INTERNATIONAL STUDENTS AND SCHOLARS

2019 - 2020
Inside this handbook:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to OISS</td>
<td>4</td>
</tr>
<tr>
<td>Checklists</td>
<td>5-6</td>
</tr>
<tr>
<td>Immigration</td>
<td>7-9</td>
</tr>
<tr>
<td>Employment</td>
<td>10-11</td>
</tr>
<tr>
<td>Tax Compliance/Social Security</td>
<td>12-13</td>
</tr>
<tr>
<td>Safety</td>
<td>14-15</td>
</tr>
<tr>
<td>Hurricane Information</td>
<td>16-17</td>
</tr>
<tr>
<td>Culture Shock</td>
<td>18-19</td>
</tr>
<tr>
<td>International Organizations</td>
<td>20</td>
</tr>
<tr>
<td>Academics</td>
<td>21</td>
</tr>
<tr>
<td>Privateer Enrollment Center</td>
<td>21</td>
</tr>
<tr>
<td>Campus Services</td>
<td>22</td>
</tr>
<tr>
<td>Helpful Websites &amp; Phone Numbers</td>
<td>23</td>
</tr>
<tr>
<td>Campus Map</td>
<td>24</td>
</tr>
</tbody>
</table>

For Information on the following topics visit our website - http://oiss.uno.edu

- Housing
- Transportation
- Telephones
- Banking
- Money Management
- Health Insurance
- Buying a Car
- Laws to Know
- Driver’s License
- US Holidays

Publication Information

This publication has been prepared by the Office of International Students and Scholars at the University of New Orleans. All information is current as of July 2019.

Edited by: OISS Staff

If you would like us to add or change information contained in this publication for the following year, please contact OISS at: 504.280.6021 or e-mail: oiss@uno.edu

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No smoking or tobacco use of any kind is permitted anywhere on UNO’s Campus
Dear New Student and Scholar:

Welcome to the University of New Orleans. You have chosen to attend a dynamic university in a dynamic city. The rich historical legacy of our city is built upon the contributions and influences of Native peoples, West Africans, Haitians, Spanish, French, British and scores of others from Europe, Asia, Latin America and the Caribbean. This mixture we like to call “gumbo” is still reflected in the present day culture of our city and its higher education institutions.

The University of New Orleans has a wonderful “gumbo” of approximately 600 international faculty, students and staff representing over 90 countries. Your presence adds immensely to the intellectual and cultural diversity of this great institution.

We are proud of our outstanding faculty who have built numerous nationally ranked academic programs. Students will receive a high quality education built on a foundation of rigorous academic standards. Our visiting faculty and staff will join a community of internationally recognized scholars in their respective fields.

The staff of the Office of International Students and Scholars (OISS) is committed to ensuring your academic and professional success. This begins with a smooth transition to our institution and to our community. Living in the US is fun and exciting as well as challenging. We hope that the information contained in this handbook will assist you in overcoming the challenges of adjusting to our culture and community. Our primary piece of advice is to be sure to consult with OISS staff prior to making any major decisions that could affect your status in the US.

We know that your experience here will be that much richer if you avail yourself of all the social, cultural and recreational opportunities offered on campus. These include concerts, plays, student and faculty recitals, films, art exhibitions, poetry readings, scholarly lectures and seminars, and exciting athletic games, to name a few. We strongly encourage students to participate in one or more of our numerous extra-curricular student organizations, such as the International Student Organization, or any one of the many academic, social or recreational organizations. This is the best way to meet Americans and to understand our culture.

We look forward to interacting with you in the years to come and trust that you will find your association with UNO to be rewarding.

Christiana J. Thomas
Director
The OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS (OISS)

OISS serves approximately 600 international students & scholars at UNO.

Services we offer include:
- Immigration advising
- Cross-cultural and academic advising
- Help with academic concerns
- Social, cultural and educational programming
- Immigration workshops and seminars
- Orientation programming

Sponsoring International Night
- Advising international student organizations
- Facilitate application for immigration benefits
- Working with sponsoring agencies

IMPORTANT FALL 2019 SEMESTER DATES

- April 1: Registration begins for continuing students
- April 15: Registration begins for new, transfer and returning students
- August 9: OISS Orientation 8:30am - 4:00pm
  Deadline to pay tuition without fee
- August 13: Final date to add courses or change sections without fee
- August 14: Classes Begin
- August 17: Saturday classes begin
- August 23: Final date for adding courses or changing sections
- September 2: Labor Day Holiday (University Closed)
- September 3: Final date for dropping courses or resigning from the University
- September 30 - October 8: Mid-semester exam period
- October 10-11: Mid-semester break
  (University Closed)
- November 27-29: Thanksgiving Holiday
  (University Closed)
- December 2: Last day of classes
- December 5-11: Final examinations
- December 13: Commencement (Schedule can be found at http://new.uno.edu/registrar/commencement)

IMPORTANT SPRING 2020 SEMESTER DATES

- October 30: Registration begins
- January 8: Deadline to pay tuition and fees
- January 10: OISS Orientation
- January 12: Last day for schedule adjustment without fee
- January 13: Classes begin
- January 18: Saturday classes begin
- January 20: Martin Luther King Holiday
  (University Closed)
- January 23: Final date for adding courses or changing sections
- February 17-March 3: Mid-semester exam period
- February 24-29: Spring/Mardi Gras Break-No Classes
  (University Closed)
- March 13: Final date for dropping courses or resigning from the University
- March 21: International Night
- April 10-11: Good Friday Holiday
  (University Closed)
- May 4: Last day of classes
- May 7-13: Final examinations
- May 15: Commencement
STUDENT SETTLING IN CHECKLIST

