.	People who don't know each other maintain a formal relationship.

Adapted from American Cultural Patterns: A Cross-Cultural Perspective, by E.C. Stewart.

First Names and Titles

Coping with Culture Shock

1. Introduce Yourself to Other International Students. Other international students may be experiencing the same problems that you are. By talking to them, you may be able to find out ways they are coping with problems.
2. Make American Friends. By having friends you can talk to, you are able to ask them questions about what you do not understand about U.S. culture.
3. Stay in Touch. Keep up contact with your friends and family at home. Allow yourself to feel sad about the things you have left behind, but don't allow those feelings to consume you.
4. Be Open. Be open to new experiences and ideas and understand that many things will be different from your home culture. Resist the urge to categorize these differences as positive or negative, most customs, ideas and habits are simply different.
5. Exercise. By finding an activity that you enjoy, you will be able to reduce stress and depression. Visit the Rec Center or join an intramural group.
6. Get Involved. Talk with your Classmates, Instructors or the staff at the Setzer Center to find out about community activities, religious services, or volunteer opportunities to help you become a member of the community while you are here.
7. Work on Your English. It is much easier to understand a culture when you can understand the language being used, ask about any slang terms that you do not understand.
8. Maintain Your Self-Esteem. Adjusting to a new culture is difficult and you will make mistakes with the language or become confused by unfamiliar customs. This is normal and is no

Child Care

Day care centers, group day homes, private kindergartens, nursery schools and drop-in care centers are licensed by the Department of Human Services. To become licensed, the facility must meet certain

with the U.S. embassy or consulate in your country for more information about this requirement. Many countries do have currency exchange restrictions.

If your country has such restrictions, you may have to submit certain documentation allowing you to take currency out of the country. For more information, contact the government office that issues passports in your home country.

Financial Institutions Located Near Campus:

Beaumont Area Educators Federal Credit Union
4695 Rolfe Christopher Dr.
Beaumont, TX 77705
(within walking distance of the University)

Community Bank
490 Park
Beaumont, TX 77701
(409) 981-7000

Cashing Checks

To cash a check, two pieces of identification are needed. The primary piece of ID must be a driver's license or a State of Texas ID card. The second piece of ID is usually a major credit card.

Some stores will cash checks for students who shop there regularly and have a proper ID. Some stores may not accept the temporary checks that most banks issue to new account holders.

Non-drivers can be issued a State of Texas picture ID card at the Texas Department of Transportation. This ID is available only to individuals that do not have a driver's license. A valid passport is required for verification of person and date of birth. The State of Texas ID card is an accepted form of identification throughout Texas and is valid for four years. It can be used for identification when cashing a check or when opening a bank account. Please remember that this is not a d

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Things To Do

The Beaumont area has several things to do throughout the year, including museums and historic sites, shopping, nightlife, and outdoor recreation. The Beaumont Conventions and Visitors Bureau has an up to date list of events and locations within the area. Visit them online at <http://www.beaumontcvb.com/things-to-do/>. In addition to local boutiques, there are several locations for every day shopping needs located in and around the Beaumont, Texas area.

Walmart Supercenter #651
4145 Dowlen Rd.
Beaumont, Texas
Open until 12 am

Walmart Supercenter #408
8585 Memorial Blvd
Port Arthur
Open until 12 am

Walmart Supercenter #449
4999 N Twin City Hwy
Port Arthur
Open until 12 am

Target
5850 Eastex Fwy,
Beaumont, TX 77708-4824
(409) 898-8270

Target
3100 Highway 365 Ste 90
Port Arthur, TX 77642-7796
(409) 729-3201

Beaumont 5 H-E-B Plus!
3025 North Dowlen Rd.
Beaumont, TX 77706

Mid County H-E-B
4800 B Hwy 365
Port Arthur, TX 77642

Beaumont 6 H-E-B
3590 College St.
Beaumont, TX 77701

Kroger
3845 Phelan Blvd
Beaumont, TX 77707

Kroger
3965 Dowlen Rd
Beaumont, TX 77706

#47 Market Basket
3955 Phelan Blvd
Beaumont, TX 77707

Local Area Events

Events Details

Boomtown Film Festival

February

Beaumont

<http://boomtownfestival.com/schedule>

Description

This February music and film lovers alike will come together in Southeast Texas to hear cutting-edge bands, see fiercely independent films, enjoy panel discussions and mingle with like-minded enthusiasts. The festival also gives attendees the chance to hear and learn from experienced filmmakers.

