

**CENTRALIA COLLEGE
INTERNATIONAL PROGRAMS
STUDENT HANDBOOK**

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GENERAL

HISTORY OF CENTRALIA COLLEGE

Centralia College was established in 1925 and was one of the first junior colleges in the state of Washington. Centralia Junior College, as it was first known, enrolled 15 students on the first day of class in 1925.

Five students graduated in that first year. Those five students transferred to the University of Washington in Seattle. At the UW students were able to continue their education past the programs offered at Centralia Junior College.

At the end of World War II, the college needed more land, buildings and teachers. Some classes were held in a church as new buildings were being built. The first two buildings were named for early college instructors. Kemp Hall was built in 1950 and Ehret Hall was built in 1958. This made Centralia College a campus because it owned its own land and buildings.

In 1956 Centralia College began to offer part-time programs. Over time more part-time and technical programs became offered in the day and evening hours. These programs have helped to make Centralia College a valuable resource to the local area.

Today, Centralia College offers more than 40 academic transfer programs, 24 professional/technical programs as well as extension and on-line courses. Students who attend Centralia College may be preparing to transfer to a 4-year university, planning to complete a 2-year associate degree, studying to gain a certificate, or just taking a class to increase their knowledge or to gain job skills. As it grows and changes, Centralia College continues to play an important role in the life of the community.

PRESIDENT'S MESSAGE



The vision for Centralia College is to be recognized as the best community college in the state of Washington, to be a driving force in the local economy and to be the intellectual heart and cultural soul of the community. To be the best means that we dedicate ourselves to our mission of improving people's lives through lifelong learning while embracing our core values of respecting the worth and dignity of the individual, acknowledging the unique contributions of each individual, and collaboratively meeting the changing needs of our community.

I am very proud that we are well on our way to achieving our vision. This is a quality institution with a quality faculty and staff. For me there is no greater evidence than the success of our graduates. Our transfer students are performing exemplary work at many four-year colleges and universities. On the average as juniors their grades are as high if not slightly higher than students starting at those institutions. Our professional and technical graduates are finding meaningful employment even in this sluggish economy. I have received numerous commendations from local employers about the knowledge and abilities of our graduates. And, I am especially proud of the many students who complete their GED each year and begin their transition to higher levels of education and work.

For whatever reason you may be thinking of coming to Centralia College, whether it be for liberal arts and science courses, job skills classes, self improvement or simply personal enrichment you will find that instructors, counselors, advisors, and all staff members are here to support you in attaining your goals. If you need financial aid, childcare, tutoring, or advice on what classes to take, our staff will be there to assist you. Count on it!

Centralia College is a small, rural, safe, comprehensive community college that offers many of the experiences of college life found at larger institutions. We have numerous student activities including clubs, student programs, athletics, theater productions, and dances. You can become as involved as you choose to be.

Best wishes for a great year!

Dr. James Walton

President, Centralia College

Vision Statement International Programs Centralia College

As a world-class community college, committed to a free and open flow of ideas, Centralia College recognizes that scholarship knows no international boundaries.

In addition, Centralia College recognizes its responsibility to provide for the cultural enrichment of its domestic students which arises from their personal contact with students from other countries. The faculty and staff are likewise enriched as they teach and perform their services within the context of a world of knowledge.

Centralia College welcomes students from other countries whose previous academic record, command of English and general academic interests are compatible with the high standards of Centralia's academic community. In return it provides a well organized, tightly focused support program to enable both international and domestic students to mutually profit from each other's experiences.

Mission of Centralia College

Improving People's Lives through Life Long Learning

GOALS

ACCESS

Centralia College shall provide all students a quality education while keeping the costs of their college experiences as affordable as possible.

DIVERSITY

Centralia College shall provide an inviting and supportive learning environment to those populations that have been traditionally underserved by higher education.

EDUCATIONAL PROGRAMS

Centralia College shall provide to our greater community an ever-increasing number of educated people having the knowledge, skills, attitudes, values, and behaviors to become life-long learners and productive and responsible citizens more capable of realizing their highest human potential.

PERSONAL AND COMMUNITY ENRICHMENT

Centralia College shall provide diverse multicultural, musical, theatrical, artistic, athletic, instructional, and social program experiences for life-long learning and community enrichment.

STEWARDSHIP

Centralia College shall serve as a model of effective stewardship to the citizens of Washington.

Note: The foregoing Mission and Goals Statement adopted by the Centralia College Board of Trustees help to set a course for the college. They are intended as broad goals toward which the college strives and against which the Board measures the College's progress. As such, the statements are not intended to create a legal duty or promise to any individual, nor are they intended to confer any legal rights on any individual.

Adopted by the Board of Trustees, June 7, 2001

CENTRALIA COLLEGE

STUDENT RIGHTS AND RESPONSIBILITIES CODE

WAC 132L-120-010 Preamble

Centralia College is a dynamic learning community that promotes growth and development by offering opportunities to gain knowledge, entrance skills, examine values, and pursue learning options. The College is committed to quality life-long learning through its values of Respect, Responsibility, and Responsiveness. To that end, Centralia College maintains a strong commitment to providing a civil and non-disruptive learning environment. Students are reminded that they assume certain responsibilities of performance and conduct which have been reasonably established in order to accomplish Centralia College's education goals. Therefore, the College expects that students will conduct themselves as responsible members of the College community, will comply with the rules and regulations of the College, will maintain high standards of integrity and honesty, and will respect the rights, privileges and property of other members of the College community.

WAC 132L-120-015 Purpose

The purpose of these rules is to prescribe standards of conduct for students of Centralia College. Violations of these standards may be cause for disciplinary action as described in this code.

This is a summary of the student Rights and Responsibilities Code. You should refer to the code itself for a complete understanding of its content. The college has established policies providing for the rights and responsibilities of students. Copies of this code (WAC 132L-120) are available from the Student Programs Office or the Vice President, Student Services Office.