- **Check in** at the OISS Office
- **Find accommodation** — For information on off-campus apartments and roommates, go to Student Involvement and Leadership, University Center, room 222. For on-campus housing, go to the Student Housing Office in Pontchartrain Hall or Privateer Place.
- **Immunizations** — Submit proof of immunization to the Student Health Center in the University Center, room 238. If you need additional shots, ask for information about the public health clinic.
- **Health Insurance** — Students with their own coverage that meets the University's minimum requirements may request a waiver of the insurance fee by submitting the F-1 or J-1 Insurance Coverage Evaluation form (available at http://oiss.uno.edu/UNOinsurancereq2.cfm) to their insurance company for verification of coverage. The form then must be signed and submitted to OISS no later than the fifth class day of the term or you will automatically be charged for the UNO health insurance.
- **Banking** — The two closest banks to the UNO main campus are below. Students are permitted to open an account without a US social security number by requesting a letter from OISS.
  - UNO Federal Credit Union, Homer Hitt Alumni Center.
  - Capital One Bank, 3161 Gentilly Blvd.
- **Social Security Number** — Not all students are eligible to receive a Social Security Number (SSN). Only F-1 and J-1 students who will be employed are eligible to apply for a SSN. For more information and application procedures, speak with an OISS advisor.
- **Academic Registration** — Review the bulletin for courses offered (available at http://www.uno.edu/registrar/bulletin/index.aspx). The registrar provides information on registration and fee payment, and includes information on how to register on Webstar. See your academic advisor in your department or in the PEC before registering for classes (advisors can be found at http://oiss.uno.edu/currentStudents.cfm).
- **UNO ID Card** — A UNO identification card can be obtained, after you have paid your fees, in the University Computer Center (UCC) room 112.
- **Sign Up for the OISS List Serv** — Once your e-mail has been activated, sign up for the OISS electronic mailing list. This will allow you to get up-to-date information on special events, immigration seminars, and more. To sign up for the mailing list follow the instructions below:
  - Go to http://listserv2.uno.edu
  - Follow instructions to create a login, if needed
  - Select online mailing list archives
  - Select OISS-L and register
- **Like OISS on Facebook** — http://www.facebook.com/oiss.uno
- **Register for Privateer Alerts, UNO’s emergency text notification service** — http://uno2.uno.edu/uce/E2Campus/e2Campus.htm
- **Post Office Box** — P.O. boxes are located on the first floor of the University Center.
- **Louisiana Driver’s License Or State Identification** — In order to get a Louisiana Driver’s License, you must take both a written and a practical driver’s license test. You will need to have proof of identification, your social security card, proof of Louisiana address, passport, I-94 and I-20 or DS-2019, your UNO fee bill and certificate of successful completion of a 14 hour pre-licensing course (6 hours classroom and 8 hours behind the wheel) approved by the Department of Public Safety. Visit the Louisiana OMV website for a list of approved driving schools:
  - For more information, call the Department of Motor Vehicles at 1-877-DMV-LINE or visit their website at http://www.expresslane.org/Pages/default.aspx.

**UPDATE YOUR ADDRESS!**
- You must notify OISS within 10 days of moving to give us your new street (physical) address.
- You may use Webstar to update your
  - **Mailing address** where you will receive postal mail
  - **SEVIS Physical** address where you physically reside. NOT a P.O. Box or office.
  - **SEVIS Foreign** address, the address in your home country

**Tax Compliance** — If you will be receiving remuneration (stipend, salary, honorarium, scholarship, etc.), you must meet with Donna Burroughs, International Tax Consultant. Her office is in IC 108. Please bring your passport and all immigration documents. To set up an appointment, please call (504) 280-7204 or e-mail: dburroug@uno.edu
SCHOLAR SETTLING IN CHECKLIST

☐ Check in at the OISS Office

☐ Tax Compliance – If you will be receiving remuneration (stipend, salary, honorarium, scholarship, etc.), you must meet with Donna Burroughs, International Tax Consultant. Her office is in IC 108. Please bring your passport and all immigration documents. To set up an appointment, please call (504) 280-7204 or e-mail: dburroug@uno.edu

☐ Social Security Number – If you are eligible (paid employee), you must apply for a US social security number (SSN) as soon as possible. The SSN is required for the University to pay you. It is also needed to maintain a bank account, to obtain a driver’s license and to arrange connection of utilities (telephone, electricity, etc.) You must wait until you have been in the U.S. for at least 10 days before applying for a SSN.

☐ Find Accommodation – for information on off-campus apartments and roommates, go to Student Involvement and Leadership, UC 222. For information about on-campus housing go to the Student Housing office in Pontchartrain Hall or Privateer Place.

☐ Benefits Package Orientation – If you will be employed by UNO, schedule a Benefits Orientation in Human Resources, located in the Administration Building. This orientation will acquaint you with the various insurance and pension plans available from the university.

☐ Health Insurance – All faculty and staff should carry appropriate medical insurance. However, exchange visitors are required by federal law to maintain insurance for themselves and their dependents. Therefore, the OISS requires exchange visitors to complete the Medical Insurance Compliance form available during check-in.

☐ Banking — The two closest banks to the UNO main campus are below. Scholars are permitted to open an account without a US social security number, but do require a bank letter from OISS.

UNO Federal Credit Union, Homer Hitt Alumni Center.
Capital One Bank, 3161 Gentilly Blvd

☐ UNO ID Card – Your department will submit a personnel action form 101 for you. This will generate a UNO ID number. After receiving this number, you may obtain an ID card in the University Computer Center (UCC), room 112. Note: OISS will generate an ID number for J-1 exchange visitors.

☐ Sign Up for the OISS List Serv - Once your e-mail has been activated, you should sign up for the OISS electronic mailing list. This will allow you to get up-to-date information on special events, immigration seminars, and more. To sign up for the mailing list follow the instructions below:
  • Go to http://listserv2.uno.edu
  • Create a login ID, if needed
  • Select online mailing list archives
  • Select OISS-L and register

☐ Like or Follow OISS on Facebook — http://www.facebook.com/oiss.uno

☐ Register for Privateer Alerts, UNO’s emergency text notification service — http://uno2.uno.edu/ucc/E2Campus/e2Campus.htm

☐ Louisiana Driver’s License Or State Identification – In order to get a Louisiana Driver’s License, you must take both a written and a practical driver’s license test. You will need to have proof of identification, your social security card, proof of Louisiana address, passport, I-94 and I-20 or DS-2019, your UNO fee bill and certificate of successful completion of an approved pre-licensing course. Visit the Louisiana OMV website for a list of approved driving schools: http://dpsweb.dps.louisiana.gov/OMVDrivingSchools.nsf/$deccityhtml?OpenView

For more information, call the Department of Motor Vehicles at 1-877-DMV-LINE or visit their website at http://www.expresslane.org/Pages/default.aspx.

☐ UPDATE YOUR ADDRESS!
  • You must notify OISS within 10 days of moving and give us your new street (physical) address. This may not be a P.O. Box or campus office.
  • You may use Webstar to update your mailing address. This is the address the university will use to send important correspondence. If you fail to do this, you will not receive important mail from the University.

Scholars are also required to notify immigration directly of changes in address using form AR-11 found at www.uscis.gov.
Basic Definitions:

Passport: Your passport, issued by your country of citizenship, should always be kept valid at least six months into the future. To renew your passport, contact your home government.

Certificate of Eligibility (I-20 or DS-2019): This certificate is an immigration document that correlates with the particular immigration status you hold. An I-20 is used for F-1 students and F-2 dependents. A DS-2019 is used for J-1 exchange visitors and J-2 dependents. Even after you have left the United States, you should retain these documents as they serve as an official record of your immigration history. They are also useful for tax purposes.