Mardi Gras! Galveston

February/ March

Galveston

<http://www.mardigrasgalveston.com/>

During Mardi Gras! Galveston, the island comes alive with extravagant parades, more than 50 galas and festive events, bead throwing, exhibits, live entertainment and the best Gulf Coast cuisine in the world. One of the most popular annual events to take place in Texas, the event is rich with laughter and celebration. There is something for everyone including a beachfront carnival, shopping, and nightlife featuring everything from Cajun and salsa to jazz and rock and roll.

Southeast Texas Mardi Gras

February/March

Port Arthur

<http://mardigras.portarthur.com/>

What is Mardi Gras? Mardi Gras, "Fat Tuesday" translated from French, is the last chance before Lent for revelry and almost anything goes. Mardi Gras Southeast Texas is a family friendly festival. Carnival Weekend has many attractions and activities for the whole family. Come share the fun and help support Southeast Texas!

Beaumont Blues Festival

March

Beaumont

<http://www.beaumont-tx-complex.com/upcomingevents.html>

If you wish for an exhilarating musical ride with your favorite artist or are looking for a refreshing experience, concerts like Beaumont Blues Festival is sure to meet your expectations.

Nederland Heritage Festival

March

Nederland

<http://www.nederlandhf.org/>

Since 1974, chili cook-off, music, arts and crafts, games, motorcycle show and much more. The streets of Boston Avenue and 17th are blocked off in front of Central Middle School to provide room for our Carnival and Craft and Collectable Market.

Houston Rodeo

March

Houston

<http://www.houstonrodeo.net/>

Going twenty days strong, Rodeo Houston is held at Reliant Park, and features bull riding, parades, carnivals, BBQ, wine tasting competitions, and loads of shopping!

South Texas State Fair

March/ April

Beaumont

<http://www.ydbl.org/fair.htm>

The Fair offers hundreds of commercial exhibits, food concessions outstanding livestock and poultry shows and new and exciting attractions for the entire family.

Festival International de Louisiane

April/May

Lafayette, LA

The annual 5-day festival is held during the last full week of April. Historic downtown Lafayette, Louisiana, is transformed into an entertainment complex featuring six music stages, food court areas, street musicians and

<http://www.festivalinternational.com/site.php>

cultural workshops, international cooking demonstrations and a world music store.

Port Neches RiverFest
April/May
Port Neches

<http://www.ci.port-neches.tx.us/about/riverfest.php>

The annual Port Neches RiverFest is a 4-day festival of fun with "THUNDER on the NECHES" tunnel boat races. RiverFest is held on the

Driving and Transportation

International Driver Permit

Texas residents cannot use International Driving Permits in the United States, and U.S. law enforcement agencies do not recognize the permit as a valid driver license for anyone. Law enforcement agencies do recognize a valid driver license that is issued by another country, state, or territory of which the license holder is a resident.

Foreign Driver Licenses

If you possess a foreign driver license, are between the ages of 18 and 75, and are now in Texas for an extended period or permanently, the state will recognize your license for up to one year following your arrival. This only applies for foreign nationals of countries that have reciprocity [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=37&pt=1&ch=15&rl=91](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=37&pt=1&ch=15&rl=91) with the United States – in other words, countries that offer a similar privilege to U.S. citizens who are in their nation.

Obtaining a Texas Driver's License

Do not drive in the United States without a valid driver's license, auto insurance, and valid license plates on your car. International students who intend to drive a vehicle should obtain a Texas Driver's License at the Texas Department of Public Safety (DPS). Access to a car, knowledge of Texas driving regulations, as well as testable driving skills are basic requirements for a driver's license. You must provide your own vehicle when taking the driving test.