1. Centralia College has this code to help fulfill its mission. See WAC 132L-120-15
2. If you violate this code, Centralia College can discipline you. See WAC 132L-120-10
3. Some words in the code have technical or special meanings. These are defined. See WAC 132L-120-15.
4. You are accountable for your behavior both on and off campus. See WAC 132L-120-030
5. You have constitutional rights. See WAC 132L-120-040
6. You have these freedoms: access, association, press, speech, assembly, due process, and other rights. You are also protected from unlawful discrimination, sexual harassment, and unreasonable search. See WAC 132L-120-070.
7. You should take an active role in your learning, obey the law, and follow college rules. See WAC 132L-120-080.
8. Do not hurt, intimidate, or bother people. See WAC 132L-120-080.
9. Be honest and tell the truth. See WAC 132L-120-080
10. Do not cheat. See WAC 132L-120-080.
11. Do not steal or cause damage to other people's property. See WAC 132L-120-080.
12. Do not go where you are not supposed to. See WAC 132L-120-080.
13. Do not abuse computers, telephones or other electronic equipment; do not use them to break the law or bother other people. See WAC 132L-120-080.
14. The use of tobacco, alcohol, and drugs is strictly controlled. See WAC 132L-120-080.
15. Hazing is prohibited. See WAC 132L-120-080.
16. If you disrupt the classroom, the faculty member may remove you for that day. The same thing could happen if you disrupt an office. You can also be disciplined further. See WAC 132L-120-090.
17. If you violate the code, you can receive anything from a warning to a dismissal. You can also be fined or have other restrictions placed on you. See WAC 132L-120-100.
18. If you are a threat to people, you will be suspended immediately. You would get a hearing later. See WAC 132L-120-110.
19. If you are accused of violating this code, you will be summoned to a hearing. See WAC 132L-120-120.
20. You can appeal decisions to the judicial board, then to the president. See WAC 132L-120-140.
21. There are rules about how the judicial board conducts its process and handles its records. You can have an attorney represent you. See WAC 132L-120-150.
22. There are rules about how the judicial board considers evidence. The College has to prove its case by a preponderance of evidence. See WAC 132L-120-160.
23. There are rules about what the judicial board can do, and how it communicates results. See WAC 132L-120-170.
24. There are rules about how and when to appeal to the president. See WAC 132L-120-170.
25. There are rules about how this code is changed. See WAC 132L-120-200 to 220.

Important Telephone Numbers

Emergency Numbers

Police, Fire, and Medical Emergency.....	911
At the International Houses.....	9-911
International Programs Director Cell Number.....	360-304-9794
Contact number for Campus Security.....	736-9391, ext. 216
Campus Security Direct Line.....	736-7663
Campus Security After Hours.....	1-866-728-7650
Poison Center.....	1-800-222-1222
Hotline 24 Hour Crisis Counseling.....	1-800-244-7414
Domestic Violence Hotline.....	1-800-562-6025
Pregnancy Crisis Center.....	330-2229

Useful Numbers

Directory Assistance.....	1-360-555-1212
Directory of Toll Free Numbers.....	1-800-426-8686
City Bus.....	330-2072
Greyhound Bus Lines.....	736-9811
Train Depot.....	736-8653
Timberland Libraries.....	1-800-562-6022
Department of Licensing.....	1-800-562-8203
Attorney General's Office.....	360-753-6210
Qwest Communications.....	1-800-244-1111
Comcast Cable Services.....	1-888-266-2278
Airport Shuttle Services.....	360-754-7113

Who Can Help You at Centralia College

Vice President of Student Services

Michael Grubiak
(360) 736-9391, ext. 220

Director, International Programs

Laju Nankani
736-9391, ext. 492
Cell: (360) 304-9794

International Programs Specialist

Vida Long
736-9391, ext. 625
Cell: (360) 485-2003

Admissions and Records

Chris Jones
736-9391, ext. 648, 221, 227, 228

Student Employment

Joan Rogerson, Coordinator
736-9391, ext. 208

Counseling (academic and personal)

Paul Mitchell, Coordinator
736-9391, ext. 265

ADMISSION AND ASSESSMENT **INFORMATION**

ACADEMIC STANDARDS POLICY

International students with an F-1 or M-1 student visa must be full-time students and make satisfactory progress toward a degree.

All international students must do the following:

- enroll in 18 credits per term if they are IEP students.
- enroll in 12 credits per term if they are college-level students.
- enroll in courses that are appropriate to their academic program.
- maintain a cumulative grade point average (GPA) of 2.0 (C) or better.

Difficulty with courses: International students who are experiencing difficulty with their courses should meet with the International Programs director and their faculty advisor. Assistance is available from instructors, tutors, counselors, and through the International Programs office.

Illness: International students who become sick, injured, or experience an emergency situation that causes problems with course work or attendance should contact the International Programs advisor. Only a note from the doctor may be used as proof of a medical emergency.

Failure to maintain status for ONE quarter:

1. The student will receive a **WARNING** letter by mail.
2. The student must meet with the International Programs director and faculty advisor to develop a plan to improve the student's GPA and/or number of credits.
3. If the student raises the cumulative GPA and/or number of credits, the student will be reclassified as "In Status."

Failure to maintain status for TWO quarters:

1. The student will receive a **PROBATION** letter by mail.
2. The student must meet with the International Programs director and faculty advisor to develop a plan to improve the student's GPA and/or number of credits.
3. If the student raises the cumulative GPA and/or number of credits, the student will be reclassified as "In Status."

Failure to maintain status for THREE quarters:

1. The student will be suspended from Centralia College.
2. The student will receive a **SUSPENSION** letter by mail. The letter will state the terms of suspension and the time that the student has to appeal the decision.
3. The student may file an appeal with the Vice President of Student Services.
4. If the appeal by Centralia College is not granted, Department of Homeland Security will be notified through SEVIS of the student's failure to maintain status.

If the appeal from Centralia College is not granted, the student must be reinstated by Department of Homeland Security (see "Reinstatement").

APPEAL PROCESS

Students who are suspended from Centralia College will be granted the right to appeal according to the Student Rights and Responsibilities Code.