Visa: The visa is the most commonly misunderstood immigration document. It refers to the stamp in your passport that is obtained at the US Embassy or Consulate outside the U.S. The validity of the visa stamp only pertains to the period during which you may use it for admission to the US. It does not indicate the length of time you may remain in the US. In general, you may remain in the US with an expired visa as long as your I-20, DS 2019 and/or printed copy of your automated I-94 information is still valid and you are still pursuing the objectives of your stay in the US. Additionally, the visa stamp indicates the number of entries permitted, usually one, two, or M for multiple entries.

Immigration Status: This is generally related to the type of visa you were issued, and is reflected on your I-94 printout. If you change your immigration status, this will be reflected on a new I-94 card that USCIS (see below for more information about USCIS) will issue.

I-94 Form: This may either be a small white card (arrival/departure record) given to foreign nationals at the port of entry to the U.S. or a print out of your arrival information if you entered the U.S. after the process became automated. This is a very important document as it indicates the immigration status you are given upon entry to the United States and the length of time you may stay. Most students and exchange visitors are given “D/S” as the length of stay. This means that you can stay in the US until you complete your program of study as long as your I-20 or DS-2019 is valid. Keep a copy of your I-94 form for your records at all times.

F-1 Students: The F-1 classification is used for students pursuing a full course of study at an academic or language institution. This status is used solely for the purpose of study.

H-1B Temporary Workers: This classification allows a foreign national to work in the US in a “specialty occupation” for a maximum of 6 years.

J-1 Exchange Visitors: The J-1 classification is used for exchange visitors. In the University setting, this status is used for visiting faculty, research scholars, short-term scholars, specialists, exchange students, and student interns.

TN: This classification allows citizens of Canada and Mexico to work in the US in certain occupations specified under the North American Free Trade Agreement (NAFTA).

USCIS: United States Citizenship and Immigration Services, formerly known as the Immigration and Naturalization Service, is the agency that is responsible for the administration of immigration and naturalization adjudication functions.

DOS: Department of State is in charge of the J-1 Exchange Visitor Program, US Embassies and Consulates.

SEVIS: Student and Exchange Visitor Information System (SEVIS) is a database that schools use to communicate required information to the Department of Homeland Security and the DOS.

Record Keeping: ALWAYS keep your immigration documents safe. This includes keeping ALL copies of your I-20s and/or DS-2019s, as well as other immigration documents. Do not throw away these important documents as you may need them in the future.
UNDERSTANDING YOUR IMMIGRATION RESPONSIBILITIES

While you are in the United States, you must follow US immigration regulations. To be “in status” means that you are following all of the guidelines that pertain to your particular status (F-1, H-1B, J-1, TN-1, etc.). The following guidelines will provide you with a general understanding of some immigration rules. You will not, however, gain an understanding of the actual procedures which must be followed in order to fulfill your obligations. Consultation with and assistance from the staff of OISS is necessary to comply with all of your immigration responsibilities.

Please be aware that the Department of Homeland Security ultimately holds you responsible for maintaining your immigration status. Therefore, please consult with OISS staff prior to making any major decisions.

GUIDELINES FOR ALL STUDENTS AND SCHOLARS

Immigration Documents
Be sure that your passport, I-20, DS-2019 and/or your I-94 remain valid at all times. In other words, you should periodically check the expiration dates on all of your immigration documents.

Your passport should remain valid at least 6 months into the future. If you need to apply for an extension of your permission to remain in the US, please do so at least 3 to 6 months in advance of the expiration date on your I-20, DS 2019 or I-94 form.

Traveling
In the US. For travel within the US, always take your passport and other immigration documents. If for any reason you are stopped by the authorities, you may be required to show proof of your permission to temporarily reside in the US. While in the New Orleans area, keep your documents in a safe place and carry copies.

Outside the US. Visit the OISS at least two to three weeks prior to leaving so that staff may inspect your immigration documents and provide you with any support documents needed to re-enter the US. If you have a pending immigration petition, you may want to consult with OISS staff several months in advance of any planned travel.

Employment
With some rare exceptions, your immigration status limits your employment eligibility to the University of New Orleans and only for the specific purpose for which you were invited to the University. Never accept any additional and/or outside employment or consultancies without consulting with OISS staff. More information about employment benefits for students is found in the employment section of this Handbook.

Change of Address Notification
The US government requires all foreign nationals to report a change of address within 10 days of moving to a new location. Depending upon your status this reporting requirement may be met as follows:

F-1 Students and J-1 Exchange Visitors. Notify OISS using the Address Change Form available from OISS. This information is then recorded in the Student and Exchange Visitor Information System (SEVIS).


Medical Insurance Compliance
Federal regulations require all J-1 exchange visitors and their dependents to carry appropriate medical insurance for the duration of their exchange program. However, the university requires all students in F or J status to carry medical insurance. Thus, insurance charges are automatically placed on student fee bills.
UNDERSTANDING YOUR IMMIGRATION RESPONSIBILITIES

Changes in Job Duties
Please notify OISS prior to any changes in your job duties, research program, salary, title or work location. Any significant changes in the terms and conditions under which you were invited to UNO, may affect your immigration status.

Changes in Your Academic Program
Please notify OISS prior to changing your major, program level, transferring to another university, taking courses at another university, engaging in employment, or reducing your course-load. Such changes will need to be properly annotated in the Student and Exchange Visitor Information System (SEVIS).

ADDITIONAL GUIDELINES FOR STUDENTS

Attendance and Courseload Requirements
Attendance. You must register and attend classes for all normal school terms except summer term or mini session. If the summer term is your first semester, then you must also register and attend classes. Audited courses are not counted toward full-time status.

Courseload Requirements for F-1 Students
Full Courseload. You must be registered for 12 hours if you are an undergraduate student or 9 hours if you are a graduate student. You must maintain full-time enrollment for the entire semester.

Exceptions. You must register for a "full courseload," as defined by immigration, unless: (1) you are a graduate student who has completed all your coursework, except thesis or dissertation hours or (2) an OISS staff member approves, in advance, a reduction in course load for one or more of the following reasons:
   a. Difficulties with the English language (initial semester in US)
   b. Unfamiliarity with American teaching methods or reading requirements (initial semester in US)
   c. Improper course level placement
   d. Illness or other medical condition which compels you to interrupt or reduce your course of study
   e. You will complete all degree requirements by the end of that school term.
You must resume a full course of study when the difficulties or conditions listed in items a-d above have been resolved.

Courseload Requirements for J-1 Students
Full Courseload
   a. Degree Students. You must be registered for 12 hours if you are an undergraduate student or 9 hours if you are a graduate student. You must maintain full-time enrollment for the entire semester.
   b. Non-Degree Students. You must be engaged “full-time” in a prescribed course of study as defined by your program sponsor. In most cases, UNO is your program sponsor and will generally require full-time enrollment as defined above. Other program sponsors have similar requirements.

Exceptions. You may be exempt from the full course of study requirement under the following conditions, some of which require advance approval: (1) medical problem, (2) bona fide academic reason, (3) enrollment in a non-degree program, (4) participation in academic training, or (5) you will complete all degree requirements by the end of that school term.