- C. You will need the following documents to complete your application: passport, I-20 or DS-2019, I-94 card, Enrollment Verification Letter, and Social Security Card (if you are eligible to obtain a Social Security number). If you are not eligible for a Social Security number (i.e. you are an F-1 student without an offer of employment) you will need to sign a "Social Security Affidavit" at the DPS office when applying for your Texas Driver's License.

Note: If you own a vehicle, but do not have insurance, you will NOT be permitted to apply for a driver's license. If possible, it is recommended that you apply for a driver's license before a purchase a vehicle.

Lamar University Shuttle Service

The Lamar University Shuttle Service operates 7 days of the week during a regular semester. The shuttle provides transportation for students within a two-mile radius daily and provides Wal-Mart trips each weekend.

<https://www.lamar.edu/international/current-students/life-at-lamar/transportation.html>

Scholarship Information

General Scholarships

Most scholarships are awarded based on academic achievement. Other factors such as academic major, leadership ability and specialized skills (athletics, marching band, music, etc.) also may be considered in awarding scholarships. Scholarships are offered through the Office of Scholarships and Financial Aid.

<https://www.lamar.edu/financial-aid/scholarships/index.html>

For priority consideration for most scholarships, apply no later than February 1 each year (some unique opportunities may vary).



PROFESSORS & INSTRUCTORS

- Course content
- Course schedule, syllabus, requirements
- Exams, papers, and grading
- Advice, assistance in comprehending course material, finding library resources, and assessing your progress

Characteristics of the U.S. Academic Environment

The U.S. cultural values listed in the previous section shape the academic environment in the following ways:

1. Active classroom participation is expected.
2. Time pressure is high- often there are many small assignments due each week – and time management is an important skill to develop.
3. Critical thinking must be developed.
4. Independent thinking is highly valued.
5. Presenting ideas concisely in class is expected.
6. Assignments (reading, writing, homework, tests) are numerous.
7. Competition is a common mind-set.
8. Achievement and hard work are highly valued; the finished product is most important.
9. Students must be responsible for themselves.
10. Equality— all students should be treated equally.
11. Informality is normal.
12. Direct and straightforward communication is expected.
13. Friendship is usually based on doing things in common— sports, studying, etc.
14. Combining theory and practice— the practical application of ideas— is emphasized.
15. Problem-solving orientation—

Multiple Choice Test

- Read the ENTIRE question.
- Eliminate answers that are obviously wrong.
- Change your answer if you find information in another question, or you realize that you misread the question.

violations, the Student Engagement Office shall initiate further action in accordance with the procedures for student discipline as described in the Student Handbook.

Academic Grievances

To provide for the resolution of alleged academic grievances in a prompt, fair, and equitable process throughout the university, departments and academic divisions of the university shall follow the grievance and appeals procedures. There shall be in each College a Student-Faculty Relations Committee. It shall be comprised of four faculty members, two undergraduate students and one graduate student. Department Chairs may not serve as a member of this committee. Members of the committee shall be chosen by procedures established by the College. The chair of the committee shall be selected from among the faculty members. Annually, the Dean of the College shall provide a membership listing to the Provost. In the event that any member of the committee is a party to an alleged grievance or is unavailable for an extended period of time, the Dean shall appoint a substitute member.

The Student-Faculty Relations Committee should be involved in an alleged grievance only after normal procedures for resolving issues have been exhausted. The initial step in the normal procedure should be for the aggrieved party (henceforth referred to as student), to discuss the issue with the offending party (henceforth referred to as instructor). If the issue is not resolved satisfactorily, the student's second step should be to consult with the instructor's Department Chair. If the Department Chair cannot resolve the issue satisfactorily, the matter should be referred to the Dean, who may convene the College's Student-Faculty Relations Committee. The grievance procedure should be initiated within ten working days of the alleged offense.