Serious illness, injury or an emergency situation that prevented you from attending, completing or passing courses may be grounds for an appeal. The appeal process at Centralia College is not the same as reinstatement by the Department of Homeland Security.

Below are the steps in the appeal process:

1. Write a letter to explain what happened during your last 3 quarters at Centralia College. In the letter, you should include:
 - all important facts, such as date of illness or description of emergency.
 - all documentation, such as a note from your doctor.
 - a plan that shows how you will improve, for example, how you are going to meet with a tutor, study harder, get assistance from your advisor, etc.
 - a promise of full-time study in the future (18 credits per term for IEP; 12 credits per term for college level courses)
 - a promise to make satisfactory progress (GPA 2.0 or better)
 - the reason why you should be allowed to continue to study at Centralia College, for example, you want to complete you AA degree in Business or you want to transfer to WSU to major in Computer Science.
2. After you finish your letter, be sure to sign it.
 - bring it to the office of the Vice President of Student Services no later than the date on your SUSPENSION letter.
 - make an appointment with the Vice President of Student Services to discuss your appeal.
3. **If your appeal is approved**, you may continue to study at Centralia College under certain conditions. In this case, you may or may not need to be reinstated by the Department of Homeland Security depending on the reason for your suspension.
4. **If your appeal is denied**, you will be suspended from Centralia College and will be out of status with the Department of Homeland Security. You will then need to transfer to another school and apply for reinstatement or return home to your country.

TESTING AND ASSESSMENT

International students with an F-1 or M-1 visa are required by U.S. Department of Homeland Security to be full-time students and make satisfactory progress toward a degree.

ALL INTERNATIONAL STUDENTS ARE REQUIRED TO DO THE FOLLOWING:

- follow Centralia College rules for testing, placement and registering.
- take placement tests after arrival.
- make appointments for taking placement tests through the international programs office.
- have all registration forms, add/drop forms and changes of program signed by the International Programs director and their faculty advisor.
- take classes in sequential order, for example English 101 must be taken before English 102.
- meet prerequisites before going to the next level, for example, Pre-Calculus (Math 120) is a prerequisite for Calculus 1 (Math 123) so Math 120 must be taken first.
- remember the placement tests are not a “win” or “lose” situation. You will not pass or fail. You will discover your current level and which skills you need to develop further.

INTENSIVE ENGLISH PROGRAM (IEP)

Students who do not have a TOEFL score or who have a TOEFL score below 173/500 must take IEP tests. IEP tests are in listening, speaking, reading and writing. The results of these tests are used to determine the level of IEP courses the students are required to take.

IEP students must do the following:

- take IEP placement tests in listening, speaking, reading and writing.
- not use dictionaries during the tests.
- follow the assessment of their test results.
- enroll in IEP classes.
- have all enrollment forms and changes to their schedules signed by the International Programs director and their faculty advisor.

In some cases, an IEP student may be able to take a college-level course with their IEP courses. This will be determined by the International Programs director and the faculty advisor.

COLLEGE-LEVEL PROGRAMS

Students who have a TOEFL score of 173/500 must take college-level placement tests. The tests are in reading, writing and math. The results of these tests are used to determine the level of courses students are required to take.

College-level students must do the following:

- take the ASSET test for reading, math and writing. The cost is \$10 paid to the cashier in Admissions (upstairs in the Student Center).
- not use dictionaries or calculators during the tests.
- follow the assessment of their test results.
- enroll in courses that allow them to make satisfactory progress toward their degree.
- have all enrollment forms and changes to their schedules signed by the International Programs director and their faculty advisor.

DEGREE PROGRAMS

Centralia College grants five degrees:

Associate in Arts (AA): Credits from this degree will generally transfer to other colleges and universities.

Associate in Science (AS): Credits from this degree will generally transfer to other colleges and universities.

Associate in Liberal Arts (ALA): Credits from this degree will generally transfer to other colleges and universities.

Associate in General Studies (AGA): This degree is **not** designed for general transfer.

Associate in Technical Arts (ATA): This degree is **not** designed for general transfer. You may ask about “Upside Down Degree” or “Special Articulation Agreements.”

Associate degree requirements

To qualify for an Associate degree, students must complete a minimum of 90 credits in courses numbered 100 or above with a grade point average of at least 2.0 (“C”) or better.

The last 15 credits or 35 of the last 45 credits must be completed at Centralia College to be eligible for a degree from Centralia College.

There is no departmental (major) assessment for the issuance of the AA, AS and ALA degrees. Completing general distribution requirements is sufficient. Advisors have a current list of the distribution and elective courses. A current list is also available from the counseling center. The advisor and the student should carefully plan the department major that the four-year university requires for the Bachelor’s degree.

Students are encouraged to check the four-year university’s foreign language requirement since some schools require foreign language study for graduation. Students may devote a portion of their elective credits to a foreign language to complete this requirement.

Certificates of Proficiency

By completing a vocational program which requires fewer than 90 credits, students may earn a certificate of proficiency.

Confused? Your advisor, International Programs director, and counseling center are great places to go for more information or help.

REGISTERING FOR CLASSES

Students who register for classes at Centralia College are required to follow certain rules. Following the rules keeps students in status with immigration policy and also saves time and money.

NEW STUDENTS

To register for classes, new students must do the following:

- complete all placement tests.
- meet with the International Programs director for assessment of placement tests.
- meet with International Programs director and academic advisor to determine class schedule using quarterly schedule of classes, college catalog and program guides.
- complete and sign the registration form.
- get signatures on the registration form from International Programs director and faculty advisor.
- turn in registration form at Admissions and Records counter in the Student Services Center.
- pay for tuition and fees at the cashier's counter in Student Services Center.
- make all schedule changes on an add/drop form with signatures from the International Programs director and faculty advisor.