On-Line Classes
No more than the equivalent of one on-line class or 3 credits per semester may count towards the "full course of study" requirement.

This means that undergraduate students must have a minimum of 9 credit hours on-site and graduate students must have a minimum of 6 credit hours on-site.
OVERVIEW OF EMPLOYMENT FOR STUDENTS

This section explains how “employment” is defined by the US immigration regulations and describes the types of employment that may be available to you.

Eligibility and Application Requirements
A basic requirement for all types of employment is that you must maintain continuous and lawful status. To remain eligible for most types of employment you must limit your work to no more than 20 hours per week while school is in session. Do not assume that you are eligible to work without first contacting the Office of International Students & Scholars (OISS), International Center, room 125, (504) 280.6021.

Definition of "Employment"
"Employment" is work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food, or any other benefit. If you receive no pay or other benefit for an activity, it may be considered "volunteer work" instead of employment, but only if others performing the same duties are also unpaid.

INFORMATION FOR STUDENTS IN F-1 STATUS

On-Campus Employment "Incident to Status"
General. Work on campus is usually permissible if it meets certain requirements. Immigration regulations state that this employment is automatically authorized for any student in lawful F-1 status. If this is your initial entry to begin a new program of study, you may begin on-campus employment up to 30 days prior to the start of classes. If you are transferring from one US University to another, you may only work on-campus at the school having responsibility to monitor your F-1 status. In order to work on campus, you must fill out the on-campus employment eligibility form at OISS and submit it to your employer.

Type 1: Employment from UNO. On-campus work is always acceptable, whether it is employment in your academic department, the library, the computer center or the housing office. Work required by a scholarship, fellowship, or assistantship is also acceptable. Students are limited to working no more than 20 hours per week during the academic year.

Type 2: Other Employment on UNO’s Campus. Work performed on UNO’s grounds or premises for an outside contractor or firm is considered to be on-campus employment as long as the employer provides direct services to students. Examples of this are UNO’s food service, Aramark, Privateer Place or UNO bookstore.

Type 3: Work Off Campus Which Qualifies as On-Campus Employment. Immigration defines some types of employment off campus as "on-campus employment." For employment to be so defined, there must be an official relationship between UNO and the off-campus employer, the work must be associated with your college’s curriculum or related to a graduate level research project, and the employment must be an important part of your program of study.

Off-Campus Employment Based on Severe Economic Hardship
If you are suffering from severe economic hardship based on unforeseen circumstances beyond your control and have been in valid F-1 status for 1 year, you may be eligible to apply for off-campus employment permission.

Off-Campus Employment under Curricular Practical Training
Some work experiences which are an important part of your study program may be considered "curricular practical training." These experiences may include alternate work/study programs, internships, cooperative education programs, and practicum experiences. Any student who works for one year or more in full-time curricular practical training is not eligible for optional practical training.

Off-Campus Employment based on an Internship with an International Organization
If you are maintaining lawful F-1 status and want to participate in an internship with a recognized international organization, such as the United Nations or the World Bank, you may obtain written permission to engage in this work. You must maintain your F-1 student status while employed by such an organization.
OFF-CAMPUS EMPLOYMENT UNDER OPTIONAL PRACTICAL TRAINING (OPT)

You may be eligible to be employed in a job which is directly related to your major field of study for up to one year. Such employment may take place at any location in the United States. It falls into four categories: (1) employment during your annual vacation if you were enrolled and intend to register for the next term; (2) employment while school is in session, provided that you work no more than 20 hours per week; (3) employment after you have completed all of your course requirements except your thesis or dissertation; and (4) employment after you have completed your studies. Due to recent changes in regulations governing OPT, please discuss your plans in advance with an OISS advisor. Permission to work on OPT is granted by USCIS.

INFORMATION FOR STUDENTS IN J-1 STATUS

General

You must not be employed in any capacity unless the specific employment is authorized in writing in advance by your J-1 Program Sponsor. If employment authorization is granted, the nature, amount and duration of work must be in accord with that which the Program Sponsor has authorized and in no case may exceed 20 hours per week while school is in session. Please note: J-1 students may not begin working until employment is authorized in SEVIS. Please consult OISS staff.

1. Employment Due to Economic Necessity: While you have the right to request that your Program Sponsor authorize employment off campus if you experience urgent financial need, you must not be employed without having written permission.

2. Academic Training Employment:
   a. Definition: Academic Training is work which is directly related to your major field of study, which is engaged in during or after completion of your program of study, and which may take place anywhere in the US for up to 18 months or 36 months for post-doctoral training.
   b. Application and Authorization: You must make application and be granted written authorization for Academic Training before beginning employment.

INFORMATION FOR ALL STUDENTS

Tax Concerns

In general, international students who have been in the United States less than five years are exempt from Social Security (F.I.C.A.) taxes. However, your earnings are subject to applicable federal, state, and local taxes. All employees must complete the Foreign National Tax Information Form with the International Tax Consultant. Students must file a tax return on or before April 15 of each year. Students may be entitled to a refund of taxes withheld from their wages if the amount of tax owed is less than the amount withheld.

A Note of Caution

While immigration regulations provide a variety of opportunities for you to be employed during your time as a student, working improperly or without authorization is a serious violation of your status. You should therefore consult with OISS before taking up any employment. It is your responsibility to comply with all immigration regulations that apply to students. OISS staff is responsible for advising and counseling you regarding your rights and responsibilities. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to students with your immigration status.

Employment for Dependents

Immigration regulations allow J-2 dependents to apply for work permission, as long as the money they earn will be used to support the J-2 and/or their children. Immigration regulations prohibit all employment for F-2 dependents (spouses and children of F-1 students).
INTERNATIONAL TAX COMPLIANCE

As an international student or scholar, it is important that you comply with US immigration and tax laws. The University is required by the Internal Revenue Service (IRS) to fulfill various tax reporting obligations and to withhold appropriate taxes from all payments. Those individuals who receive any form of payment from the University will be subject to federal and state taxation unless reduced or exempted by an income tax treaty.

These payments may include wages; the housing and meal plan portion of scholarships and fellowships; travel expense reimbursements; cash awards; stipends; contractual services and honorariums; etc. Therefore, it is important that you obtain a Social Security Number or Individual Taxpayer Identification Number and complete the Foreign National Tax Information form upon arriving at the University.

For more information regarding tax issues, please visit our UNO Financial Services Tax Compliance website at http://www.uno.edu/financialservices/tax/ or contact the International Tax Consultant at 504.280-7204, in IC 108.

WHEN ARE STATE AND FEDERAL TAX FORMS FILED?

**Federal Income** taxes must be postmarked by April 15th of each year.

**State Income** taxes are due by May 15th of each year.

**HELP!!**
UNO usually has a volunteer program called Volunteer Income Tax Assistance (VITA). The VITA program is federally funded and can only help with the federal tax returns.