The aggrieved student should deliver a written statement of the alleged grievance to the Dean within one calendar week of the written response from the Department Chair. The Dean, at his or her discretion, may render a decision about the appeal or may convene the Student-Faculty Relations Committee. If the Dean chooses to convene the committee, the written statement shall be submitted to the committee in a timely fashion with the charge to the committee that it will fully investigate the alleged grievance and present appropriate findings and recommendations to the Dean of the College. To be forwarded, Committee findings and recommendations must receive a majority vote. The Dean shall notify all involved persons and the Provost by separate written communication of the committee's findings and recommendations, and his or her decision regarding the grievance. To assure prompt resolution of alleged grievances, the Student-Faculty Relations Committee shall make every reasonable effort to complete its report within two weeks from the date of receipt of the statement of grievance.

In the event that any party involved in the alleged grievance should seek to appeal the decision

1. Informal Proceedings

A complainant may bring an allegation of violation of this policy to any Dean, Vice President, Associate Vice President or any of the resource persons whose names, addresses, and telephone numbers are available in Student Engagement or the Human Resources Office. Notice of the allegation should be brought to the attention of the appropriate University Official within ten working days of the alleged violation.

This resource person will counsel the complainant as to the options available under this policy and will direct the complainant to the appropriate authority to hear the complaint. In determining the appropriate authority to whom the complainant shall be referred, the person to whom the complainant initially brings the allegation shall consult with the Director of Human Resources. In selecting the appropriate authority, consideration shall be given to the level of authority required for such procedures and the channels of

Resources On Research And Writing To Help Avoid Plagiarism

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fitness centers, swimming pool, on-site laundry facilities, basketball and volleyball courts, social lounges, and ample parking. On-site management and maintenance, controlled card access entry, security monitoring and fire alarm and sprinkling systems add to your safety. Visit the website at: <http://beacardinal.lamar.edu/housing>

Career and Professional Development

documents. Resources beyond the collections may be located through library participation in consortia and library networks.

Students, faculty, and staff use computer terminals to locate titles in the on-line catalog. Reference librarians offer computer database search services and commercial databases. Students may search selected databases at no cost. Internet and e-mail access are also available to students. A service-oriented library staff provides assistance in the use of reference materials, documents, special collections, and instructional media.

The library provides rooms for group study, and there is a book-return slot located at the front of the building for use when the Library is closed. Coin-operated copy machines are available. The University ID card serves as an individual's library card. Library hours are posted and are available by a recorded message by dialing 880-8117. Or you may visit the website at: <http://library.lamar.edu/>

Note: To borrow material and to use some services requires a valid Lamar ID. Fines are imposed if materials are returned after the due date.

- *Ballroom* - This room is used for dances, films, banquets, speakers, and large meetings. It is

Student Tutoring and Retention Services

The Mission of Lamar University's Student Tutoring And Retention (STAR) Services is to provide educational resources to assist students in reaching their academic, personal, and professional goals. Through a positive and supportive environment and partnerships between staff and students, we empower learners to cultivate their skills, strategies, and behaviors to become successful lifelong learners. Through the STAR Services Office, undergraduate students will have access to the LU Tutoring Center.

The LU Tutoring Center offers appointment

Lamar University Athletics

A great way to get involved and feel like a part of you

Most performing arts productions are staged at the University Theatre or at the Studio Theatre. For information on performances: <http://dept.lamar.edu/cofac/calendar.asp>.

Religious Life

Pre-Optometry Professional Society (POPS)

Pre-Pharmacy Interscholastic League

Spirit Organizations

L'Raisers

Social Organizations

Alpha Chi Omega

Alpha Delta Pi

Alpha Kappa Alpha

Alpha Phi Alpha

Delta Sigma Theta Sorority, Inc.

Kappa Alpha Order

Kappa Alpha Psi

Kappa Delta Chi

Kappa Sigma

Omega Psi Phi

Phi Beta Sigma

Phi Iota Alpha

Pi Kappa Alpha

Sigma Gamma Rho

Sigma Nu

Sigma Phi Epsilon

Zeta Phi Beta

Zeta Tau Alpha

Sports Organizations

Cardinal Tennis Club

Collegiate Anglers of Lamar University

Lamar Rugby Club

Health and Safety Information

Student Health Center

If you are not feeling well, have a minor injury or are experiencing depression or other psychological difficulties, the on-campus Student Health Center provides care administered by a physician, nurse practitioner or mental health counselor. The Student Health Center provides care for students only when university is in session. There are no services available on weekends, holidays, or after hours. Students in need of counseling or medical services during these times are urged to contact one of the local medical or counseling facilities.