RETURNING STUDENTS

To register for classes, returning students must do the following:

- choose classes needed to complete their program using the quarterly schedule of classes, college catalog and program guides.
- complete and sign the registration form.
- meet with their faculty advisor to discuss their schedule.
- get faculty advisor's signature on registration form.
- meet with the International Programs director to confirm schedule of classes.
- get International Programs director's signature on registration form.
- turn in registration form at Admission and Records counter in the Student Services Center and get a receipt.
- take the receipt and pay for tuition and fees at Cashier's counter in Student Services Center.
- make all schedule changes on an add/drop form with signatures from International Programs director and faculty advisor.

REMEMBER: All schedule changes on add/drop or registration forms require 2 signatures. One signature must be from the International Programs director and one signature must be from your faculty advisor.

INTENSIVE ENGLISH LANGUAGE PROGRAM (IEP)

The Intensive English Language Program (IEP) is for students who need to improve their English for college or university classes but also for career and personal goals. This program has FOUR levels and offers skills classes in speaking, listening, reading and writing. Pronunciation, grammar, conversation and study skills are taught in the IEP classes. Students who complete the IEP may take college-level courses.

IEP LEVELS: Levels may be combined if student numbers are low.

To find your level, you will be given IEP placement tests in speaking, listening, reading and writing. The scores will show your level. Your instructors will work hard to be sure that you are placed in the best level for you.

Level 1	Level 2	Level 3	Level 4
Speaking	Speaking	Speaking	Speaking
Listening	Listening	Listening	Listening
Reading	Reading	Reading	Reading
Writing	Writing	Writing	Writing

Level 1: Level one is a beginner. Level 1 students may know a few words but do not know how to write or speak in sentences. Level 1 students learn basic vocabulary, word order, sentence structure and questions and answers.

Level 2: Level two is a high beginner/low intermediate student. Level 2 students should be able to speak in sentences and write longer sentences. Students should begin to read and write paragraphs on familiar topics and continue to increase their vocabulary and fluency.

Level 3: Level 3 students are intermediate students. Students at this level read and write longer passages. More complex topics are introduced in speaking and listening. Study skills such as note-taking, quiz and test strategies, participating in group discussions and time management are introduced.

Level 4: Level 4 students are high intermediate/low advanced students. Students at level 4 practice essay writing and read short books and authentic materials on academic topics. Speaking and listening focus on academic topics and academic vocabulary. Arguments, debates, speeches, library and research skills are practiced at this level.

IEP CLASSES

You will take classes based on your level. Usually all IEP students will study speaking, listening, reading and writing. However, if you are very high or very low in one skill area, your instructor may choose a special schedule for you.

IEP INSTRUCTORS

IEP instructors will help you to learn and answer your questions. They are interested in you, your background, and your culture. American instructors may be different from teachers in your country. Be respectful and patient and you will be able to learn English and maybe even have some fun!

MAINTAINING STUDENT VISA STATUS

International students with an F-1 or M-1 visa must be “in status” with all U.S. immigration policies. Students who do not maintain status will be reported to the Department of Homeland Security through SEVIS.

To keep your F-1 or M-1 visa status you must do the following:

- have a valid passport while in the U.S.
- have a valid visa to enter the U.S. (See the section below on expiration of visa.)
- have a valid I-20 while in the U.S.
- have a valid I-94 card while in the U.S.
- attend the school to which you have been authorized to attend.
- be a full-time student. At Centralia College, full-time means 18 credits per term for IEP students and 12 credits per term for college-level students.
- make satisfactory progress toward a degree program. At Centralia College, satisfactory progress is a cumulative GPA of 2.0 or better.
- follow proper transfer procedures if you want to attend a school other than Centralia College.
- limit on-campus employment to 20 hours per week except for approved OPT or CPT. Centralia College employment policies generally limit on-campus employment to **15 hours per week**.
- not work off-campus except for approved OPT or CPT.
- report your new address within 5 days of moving to International Programs office (Dept. of Homeland Security requires notification of this change of address within 10 days for all F-1 students)
- stay enrolled in classes except for authorized breaks; for example, summer quarter or after completing THREE consecutive quarters.

EXPIRATION OF VISA: The visa in your passport is used only to enter the U.S. While you are staying in the U.S., this visa may expire. As long as you stay in the U.S., you do not need to renew this visa. However, if your visa has expired and you leave the U.S., you must apply for a new visa before you return to the U.S. *Check with International Programs staff if you have questions about your visa.*

Reasons Why Centralia College May Report any F-1 Student to ICE:

1. Student enters the United States with a Centralia College I-20 but fails to report to Centralia College within 30 days after the start of classes.
2. Student fails to register for a full course of study for each quarter (except break).
3. Student fails to make satisfactory progress.
4. Student terminates attendance at Centralia College before completion of the quarter, (except due to illness).
5. Student fails to return to Centralia College for the next quarter (except break) without graduating or without completing transfer procedures.

CONSEQUENCES

If your progress does not meet the requirements of Centralia College, you may not be able to continue at the college.

REINSTATEMENT

If you fail to maintain status as a student with an F-1 or M-1 visa you will have to apply to be reinstated by the Department of Homeland Security.

All reinstatement documents and the fee must be submitted to the U.S. Department of Homeland Security office at the address below.

Willie Spencer
USCIS – DHS
12500 Tukwila International Blvd.
Seattle, WA 98168-2506

Procedures for reinstatement:

- Meet with the International Programs director to clarify your situation.
- Write a letter requesting reinstatement to student status. This letter must explain your situation in detail and show why you should continue as a full-time student. Generally only a student who had **circumstances that were beyond their control**, such as an accident or medical emergency, will be granted reinstatement.
- Prepare a check for \$195 made out to USCIS.
- Complete form I-539. This form is available in the International Programs office. This form is also available on line at <http://uscis.gov>
- Obtain a new I-20 from the school you wish to attend.
- Copy all old I-20s.
- Copy new official bank statement.
- Copy passport and visa.
- Copy I-94 card (front and back).
- Copy transcripts. These are not required but may help your case.
- Obtain a letter from the Director of International Programs to help clarify your request.