VITA volunteers usually conduct 6 sessions each spring to help international students complete their tax forms. The volunteers are UNO accounting students and they have some experience with international tax treaties.

Look for more information in March 2020.
Eligibility for a social security number:

- Only individuals who are authorized to work in the U.S. are eligible to obtain a social security number.
- If you work on campus, or if you obtain permission to work off campus (through an internship or a co-op agreement), you will need to apply for a social security number.
- F-1 and J-1 students must have a job before they can apply for a SSN. You will need a letter from OISS and from the on-campus department or employer to apply for the SSN.

Other information:
The SSN is used by employers to identify you, report earnings to the IRS and more. The SSN is also used by banks, utility companies, cell phone companies, insurance companies, and more. You will need a social security number when you file your annual tax return with the Internal Revenue Service (IRS).

UTILITIES: In many cases, if you don’t have a SSN you will have to pay a deposit to connect utilities at your residence. Utilities can include: phone, cable, electricity, gas, and water. Deposits vary in price by company.

CELL PHONES: If you want to obtain a cell phone, the companies will do a credit check by using your SSN. If you do not have a credit history or do not have a SSN, they will ask for a deposit. These deposits can range in price from $50 to $400+.

PROTECT YOURSELF: Keep your Social Security card in a safe place—not in your wallet or purse.

INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)

An ITIN is a tax processing number issued by the Internal Revenue Service (IRS). IRS issues ITIN’s to individuals who are required to have a US taxpayer identification number, but who do not have and are not eligible to obtain a Social Security Number (SSN).

ITIN’s are issued regardless of immigration status. Individuals must have a tax filing requirement and file a valid federal income tax return to receive a ITIN, unless they meet an exemption.

An ITIN is for federal tax reporting purposes only; they are not valid outside of the US tax system. They are not valid for identification purposes and are not valid for work purposes. However, you can use an ITIN to maintain an interest bearing checking account.
SAFETY

In general, UNO is a pretty safe campus. However, it is very important to remember that you are in a big city and that there is crime. There are some things you can do to make sure that you do not become a victim of crime.

WHILE WALKING

Always be alert while walking. Look up and down the street for suspicious people walking or on bikes or in cars. Keep an eye on bushes and stay in lighted areas. On campus, try to walk near campus emergency phones (those with blue lights on top).

Walk purposefully like you know what you’re doing and know where you’re going. Watch where you are going. Be alert to your surroundings.

Do not carry valuables or important documents (i.e. passport) with you. Only have enough cash with you for your immediate needs, including some change for phone calls and for the bus/street car.

Try to walk with someone else.

Do not leave your books, backpack, or purse unattended anywhere, including the library.

Avoid Shortcuts through isolated areas or areas that are not lit well.

Accept rides ONLY from persons you know and trust. If harassed from a car, walk swiftly or run in the opposite direction to safety. If you’re really frightened, scream for help.

IN YOUR APARTMENT OR RESIDENCE HALL

Lock your door whether you are in the room or not. Even if you are just going down the hall for a minute, lock the door.

Do not keep large sums of money in your office, apartment, or residence hall room.

If an item can be easily stolen, keep a list of the serial numbers, model numbers and descriptions. Items that can be stolen easily include TV’s, stereos, laptop computers, cell phones and more.

Immediately report any broken windows or lights to the landlord or the security staff of the residence hall.

Take care of your keys! Do not give anyone the chance to duplicate them.

If you see unusual activity or an actual crime like burglary, vandalism or assault, report it to the campus or local police. Their major responsibility is to protect you.

To contact the UNO Police call
3-6666 (from on-campus)
504-280-6666 (from off-campus)

For off-campus emergencies call 911.
WHILE DRIVING AND BICYCLING

DRIVING
Lock all doors and close all windows when leaving your car, whether it’s for a few minutes or several hours.
Park in well-lighted areas and try not to walk alone in the parking areas at night.
Have keys ready when you approach your car. Check car for intruders before entering and lock the door immediately after getting into your car.
Always keep your gas tank at least half full.
Store valuables out of sight and lock them in the trunk when the car is parked.
If your car breaks down in an isolated area, raise the hood. Stay in the locked car.

Ask whoever stops to call the police. Sound your horn if you feel threatened.

NEVER PICK UP HITCHHIKERS! A person walking along the road with their thumb out or with a sign asking for a ride is a hitchhiker.

BICYCLING
Park your bicycle in well-lighted areas and try not to walk alone at night.
Always LOCK your bike when leaving it unattended, even if it’s only for a few minutes.
Invest in a kryptonite “U-Lock” for your bicycle. These are the most secure and most difficult to break and therefore it is unlikely your bike can be stolen.
Every bicycle when in use at nighttime on a state highway, parish road, or city street shall be equipped with a lamp emitting a red flashing light or a red light on the rear of the bicycle.

TELEPHONE TIPS
List only your first initials and last name in telephone directories.
Be suspicious of surveys or wrong number calls, and do not give out your name or address. NEVER give out your credit card numbers or social security number to anyone who calls and asks for that information.
Never reveal that you are home alone.
Hang up immediately on obscene phone calls.
If you are receiving harassing phone calls, keep track of when and what time you get the calls and then give the information to the police.

Making harassing phone calls could cause you to lose your ability to have a telephone number.

IF SOMEONE TRIES TO ASSAULT YOU
Stay as calm as possible. Think rationally and evaluate your options: escape, self defense, negotiation or screaming to attract attention.
It may be more advisable to submit than to resist and risk injury or death. You will have to make this decision based on the circumstances, such as the presence of a weapon and the type of person you are.
Try to get an accurate description of the assailant’s appearance, what was said and a license number to assist the police.
If you are robbed, threatened, or raped, call campus and/or local police immediately. You may save someone else from becoming a victim.

Call a victim assistance service or rape crisis hotline to help you deal with the trauma that any assault causes.
For off-campus emergencies call 911.
HURRICANE EVACUATION INFORMATION

Hurricane season lasts from June 1 to November 30. Because New Orleans is below sea level and surrounded by water, people who live here pay special attention to weather reports during these months. Before a hurricane enters the Gulf, you should develop your own evacuation plan. You don’t need to panic! A hurricane moves slowly, giving us time to implement our evacuation plan. Individuals who reside in trailers will be required to evacuate their trailers in the event of severe tropical storm or Category 1 or 2 hurricane. New Orleans city officials will call for a city-wide evacuation if Southeast Louisiana is directly threatened by a Category 3 hurricane or above. Of course, UNO would close in this situation and all buildings would be locked. Students and scholars living on campus would have to leave their dorm rooms and apartments. Students are encouraged not to make airline reservations for winter break until the end of October due to the possibility of the fall semester being extended for university closure during an emergency. Here are some suggestions for getting out of the city if an evacuation is ordered.