Medical and Counseling services include:

- Examination, diagnosis, and treatment of acute illness or injury



- Clinic pharmacy

Pharmacies are the best place to ask questions about specific product information. If the clerk is unable to help you, talk directly with the pharmacist.

Public Restrooms

Toilet facilities are known by many names. You will be understood if you ask for the restroom, toilet, ladies' or men's room or bathroom. Many public restrooms have two separate facilities, one for men and one for women, but some facilities may be "unisex," meaning they are used by both males and females. Toilet paper may be put in the toilet, but paper towels and feminine hygiene products should not be flushed down the toilet.

Contraceptives

Protection against unwanted pregnancy is available in both prescription and nonprescription form. The "ob/gyn" (obstetrics/gynecology) department in any clinic can provide information on the effectiveness of various birth control methods and help you determine what would best meet your needs. You will be required to have a pelvic exam before any prescription contraceptives can be given. Nonprescription contraceptives include condoms and spermicides. All nonprescription contraceptives can be purchased in a pharmacy. Proper use of a contraceptive and knowledge of its effectiveness are important factors in preventing pregnancy. Abortion is legal, though controversial, in the United States. An abortion can be performed most easily within the first 13 weeks of pregnancy.

Title IX/Sexual Misconduct and Attitudes Towards Sex

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
Living in close conditions (such as sharing a room/suite in a dorm or group home).

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

Death (in 8-24 hours from perfectly well to dead)
Learning disability
Blindness
Hearing loss

Permanent brain damage
Kidney failure
Convulsions

TB (Tuberculosis) Test

Lamar University requires Tuberculosis (TB) testing for all Non-US Citizen/Non-Permanent Residents, Texas Intensive English Program students, and any student, faculty, or staff meeting high risk criteria. Anytime a student enters the U.S. as a new student or returning from travel

Campus Safety

The Lamar University Police Department is an integral part of providing a safe and secure community for our on-campus residents. Full time officers are assigned regular shifts for each phase of university housing. In addition, security cameras, strategically located across campus, as well as the Cardinal Village complex and adjacent parking lots, are monitored by the University Police Department 24 hours a day.

- Report the loss or theft of keys and valuables immediately to the University Police Department, 880-8311
- Report crimes, suspicious situations and security concerns immediately to the University Policy Department, 880-8311
- Attend organization- and University-sponsored programs on such topics as acquaintance rape, crime prevention and the use of alcohol and other drug. Programs, both open to the public and by request only, are offered throughout the academic year. For information, call University Police at 880-8305.

If you see any suspicious activity on campus – report it to LUPD by using the on-campus emergency phones (See campus map for locations). From an on-campus telephone, call 8311. From off-campus, call 880-8311.

Lamar University Campus Shuttle Service

The campus shuttle's purpose is to transport students to and from the library after business hours. This is a free service to all students attending the University operating begins at 5:30 pm and the shuttle stops running in correlation with library hours and holidays. We also travel to Wal-Mart and Central Mall on Saturdays between 12:00 am- 4:00 pm. Please check the shuttle website for any schedule changes: **campus, call 880**

Get Medical Care

As soon as possible, seek medical care from a hospital emergency room or a private physician. A general examination by a rape/sexual assault nurse is advised to collect information for documentation of evidence should you decide to prosecute. The examination may also include testing and treatment to help prevent sexually transmitted diseases. Medication to help prevent pregnancy may be administered up to 72 hours after the sexual assault.

Report the Assault

It is your decision whether to report the rape to police; however, most rapists are repeat offenders and your report may prevent future attacks from occurring. If you plan to file a report, do not clean up the area or alter it in any way prior to LUPD's arrival, and do not bathe, shower, douche or change clothes prior to the medical examination.