To obtain reinstatement to student status you must prove to the Department of Homeland Security officials that the violation of status resulted from circumstances beyond your control. You must also show that you are currently pursuing or intending to pursue a full course of study. You will not be eligible for reinstatement if you had unauthorized employment or if you are in deportation proceedings. For further information about reinstatement, contact the International Programs office.

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

SEVIS (Student and Exchange Visitor Information System)

1. SEVIS is a database system used by schools, immigration, ports of entry, and consulates abroad to collect data about international students.
2. All international students in the U.S. should have been entered into SEVIS by August 1, 2003.
3. Information reported by schools in SEVIS includes name, address in the student's home country, address in the U.S., birth date, enrollment status, date of entry to the U.S., major, school transfers, Optional Practical Training, etc.
4. Students who are out of status must be reported within SEVIS as required by U.S. immigration law.

What SEVIS means to you

1. The U.S. government is more closely watching international students since the events of September 11, 2001.
2. It is **EXTREMELY IMPORTANT** to talk with the International Programs director before doing anything that could affect your immigration status.
3. You must be enrolled in 12 credits each term if you are a college-level student and 18 credits each term if you are an IEP student to stay in status with immigration policy.
4. Non-SEVIS I-20s are not accepted after August 1, 2003.
5. Students who are out of status will be reported within SEVIS as required by U.S. immigration law.

Change of Address

All international students are required to do the following:

1. Complete an "Alien Change of Address Card" to be sent to the U.S. immigration department within 10 days of moving. The change of address cards are available from the International Programs office.
2. Complete a Centralia College change of address form to be submitted at the registration counter. This change of address form is available in the International Programs office and at the registration counter.
3. Complete a post office change of address form to be submitted at the Centralia College post office. This change of address form may be available at the International Programs office or any U.S. post office.

***NOTE:** A change of address applies to the residence where you are living and cannot be a P.O. Box or a friend's address.*

Travel Outside and Re-entry into the U.S.

1. Check with the International Programs office before you leave the U.S. Tell the International Office staff when you are leaving and returning.
2. Check the International Programs director's signature and date on page 3 of your I-20. Although page 3, when properly endorsed, is **valid for one year, if the date on your I-20 is more than six months old**, please get a new signature and date from the international office.
3. **DO NOT FORGET TO TAKE YOUR I-20 AND PASSPORT!** We also recommend that you take an enrollment verification letter from the International Programs office and a copy of your current class schedule when you travel outside the U.S.

TRANSFER OF SCHOOLS

Changing from one school to another school is called “transferring.” Below is information about who can transfer and how to transfer.

Who can transfer?

Students who are maintaining status (full-time attendance, over 2.0 GPA, and have no unauthorized off-campus employment) may transfer to another school. See the section below on “How to Transfer.”

If you are out of status, you may not be able to transfer until you apply for reinstatement with INS. See “Reinstatement.”

How to transfer?

To transfer to another school, you must do the following:

- tell the International Programs director that you want to transfer to another school.
- apply and get accepted by the new school you want to attend. The new school may have a “transfer form.” If so, give the transfer form to the director of International Programs to complete.
- enroll at the new school in the first term after transferring from the old school. (This is required to maintain status with the Department of Homeland Security.) If you are taking a *vacation* term, enroll on the first term after your *vacation*.
- pick up your I-20 at the new school and sign it within **15 days** of starting classes at the new school.

VOCABULARY

1. **Appeal:** to make a request to change a decision. Students may make a formal **appeal** to the Vice President of Student Services if they have been suspended from Centralia College.
2. **Assessment:** to determine the value of something. An **assessment** of students' English skills will be made when they arrive at Centralia College.
3. **ICE:** Immigration and Customs Enforcement. **ICE** (part of the Department of Homeland Security) is the organization that regulates and monitors international students after they arrive in the U.S.
4. **College catalog:** booklet that lists college programs and courses. The **Centralia College catalog** lists all the programs, degrees and courses at Centralia College for a 2-year period.
5. **Curricular Practical Training (CPT)** CPT is a program that allows students to work off-campus in a position which is required by their degree program at Centralia College. *The degree program, such as business administration, must have the practical training as a regular part of the curriculum.* CPT must be approved by the International Programs advisor and CPT documents must be sent to BCIS as required. For more information, go to the International Programs office.
6. **Department of Homeland Security (DHS):** The **Department of Homeland Security** is responsible for keeping the U.S. safe from terrorism. DHS manages immigration issues within the U.S.
7. **Emergency:** an unexpected danger. Use a phone to call 911 if there is an **emergency**.
8. **Enrollment/enroll:** to officially become a member of a something such as a school or course. Students must **enroll** in courses before the first day of each term.
9. **Full-time:** International students in the IEP are considered to be **full-time** students if they are enrolled in 18 credits or more. College-level international students are considered to be full-time students if they are enrolled in 12 credits or more.
10. **GPA:** Grade Point Average. Colleges and universities in the U.S. grade students by using a 4.0 **grade point average**. 4.0 = A, 3.0 = B, 2.0 = C and 1.0 = D
11. **IEP:** Intensive English Program. The **IEP** was designed to prepare students for college-level study.
12. **In status:** within the law. Being **in status** with immigration law is very important for international students.
13. **Maintaining status:** obeying the law. For international students, **maintaining status** with immigration law means to be a full-time student who is making satisfactory progress toward a degree.
14. **OPT:** Optional Practical Training. **OPT** is a program that allows students to work off-campus usually after they complete their degree program. Students must apply to ICE and receive an Employment Authorization Document before they can begin OPT.