FIRST, STAY INFORMED

The local news stations will have detailed information about the storm. The following two radio stations are part of the Emergency Alert System and will have information on road conditions, shelter locations and reentry information: 870 AM and 101.9 FM. Register for UNO’s text notification service, http://uno2.uno.edu/ucc/E2Campus/e2Campus.htm. Check the UNO website, http://new.uno.edu/ to find out if the university will close, or call the main phone number, 504-280-6000. If the University closes, recorded information will be available. If you live on campus, check with Student Housing or Privateer Place to find out when you must evacuate. Please review the University Emergency Preparedness information at http://new.uno.edu/elso/emergency-preparedness?_ga=2.175564129.218833625.1526309382-632926609.1494953681 and the Campus Evacuation Plan at http://new.uno.edu/media/8356

There are two good websites that offer detailed information on tropical storms, with regular updates and projections, emergency preparedness information, and much more. The National Hurricane Center (which offers information in English and Spanish) can be found at http://www.nhc.noaa.gov. The Federal Emergency Management Agency (FEMA) can be found at http://www.fema.gov. Please keep OISS updated on your plans by filing a Personal Evacuation Plan at https://www.surveymonkey.com/r/UNOevac2019

WHERE TO GO

When everyone is leaving the city, it can be difficult to find a hotel, so people end up driving far away as they look for a vacancy. You can avoid this problem by making a reservation as soon as it looks like you may need to evacuate; you can always cancel the reservation if it becomes obvious that evacuation is unnecessary. The later you leave, the farther you’ll have to go to find a room. There are several inexpensive motel chains that can be found throughout the Southeast, in small towns as well as in larger cities: Motel 6, Days Inn, Super 8, and Comfort Inn are a few examples. You can find their national numbers in the Yellow Pages or you can check their websites online. (This is merely for your information; UNO does not endorse or recommend any particular hotel chain.)

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Web Address</th>
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<tbody>
<tr>
<td>Motel 6</td>
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<tr>
<td>Days Inn</td>
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<tr>
<td>Super 8</td>
<td><a href="http://www.super8.com">http://www.super8.com</a></td>
</tr>
<tr>
<td>Comfort Inn</td>
<td><a href="http://www.comfortinn.com">http://www.comfortinn.com</a></td>
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</tbody>
</table>

Red Cross shelters will be set up outside of the New Orleans metropolitan area in such places as Hammond, Baton Rouge, Alexandria, or even as far north as Monroe, Louisiana, and Vicksburg, Mississippi. If you want to go to a Red Cross shelter rather than to a hotel you should plan to bring with you a blanket, non-perishable food, and water. (See the section on what to bring). Listen to the Emergency Alert System radio channels listed above to find out where Red Cross shelters will be located.

HOW TO GO

CAR: If you have a car, check with your friends to see if others need a ride. Do not wait until the last minute to leave the city. Remember everyone else is leaving too, and traffic will move so slowly that it can take several hours to go just 100 miles. Leave the city with a full tank of gas and a map. To avoid the worst traffic, try leaving in the early morning. Consider driving north on Interstate 59 instead of west on Interstate 10. Once outside of the city you may want to get off the Interstate and travel the smaller highways to avoid traffic jams.

At some point, the Louisiana State Police will direct all lanes of traffic on the major highways to flow out from the city. Prior to your departure, make sure you understand the various “contra-flow” evacuation routes. Contra-flow maps and more information are available at http://www.lsp.org/pdf/2016EmergencyGuide_English.pdf.
TRAIN: Only two trains leave New Orleans on a daily basis, so if you use this method, you need to make your arrangements as soon as it becomes clear that evacuation is necessary. The Crescent City leaves at 7:00 am and travels all the way to New York; the first six stops after Slidell are Picayune, MS, Hattiesburg, MS; Laurel, MS; Meridian, MS; Tuscaloosa, AL; and Birmingham, AL. The City of New Orleans leaves every day at 1:45 pm headed for Chicago. The first eight stops out of New Orleans are Hammond, LA; McComb, MS; Brookhaven, MS; Hazelhurst, MS; Jackson, MS; and Yazoo City, MS; Greenwood, MS, and Memphis, TN. Other routes do exist and are available but not every day. Prices vary, of course, but as an example, a round trip ticket to Memphis, TN will cost around $130. It can be cheaper when people travel in groups and there are student discounts but only if a discount card is purchased first. An advantage of evacuating by train is that Amtrak allows you to put an option on the reservation of your seat onboard until the departure time of your train at no charge at all. Trains also offer more comfort than buses. For more details, you can call 1-800-USA-RAIL or check the website at http://www.amtrak.com.

BUS: The bus can be cheaper than train if booked far in advance but it would not be applicable in the case of a hurricane evacuation. Most buses do not offer direct routes and have to make connections in Baton Rouge which might make your trip longer than on the train, but on the other hand, there are many more options and destinations available by bus. You should rapidly pick your destination, make sure you can get there by bus, make your hotel or shelter arrangements, then buy your bus ticket. (As an example, a round trip bus ticket to Memphis, TN costs around $85 and depending on how far in advance it was purchased). You can reach Greyhound bus by calling 1-800-231-2222 or, locally, 504-524-7571. You can find the website at http://www.greyhound.com/.

UNO BUS: Limited bus transportation is available to evacuate those resident and international students who are unable to evacuate on their own. These students may only bring minimal personal belongings that they are able to hold on their lap. NO SUIT-CASES are allowed and all personal belongings must be in a book bag or small duffle/gym bag.

YOUR LOCAL CONSULATE: Please contact your nearest consulate as they might have evacuation options to offer you and will most likely want to know what your plans are even if you are not evacuating with them.

STAY PREPARED

- Prepare your disaster kit (See section on What to Bring)
- Pick up an “Evacuation Guide” from the OISS office, which contains additional information about evacuation. These guides may also be available at some convenience stores and restaurants throughout the city.
- Use Webstar to update your alternate e-mail address. In the event your UNO e-mail does not work, OISS will use an alternate e-mail address to communicate with you.
- Plan where you will go, how you will get there, and when you will depart.
- Notify your family and friends of your evacuation plans
- File your Hurricane Personal Evacuation Plan with the OISS

WHAT TO BRING

You should prepare your disaster evacuation kit (items below) before the start of hurricane season. When evacuating, take these items with you:

- Prescription medication and first aid kit, clothing and bedding including sleeping bags, blankets and pillows
- Battery operated radio, flashlight, and extra batteries
- Enough non-perishable food and water for at least 3 days (1gallon per person per day)
- Immigration documents including passport, I-20 or DS 2019 and I-94 card
- Other important documents such as: social security card, proof of residence, birth & marriage certificates, insurance policies, tax records, etc.
- Important books, laptop, etc., cell phone, charger, car keys and maps
- Written instructions on how to turn off electricity, gas and water if authorities advise you to do so (you will need a professional to turn them back on)

Contact information for UNO: 504-280-6000; http://new.uno.edu/.