Seek Counseling

The Rape Crisis Center and the Lamar Student Health Center are staffed with counselors who are well trained and compassionate. They can assist you in dealing with the emotional trauma and pain associated with a sexual assault. University officials will also help you change academic and living situations if that is your choice and such options are reasonably available.

Legal Issues

While many internationals may expect the U.S. to be "land of the free", it does not take long to realize that this is a country of many rules and regulations. As you will see from the following description of some of the laws that may affect you, the rules and regulations are intended to protect the rights of the individual – the basis for our legal system.

Alcohol and Tobacco

Smoking in public buildings in Beaumont is prohibited. Smoking is generally allowed outdoors (at least 20 feet from building entrances) and in one's home. Smoking is not allowed in bars and restaurants in Beaumont. If you want to smoke, first look for "no smoking" signs or ask an employee to find out if smoking is allowed. When in someone else's home, you should step outside to smoke. Cigarettes and other tobacco products may not be purchased or used by individuals under the age of 18.

Alcohol use in the United States is also regulated by law. In Texas, alcohol may not be legally purchased or consumed by anyone under the age of 21, and it may not be consumed while driving or riding in a car. Driving under the influence of alcohol is a serious crime, punishable by large fines, jail sentences, and the loss of driving privileges. Bartenders and others who serve alcohol (such as hosts of parties) can be held legally responsible if a guest becomes intoxicated and injures another person. It is also a serious crime to offer or provide alcohol to anyone under the age of 21.

Drugs and Medications

Street drugs, such as marijuana, cocaine, amphetamines, barbiturates, and other mood-altering substances that are not prescribed by a medical doctor, may not be possessed or sold legally in Texas. Strict laws and penalties such as jail time and fines apply. Medications prescribed by doctors may not be sold or used by anyone other than the patient.

Sexual Harassment and Stalking

Sexual harassment and stalking laws legally protect individuals from being victims of sexual and other harassment. These laws apply to all within the U.S. – citizens, residents and visitors.

Sexual harassment is the misuse of power that has sexual overtones and generally Springs under the following circumstances: as a condition of an individual's employment or academic advancement, or in a situation that unreasonably interferes with an individual's work or academic performance. Sexual harassment can be verbal or physical.

It is also illegal to "stalk" an individual by following the person, continually making unwanted phone calls or other unwelcomed attempts to contact another person. If you force unwanted physical or verbal contact on another person, you may violate Texas laws, as well as social norms. If you believe you are being stalked, you should contact the police.

Domestic Assault

Texas law prohibits individuals from inflicting bodily harm on their spouse or partner and children. Police have the ability to arrest and jail a person, even if the victim does not want to press criminal charges. Often police will proceed with such action.

U.S. Criminal Sexual Conduct Laws

Guide and Forms

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by completing the Cap-Gap Extension I-20 Request Form. The form and supporting documents must be emailed to OISPS with the subject "Cap Gap I-20."

TTTTTBDC.dcA84r 5 Tf17(-)/F2 10i00Φ2 0 68-/F2 10N00Φ200 68-TJETQ0 (BDC.d7(-)-dcA84ri00

Change to F-

Return the form to International Student Programs Services (OISPS) at Lamar before the end of Lamar's drop/add period for the semester of concurrent enrollment.

Curricular Practical Training (CPT)

An F-1 student may be authorized by the Designated School Official (DSO), to participate in a CPT program which is an integral part of an established curriculum. CPT is defined to be alternate work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. It is important to note that students who have received 12 months or more of full-time CPT are ineligible for post-completion optional practical training (OPT).

If you enroll in an internship course and does not complete the credit within the given semester, you will lose your F-1 status. If you receive an "I" (incomplete) grade or "W" (withdrawal) from the course, you have worked without fulfilling the obligations of CPT and will be in violation of your immigration status. *You are not authorized for your internship until you receive the updated I-20 from the LU International Office. I-20s cannot be backdated to retroactively authorize CPT employment. Remember, if you work without authorization while in F-1 status, you will lose your F-1 status.*

ATTENTION: GRADUATE STUDENTS RETURNING FOR A SECOND MASTER'S DEGREE: Student's

Departure Form

International Students are required to report to the DSO when they plan to return home after successfully completing their program. To properly update the SEVIS record, students are required to complete the International Student Departure Form.