VOCABULARY (CONTINUED)

15. **Out of status:** not in compliance with the law. International students fall **out of status** with immigration law if they are not enrolled full-time or if they are not making satisfactory progress toward their degree.
16. **Probation:** a period of time in which someone is watched or tested to see if they can continue. Students who do not make satisfactory progress for TWO terms will be put on **probation**.
17. **Program guides:** a list of courses needed to complete a program at Centralia College. The **program guides** for all degrees are available in the counseling office or from your advisor.
18. **Registration/register:** to become a member of a something, such as a school or course. International students must **register** and pay before the start of each term at Centralia College.
19. **Reinstatement:** to put someone back in a position they were in before. International students must apply for **reinstatement** if they are suspended from Centralia College.
20. **Satisfactory progress:** to successfully move toward a goal. To keep their student visa, international students must make **satisfactory progress**, which is at least a 2.0 GPA, at Centralia College.
21. **Class Schedule:** a booklet that lists all the classes offered during one term at Centralia College. Class Schedules are available in the Admissions office.
22. **SEVIS:** Student and Exchange Visitor Information System. **SEVIS** is the database system that monitors information about international students and exchange visitors in the U.S. All I-20s are now issued from the **SEVIS** database.
23. **Suspension/suspended:** removing someone from a school or job for a short period of time. International students who are not enrolled full-time or do not make satisfactory progress in their classes for THREE terms will be **suspended** from Centralia College. To return to school after **suspension**, students must apply to ICE for reinstatement.

Warning: the act of telling someone that something bad or dangerous is going to happen. International students who are not enrolled full-time or do not make satisfactory progress in their classes for ONE term will get a **warning** letter from Centralia College.

HOW TO GET INVOLVED

The Student Programs and Activities Office at Centralia College provides many activities and programs to expand learning and meet new friends.

ASCC

Every enrolled student at Centralia College is a member of the Associated Students of Centralia College (ASCC). The ASCC is responsible for electing individuals to serve on the Student Government. Every student is entitled to an ASCC Identification Card. With this card, students are available for reduced or free admission to many college events. The first card is free, but replacements are \$5 each. Cards may be obtained in the Kirk Library. The ASCC Student Government, SAAT (Student Activities Admissions Teams), and Student Programs and Activities Office are located in the Student Center. The Student Center also provides students an opportunity to meet and relax in the TV lounge area.

Student Government

The ASCC Student Government is officially recognized as part of the College's governance structure. The Senate serves as the recognized representative of Centralia College students. The constitution and bylaws are available in the senate offices and Student Programs Office in the Student Center. Many opportunities are available for students to become involved in the college's governance process. Students may become involved by serving on college committees and faculty tenure committees. Students are appointed to the Senate to serve on the Student Services and Activities Fee Budget Committee, Instructional Council, and other task forces or committees. Student Government meetings are held weekly, agendas and times are posted throughout campus. The ASCC is always looking for interested students to volunteer time and energy for the benefit of Centralia College. Elections for the ASCC Student Government are held in the spring of each year.

SAAT

The SAAT is a student team, selected and hired in conjunction with the ASCC Student Government and college staff, to plan cultural, social, educational, and recreational events for students of Centralia College. Another aspect of this student team is to go out into local high schools and recruit incoming students. The SAAT's task is to develop a well-balanced calendar of activities and events, including speakers, musicians, comedians, dances, films, outings, and tournaments. In addition to these activities, team members support campus clubs and organizations, theatre productions, and musical performances. Students who serve on this team receive a broad range of experience in event planning, promotion, publicity, and public relations. The SAAT's weekly meetings are open to the student body, and any interested student may attend. SAAT members are required to maintain a minimum of ten hours per week in the office or at events. Interviews for SAAT positions are held during spring semester. Available positions are: Special Events/Entertainment Coordinator, Health & Wellness Coordinator, Lecture Coordinator, Social Issues Coordinator, and Public Relations Coordinator. These are hourly paid positions.

Centralia College

Clubs/Organizations and Programs

Student clubs/organizations and programs offer opportunities to meet new friends, satisfy special interests, and make contributions to campus life. Students can organize and join associations to promote their special interests.

A List of a Few Clubs/Organizations and Programs:

International Club	Phi Theta Kappa
Diesel Tech Club	Business Management Assoc./Rotoract
Women's Volleyball	The Players (Drama)
Pro Musica	The Blue & Gold
KCED Radio Club	Gay Straight Alliance
Men's Basketball	Science Club
Men's Baseball	Future Teachers of America
Women's Softball	CC East Organization of Students
Women's Basketball	Students 4 Christ
Women's Golf	Beyond Parallax (Literary Journal)
Electronics Club	Latino Unidos
Nursing Club	KCED Radio/TV Club

Please see the Centralia College Student Handbook for club contact information and updates.

Centralia College Committees provide student participation and education:

Judicial Board	Budget Review and Planning Committee
Publications Board	Campus Facilities Committee
ASCC Interview Committee	Assessment Committee
ASCC Service & Activities Fee Budget Committee	Technology Sub Committee
Faculty Tenure Committees	

Application packets for forming a new club or organization are available in the Student Programs and Activities Office and ASCC Senate Office.

Sports Programs

Centralia College is a member of the Northwest Athletic Association of Community Colleges and teams are known as the Trailblazers. The College's comprehensive intercollegiate athletic program provides competition for both men and women students and is gaining an enviable record in all league competition. The athletic program offers everyone an opportunity to participate in the following varsity team sports:

Baseball – Men
Softball – Women
Basketball – Men/Women
Volleyball – Women
Golf – Women

For further information about the sports program and international student eligibility to participate, see the director of sports programs in the gym, 736-9391 extension 307.

If you just want to go to games as a fan, you can pick up a schedule of games in the gym.

Places of Interest on Centralia College Campus

BOOKSTORE

The bookstore provides new and used textbooks, along with study aids, general books, school and computer supplies, stationary, gifts, and clothing. The bookstore is open from 7:30 a.m. to 4:00 p.m. There is also an ATM located just outside the door

CAFETERIA

Food Services offers a full line of breakfast, fast foods, salad/sandwich bar, beverages and snack items. The Food Service is open from 7:30 a.m. to 1:30 p.m.

LIBRARY

The Centralia College Library and Media Center houses a permanent collection of over 35,000 books, periodicals, newspapers, microfilms, videotapes, and other forms of non-print material. As a member of the Washington Library Network, the Library Media Center is linked by computer to other libraries throughout the region. This system greatly increases the resources which are available through interlibrary loan.