AFTER THE STORM

Monitor the UNO website regularly to find out when the institution will re-open. Check your UNO and/or alternate e-mail for specific instructions from OISS staff.
CULTURE SHOCK

Culture shock is the normal process of adjusting to a new country and a new culture, which may be dramatically different from your own. You no longer see the familiar signs and faces of home. Climate, food, and landscapes, as well as people and their ways all seem strange to you. Your English may not be as good as you expected. You may find yourself suffering unexpectedly from the pressures of US academic life and the different pace of life.

If you feel this way, do not panic. As you become adjusted to US culture and attitudes and begin to know your way around, you will start to adapt to and understand your new surroundings and way of life. International students and scholars experience culture shock in varying degrees; some hardly notice it at all, while others find it terribly difficult to adapt. Below are explanations of the four stages of culture shock that you may experience. Not every person will experience culture shock in the same way, but no one escapes it completely and it is important to remember that you are not alone.

FOUR STAGES OF CULTURE SHOCK

The "Honeymoon" Stage
The first few weeks in your new home will be very exciting. Everything will be new and interesting, and you will likely be so busy getting settled and starting classes that you may hardly notice that you miss home.

Irritability and Hostility
As you begin to realize that you are not on vacation and that this is where you live, you might experience anger and hostility. Sometimes you may feel hostile toward Americans and their way of doing things, and even trivial irritations may cause hostility to flare.

Understanding and Adjustment
In time you will come to better understand your new environment and will find, maybe even unconsciously, that you are adjusting to your new home. You will experience less frequent feelings of hostility and irritability.

Integration and Acceptance
Finally, you will find that you have come to feel that, at least on some level, you consider your university or college and your new town, your home. You will have made friends and will feel that your community accepts you just as you have accepted it.

COMMON SYMPTOMS OF CULTURE SHOCK

Below are some common symptoms of culture shock, some keys to dealing with culture shock are at the top of the next page.

Homesickness
You miss your homeland, your family, and your friends. You frequently think of home, call or write letters to your family and friends often, and maybe even cry a lot.

Hostility
Minor irritations make you unusually angry, and you feel life in the US is the cause of your problem. You feel your expectations have not been met. It takes time to get used to life in a foreign country and many things need to be relearned. Be patient and ask questions when you feel you do not understand.

Dependence
You become dependent on fellow nationals, friends, or your international student adviser and feel you cannot achieve anything by yourself. You may feel scared of doing things by yourself without somebody else's help or approval.

Loss of self-confidence
You may feel everything you do is wrong, that nobody understands you, that you have trouble making friends. You may start to question the way you dress and think because you are afraid not to fit in.

Values shock
You might find yourself facing situations that are not accepted in your culture and have trouble getting accustomed to them. For example, relationships between men and women, the informality of American life, political or religious attitudes, or the social behavior of Americans may seem amoral or unacceptable to you.

Adapted from the following website:
http://www.educationusa.state.gov/
CULTURE SHOCK

Keys to surviving the first few weeks:
Remember that it is natural for you to experience culture shock.
Get plenty of rest to deal with the stress and jet lag that you may experience
Try to relax. Take a nap.
Take time to think and/or talk through your feelings.
Put little things that bother you in perspective. Is the problem really so bad?
Make an effort to be optimistic, but not to the point of avoiding negatives that should be expressed.
Make your new home environment as comfortable as possible.
Make friends as quickly as possible. If there are others of your nationality on campus, get acquainted. It will give you a support system.
Get in touch with a friend or family member at home.
Find someone whom you can talk with in your native language.
Keep a diary or journal. This is a great way to vent some of the frustration you might be too embarrassed to speak about. It may also be an interesting record of the changes that occur over time.
Try not to compare and search out things like home. Things are different! Enjoy and explore those differences.
Always, always keep an open mind and a sense of humor.
Feel welcome to come to OISS to talk with an adviser. OISS is your home away from home.

(This is adapted from: Welles, Paddy S., “Coping with Culture Shock”, The Bridge, Vol. 6, No 4, Winter 1981, pp 44-47).

FRIENDSHIP VERSUS FRIENDLINESS

Americans seem so friendly. They say hello as you walk by; they ask about how you are doing...yet, do they take the time to listen to your answers? NO? Just how does one become friends with Americans? First we need to understand the difference between friendliness and friendship. Friendliness can be seen as an openness, easiness, kindness, warmth and hospitality. Friendship is on a deeper level, there is closeness, familiarity, and an ease of conversing. The white in the circles below represents friendliness and the gray represents friendship.

US Culture

Other Cultures

As you can see in the representation of the “US Culture” there is a large amount of friendliness that one passes through before becoming a friend with most Americans. You can think of it as peeling away layers of an onion, except in this case the layers are that of friendliness. When you look at the representation of the “Other Cultures” you can see that there are much fewer layers of friendliness that one must go through in order to become friends. You are likely to feel these differences, sometimes be confused by them and find it difficult to understand. The first step is going up to an American and saying hello.

(Model borrowed from Dr. David D. Horner, Director Emeritus, Michigan State University)
INTERNATIONAL AND NATIONALITY ORGANIZATIONS AT UNO

Chakra Indian Students Association
chakra.uno@gmail.com
www.orgs.uno.edu/cisa

International Student Organization
iso@uno.edu
http://iso.uno.edu/

Muslim Student Association
msa@uno.edu

Nepalese Students Association
nsano@uno.edu

Saudi Students’ Union
saudiuno@hotmail.com
www.ssu-uno.com

Vietnamese American Student Association (VASA)
unovasa@gmail.com

Bangladesh Student Association

Students for Justice in Palestine
sjp@uno.edu

Global Mentor Program
globalmentoruno@gmail.com

NOTES:
If there is no website listed, please check with OISS for more information, or on the Student Involvement and Leadership (SIL) website (http://www.uno.edu/student-involvement-leadership/orgs) or in the SIL office in UC 222, or by calling 504.280.6349.

If you do not see an organization here and you would like to create a new one, please visit the Student Involvement and Leadership Office in UC 222.

INTERNATIONAL NIGHT 2020

SATURDAY, MARCH 21, 2020

HOLD this date in your calendars! Each year the International Student Organization (ISO) organizes the International Night, which is a festival of cultures.

The first hour and a half consists of a catered meal from local ethnic restaurants and exhibits where different cultures and groups have elaborate displays of items that are important to them and their culture.

The next two hours consist of performances and a spectacular international fashion show!

This is the perfect time to wear traditional clothing from your home country. In fact we strongly encourage you to do so...therefore we suggest that you start thinking about having your family send something over now (if you did not bring a traditional dress/clothing) instead of waiting until March.