The International Student Departure form is also required if the student no longer wishes to

Effect on other work

Prior use of full-time Curricular Practical Training for one year or more eliminates eligibility for Optional Practical Training.

Approval Process

DSO recommends OPT in SEVIS.

Student files I-

evidence showing the duration of the contract periods and the name and address of the contracting company."

- Self-employed business owner. SEVP says, "Students on OPT may start a business and be self-employed. The student should be able to prove that he or she has the proper business licenses and is actively engaged in a business related to his or her degree program."
- Employment through an agency. SEVP says, "Students on post-completion OPT must be able to provide evidence showing they worked an average of at least 20 hours per week while employed by the agency."
- Volunteers or unpaid interns. SEVP says, "Students may work as volunteers or unpaid interns, where this practice does not violate any labor laws. The work should be at least 20 hours per week for students on post-completion OPT. A student should be able to provide evidence, acquired from the student's employer, to verify that he or she worked at least 20 hours per week during the period of employment."
- Note that a volunteer position or unpaid internship would be a valid option for someone who otherwise might not meet the minimum employment requirement.
- For additional information regarding OPT requirements, refer to USCIS web site at: <http://www.uscis.gov/OPT>

STEM OPT Extension

F-1 students approved for standard post-completion optional practical training based on a bachelor's, master's, or doctoral degree in a STEM (science, technology, engineering, mathematics) field that appears on the [DHS STEM-Designated Degree Program List](#) can apply to USCIS for a one-time 24-month extension of post-completion OPT (for a total eligibility of up to 29 months). To be eligible for the extension, the student's employer must be registered in E-Verify and must agree to report to the DSO when the student is terminated or leaves employment. The student must apply for the STEM OPT extension before their standard period of post-completion OPT expires and must also agree to make periodic reports to the DSO.

To apply for the 24-month STEM OPT Extension, students must complete the application and submit to the ISSO along with supporting documents.

- The regulations state that "The employment authori8authd 82riod of t

- A student may change employers during the 24-month period, but all employers that a student will work for during the STEM extension period must be registered in the DHS E-Verify program, and the student must report the change in employment to his or her DSO.

Special reporting requirements during STEM OPT Extension

- Limited to 20 hours per week while school is in session; can be full-time during official school breaks
- Can be any job. Does not have to be related to course of study

Social Security Numbers

All employed students are required to have a Social Security number. Application forms may be obtained from the Social Security Administration, 3260 Eastex Freeway, 409-839-2613. Applications must be presented in person to the Social Security Administration (with passport and immigration documents).

Please note: It is a good idea to apply for a Social Security number for children born in the United States. For details about getting a Social Security number and other important documents for children born in the U.S., contact the Social Security Administration.

1st Step—Submit the following documents to the International Student Service Office:

- Letter from the hiring department
 - Must be on letterhead
 - Must show how many hours you will be working
 - How much they will pay you
- Submit request (5-10 days processing time)
- We will email you when your request is processed

2nd Step—Submit the following documents to the Social Security Administration:

- Letter from the International Student Service Office stating that you have on-campus employment
- Original hiring department's employment letter
- Birth Certificate
- Passport
- Form I-20
- Form I-94 Arrival/Departure Card
- Any other related immigration documents
- You will be required to complete additional forms at the Social Security Office

3rd Step—Your social security card will be mailed directly to you within 3 to 14 weeks of your application

4th Step—Submit a copy of your card to the International Student Service Office and to your hiring department.

Taxes

It is important for you to remember that you are responsible for assessing and meeting your tax obligations. If you are from a treaty country and your tax treaty exemption expires, if you change status, or if any other action may change your tax liability, you should contact your supervisor immediately to change your tax withholding as necessary. There are at least six kinds of taxes to be paid in the United States:

- 1) Federal (United States) taxes on income.
- 2) State and local (some states do not have any) taxes on income.

- 3) Federal Social Security (also called FICA) taxes on income.
- 4) City and county taxes on personal property.
- 5) City, county, and state taxes on purchases of con