Professional librarians, supported by experienced staff, are available for assistance. A reading room, study rooms, typewriters, word processors, microfilm reader, printers, and photocopying are some of the services provided by the Center. The Library is open from 7:00 a.m. to 7:30 p.m. The library is closed Saturday and Sunday.

PEER TUTORING

Peer tutoring is an instructional support technique in which students help other students to master a subject area. Tutoring can help strengthen and improve students' academic abilities and achievement for both the student and the tutor. Upon request, tutoring is available for most classes currently taught at Centralia College.

The peer tutoring services are offered in the Learning Resource Center in the library and are free to any registered Centralia College student. To apply for tutoring or to be a tutor, students need to get approval from the content area instructor and complete a short interview with the peer tutor coordinator, who is located in the Learning Resource Center.

COUNSELING

Career Counseling

Career Counseling provides assistance with career exploration and decision-making in relation to the person's aptitude, interests, values, and skills. Career tests are available to help an individual identify recommended career paths. It also gives you help with your educational plan to get to your career.

Personal Counseling

Personal Counseling provides assistance with various problems that interfere with a student's education, such as stress, family and relationship problems, interpersonal conflicts, parenting difficulties, sexuality issues, anxiety, depression, or grief issues.

These services are available in Centralia College's Counseling/Career Center. Appointments are recommended to avoid waiting. However, counselors may be seen on a drop-in basis if they are available.

ADVISING

Faculty advisors are the primary source for assisting the student who is transferring to a four-year baccalaureate institution. Counselors assist the student with additional information or concerns. Transfer information sheets and catalogs for two- and four-year colleges in Washington are available in the Career Center. Out-of-state college catalogs are available in the library.

Who is your advisor? Don't know? Ask at Admissions and Records!

EMPLOYMENT

The rules about employment for international students are controlled by the Department of Homeland Security. Be sure you read this section if you want a job.

ON-CAMPUS STUDENT EMPLOYMENT

International students are only allowed to work on-campus according to the Department of Homeland Security.

1. To be able to work on-campus you must do the following:
 - Be in status with immigration policies.
 - Limit your on-campus work to 15 hours per week while school is in session according to Centralia College policies.
 - Be attending classes fulltime at Centralia College.

2. To apply for work on-campus you must do the following:
 - Inform the International Programs director you are interested in working.
 - Meet with the student employment coordinator at the Student Job Center.
 - Complete all forms required by the student employment office for employment and tax purposes. *Meet with the director of International Programs for assistance with the employment forms.*
 - Follow all rules and policies of the student employment office.
 - Have the level of English required for the position for which you are applying.

OFF-CAMPUS EMPLOYMENT

For international students with an F-1 or M-1 visa, the only off-campus employment allowed by the Department of Homeland Security is Optional Practical Training (OPT) or Curricular Practical Training (CPT). Students interested in OPT or CPT must apply to immigration for approval. See the section on Optional Practical Training (OPT) and Curricular Practical Training (CPT).

OPTIONAL PRACTICAL TRAINING

Optional Practical Training (OPT) is work authorization for employment in the student's field of study that is not part of the student's academic program. It may be granted at four times in a student's career: 1) during summer or other vacation periods; 2) after the completion of all course requirements, but before completion of the thesis or dissertation; 3) part-time (20 hours per week or less) during the academic term; or 4) after the completion of the degree. The INS authorizes a total of twelve (12) months of optional practical training for each degree completed.

Eligibility: A student must have been maintaining their student visa status for at least nine months before he/she is eligible for OPT. IEP students are not eligible for OPT.

When to apply: Students should apply for OPT about ninety (90) days before graduation. They may not apply after their graduation deadline.

How to apply for OPT:

1. Get the required forms from the International Programs office.
2. Prepare the documents below:

_____ Form I-765. The form is available in the International Programs office.

_____ U.S. \$120 filing fee (Make check or money order payable to: BCIS)
Do not mail cash.

_____ Copy of new SEVIS I-20 (front and back) and all old I-20s

_____ Form I-538 signed by the International Programs director or specialist. The form is available in the International Programs office.

_____ Copy of I-94 Departure card (front and back). This card is in your passport.

_____ Copy of passport picture page and expiration date

_____ Copy of visa page from passport

_____ Two color photos with white background

* Photos must be taken no earlier than 30 days before sending.

* Photos must be printed on thin paper, glossy, and may not be mounted or retouched.

* Photos must show a three-quarter profile of the right side of your face with your right ear visible. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong.

* Photos must not be larger than 1 1/2 x 1 1/2 inches, with the distance from the top of the head to just below the chin about 1 1/4 inches.

* Lightly print your name and admission number on the back of each photo with a pencil.

* Place the photos in a small envelope and staple envelope to I-765.

OPTIONAL PRACTICAL TRAINING (CONTINUED)

Your address:

The address you use on the application for OPT is **VERY IMPORTANT**. The Post Office will not forward EAD cards or other official INS correspondence. We recommend that you use the International Programs office address as your return address. We will contact you when your EAD card arrives and deliver it to you.

You may use this address:

YOUR NAME
C/O INTERNATIONAL PROGRAMS
CENTRALIA COLLEGE
600 W. CENTRALIA COLLEGE BOULEVARD (previously Locust St.)
CENTRALIA, WA 98531

Processing Information

Acceptance: An OPT application filed without the required fee, evidence, signature or photographs will be returned to you as incomplete. You may correct the problem and resubmit the application; however, the application is not considered properly filed until BCIS accepts it. If your application is complete and filed at the INS Service Center, you receive form I-797 receipt notice by mail. This notice will inform you of the number of days you need to wait to for a decision about your OPT application.

Approval: If approved, your Employment Authorization Document (EAD) will be mailed to you.

Denial: If your application is not approved, you will receive a written notice explaining why it was denied.

No decision: You may check the ICE website for the status of your OPT case.
<http://www.immigration.gov> Go to "Case Status Online."