This event is one of the largest events on campus every year, with over 500 people attending. If you do not participate in the program, please plan on attending!

In November, ISO will begin seeking volunteers to help plan and put the event together.

Remember keep MARCH 21st reserved so that you can attend International Night!
ACADEMIC ADVISING CENTERS at UNO

PRIVATEER ENROLLMENT CENTER (PEC)

Students with fewer than 24 credit hours must be advised by a First Year Advisor in the PEC.

The PEC is the University of New Orleans "one-stop shop" for all enrollment services. They can assist students with academic advising, investigate financial aid, enrollment, registering for classes, paying fee bills, obtaining parking decals, as well as, answering questions. Students may enter through a glass door and head to the counters where enrollment services personnel will assist them. Behind the counters will be offices for support staff — so that if a student brings an issue that an enrollment services person can't handle, that student will still be able to get immediate answers.
Location: 105 Earl K. Long Library
Hours: 8:00 am to 4:30 pm — Monday through Friday

Students with more than 24 credit hours will be advised by their academic department

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<thead>
<tr>
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<th>Location</th>
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<tr>
<td>College of Business Administration</td>
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<td>Kirschman Hall Room 308</td>
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<tr>
<td>College of Liberal Arts, Education and Human Development</td>
<td>280.1278</td>
<td>Bicentennial Education Center Room 242</td>
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<td>College of Engineering</td>
<td>280.6327</td>
<td>Engineering Building Room 910</td>
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<td>College of Sciences</td>
<td>280.6378</td>
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<tr>
<td>Interdisciplinary Studies Degree Program</td>
<td>280.6566</td>
<td>Bicentennial Education Center Room 124C</td>
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</tbody>
</table>

Or view our list of departmental advisors:
http://oiss.uno.edu/docs/List_of_Departmental_Advisors_SuFa_2019.pdf

NINE TIPS FOR SUCCESSFUL STUDENTS

9. Take advantage of opportunities to interact with your UNO classmates from around the world and learn about their cultures and perspectives.
8. Join a student organization, play an intramural sport, and/or find an on-campus job.
7. Take a chance and introduce yourself to someone who might become a new friend.
6. Ask for help when you need it.
5. Use tutoring services that the university offers.
4. Sit near the front of the class.
3. Attend professors’ office hours.
2. Do not procrastinate.
1. BALANCE – your study, work, fitness and play time.
SELECTED UNO SERVICES FOR STUDENTS

There are many services available at UNO. The ones listed here are just a few of services you can utilize. Please consult the UNO Student Handbook for a more detailed listing of Services.

http://www.studentaffairs.uno.edu

The Learning Resource Center— Liberal Arts Building, Room 334 (504.280.7054)

The mission of the Learning Resource Center (LRC) is to help UNO students succeed. The LRC offers many different services including: the Writing Center, Math Tutor Center, Other Tutoring services (biology, chemistry, physics, etc), a computer lab, a media library and peer educators. Most of the Learning Resource Center is located in the Liberal Arts Building with the exception of the Math Tutor Center which is located in Math Building, Room 107 (504-280-1168). You can look at their website for more information: http://lrc.uno.edu/.

Counseling Services — University Center, Room 226 (504.280.6683)

Students studying in the US for the first time often experience temporary feelings of loneliness, anxiety, or depression. This office provides help for students who are experiencing these personal problems and need to regain their confidence. There is no fee for the first session, and fees for the following appointments are determined on a sliding scale so as to be affordable for students. To help with more general coping problems, Counseling Services offers workshops on time management, stress management, handling anger, and other such topics throughout the semester.

Career Center — University Center, Room 250 (504.280.6225)

Students can also take advantage of career counseling through this office. Trained counselors can help you explore career options and help you find the career path that makes the best use of your particular skills.

The Women’s Center — Library 201 (504.280.7285)

The Women’s Center provides special resources on women’s issues and offers a rich schedule of activities throughout the semester, including book discussions, workshops, readings, support groups, and guest speakers. The Women’s Center also provides a relaxed setting where students can meet one another. Watch for the Women’s Center monthly calendar which is regular posted on campus bulletin boards.

Computer Labs and E-mail Accounts

When you register and pay your fees, you automatically receive an e-mail account. To gain access to your computer and e-mail call 504.280.4357 or bring a picture ID to the Help Desk in the Computer Center. Computer labs with a total of more than 200 computers are available to students. The computer labs can be found in Kirschman Hall (room 208), the University Computing Center (room 101), Liberal Arts (room 334), and the first floor of the Library.

The Driftwood

Driftwood, the student-run university newspaper, appears every Tuesday (except for weeks with holidays), and is distributed free at various locations around campus. The paper is a forum for students to express their concern about campus matters, and every issue contains campus news, sports and entertainment sections and an events calendar.
HELPFUL WEBSITES

UNO:
OISS – http://oiss.uno.edu
Academic Calendar -
http://www.uno.edu/registrar/bulletin/important-dates.aspx
Division of International Education-
http://inst.uno.edu/
Intensive English Language Program-
http://ielp.uno.edu/
Registrar’s Office – www.uno.edu/registrar/
Student Health Services -
http://studenthealth.uno.edu/
Student Housing - www.uno.edu/housing/
UNO Admissions- http://www.uno.edu/admissions/
UNO Athletics -www.unoprivateers.com

New Orleans:
www.nola.com
www.neworleans.com
http://artsneworleans.org/

Audubon Nature Institute -
www.auduboninstitute.org/
National WW II Museum -
https://www.nationalww2museum.org/
New Orleans Museum of Art -
www.noma.org
Ogden Museum of Southern Art -
www.ogdenmuseum.org

Immigration and other federal websites:
Department of State – www.state.gov
Department of State: Consular Affairs –
www.travel.state.gov
“J” Visa Program - http://j1visa.state.gov/
Visitor/Tourist Visas - https://travel.state.gov/content/visas/en/visit/visitor.html
Foreign Embassies of Washington DC
http://www.embassy.org/
Study in the States, Homeland Security
http://studyinthestates.dhs.gov/

IMPORTANT PHONE NUMBERS

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<td>Bursar’s Office</td>
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<td>280.6370</td>
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<tr>
<td>Campus Police</td>
<td>280.6666</td>
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<td>Housing—Pontchartrain Hall</td>
<td>280.6402</td>
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<td>Housing—Privateer Place</td>
<td>282.5670</td>
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<td>Human Resources—Benefits</td>
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<td>Intensive English Language Program</td>
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<td>Mental Health</td>
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<td>Student Affairs</td>
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<tr>
<td>Student Government</td>
<td>280.6229</td>
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<tr>
<td>Student Involvement and Leadership</td>
<td>280.6349</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>280.6387</td>
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REMEMBER: To telephone a UNO number from an on-campus phone line, dial 3 and then the last four digits of the phone number.