CURRICULAR PRACTICAL TRAINING (CPT)

CPT is a program that allows students to work off campus. The work must be a required part of the student's degree program. For more information, go to the International Programs Office.

SOCIAL SECURITY

International students may get a social security card if they are going to work on-campus. This social security card does not permit international students to work off-campus. The social security card is free.

To apply for a social security card you will need to take these documents to the Social Security office:

- an application for a social security card. These applications are available in the International Programs office.
- a letter from the Director of International Programs
- your passport, I-94 and I-20
- a letter of employment from Centralia College

Social Security office contact information:

Social Security Office	Telephone #: 330-2866 or 1-800-772-1213
1821 Cooks Hill Road	Hours: 9 am – 4 pm, Monday - Friday
Centralia, WA 98531	Closed on Federal and State Holidays

You can also visit www.ssa.gov for additional information

The Social Security office will contact ICE (immigration) to check your status. It will take about 2-4 weeks for your status to be checked and your card to be mailed to you.

BE SURE YOU HAVE A GOOD MAILING ADDRESS! You may use the International Programs office as your mailing address for your social security card. Be sure to use the complete address below:

Your name
c/o International Programs
Centralia College
600 W. Centralia College Boulevard (previously Locust St.)
Centralia, WA 98531

Students must take their social security card to the campus employment office. Students may not start working on-campus until they have received their social security number.

PLEASE BE CAREFUL WITH YOUR SOCIAL SECURITY NUMBER.

For Job Information, See Joan Rogerson (Ext. 208) in the Job Center!

TAXES

Below are frequently asked questions about international students and taxes.

Question 1: *I am an international student and I work on campus. Do I have to pay taxes?*

Answer 1: It depends on the country you are from and how much money you have earned.

- Some students are from countries which have tax treaties with the U.S. so they are exempt from paying taxes up to a certain amount. For example:
 - Japan:** Japanese students are exempt up to \$2,000 of income per year.
 - Hong Kong, Macau and China:** These students are exempt up to \$5,000 of income per year.
- Some students are from countries with no tax treaties and must pay \$33.10 per month in federal income tax. The \$33.10 is taken out of their paycheck each month. For example:
 - Nepal:** \$33.10 per month will be taken out of the paycheck each month for a student from Nepal.
 - Bahrain:** \$33.10 per month will be taken out of the paycheck each month for a student from Bahrain.

Question 2: *How do I know if my country has a tax treaty with the U.S.?*

Answer 2: You can check with:

- Director of International Programs
- IRS website: <http://www.irs.gov>
-

Question 3: *What forms should I fill out?*

Answer 3: The Director of International Programs will help you with the forms.

- Students from countries with treaties fill out an 8823 form and sign a tax treaty statement for IRS.
- Students from countries with no treaty fill out a W-4 form.

Question 4: *Who has to file an income tax forms and reports?*

Answer 4: All international students must file an income tax form even if they are not working. Students who are working and paid taxes may get money back.

The International Office staff will have a workshop to give you the income proper tax forms and explain the vocabulary.

Don't miss it!

Centralia College Information and Rules

A student shall be subject to disciplinary action if they commit any of the following:

1. **Abusive Conduct:** Physical and/or verbal abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college sponsored supervised functions including: assault and battery; harassment; or hazing.
2. **Destroying or Damaging Property:** Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.
3. **Dishonesty:** All forms of dishonesty including: cheating, plagiarism; knowingly furnishing false information to the college; intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion or other emergency, on college premises or any college-sponsored activity; forgery; any alteration or use of college documents or instruments of identification with intend to defraud.
4. **Disorderly Conduct:** Materially and substantially interfering with either the personal rights of privileges of others or the educational process of the College.
5. **Drugs:** Using, possessing, furnishing, or selling any narcotic or dangerous drug as those terms are used in Washington State statutes, except when the use of or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.
6. **Inciting Others:** Any student who intentionally incites others to engage in any prohibited conduct as defined herein, which incitement directly leads to such conduct. Inciting is the advocacy which prepares the group or individual addressed for immediate action and compels that individual or group to engage in the prohibited conduct.
7. **Insubordination:** Failure to comply with the lawful directions of college personnel acting in performance of their lawful duties.
8. **Liquor:** Possessing, consuming, or furnishing alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions where prohibited by law.
9. **Theft/Controversion:** Theft or controversion of college property or private property.
10. **Tresspass/Unauthorized Presence:** Entering, or remaining unlawfully, as defined in RCW 9A.52.010 through 9A.52.130 or using college premises, facilities, or property without authority.
11. **Unauthorized Use of Supplies and Equipment:** Using, possessing, furnishing, or selling college supplies or equipment without authority.

12. **Weapons, Firearms, Explosives, and Dangerous Chemicals:** Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities (as defined in RCW 6.41.010(3) and 9.41.250) on the college campus, except for authorized college purposes; unless prior written approval has been obtained from the Vice President of Student Services, or any other person designated by the college president.

13. **Other Violations:** Students may be accountable to both civil authorities and the college for acts which constitute violations of federal, state, or local law as well as college rules and policy.

**Make
Good
Choices!**

CULTURAL INFORMATION

STUDY TIPS

1. Learn to manage your time. You should learn to anticipate demands on your time. If you know what you must do and how long it will take you to do it, you will be better able to make plans that will allow you to complete all of your tasks. This method will help you to avoid crisis.
2. Pay attention and concentrate in the classroom.
3. Read every assignment twice.
4. Read assignments before you go to class. Reading assignments before class improves understanding of the classroom lecture and work.
5. Set regular, daily study times. Regular study hours help to develop a routine which is important to good study habits.
6. Do not study any one subject for too long.
7. If you become tired or distracted while studying, take a short break and then come back to your assignment.
8. If you have a question, **ASK IT**.
9. Form a study group with several classmates. Group review and discussion of the material helps you to better understand and retain the information.

Tips on Note Taking

1. Write only the important ideas and concepts.
2. Mark the main ideas. Use a highlighter, circle, or underline the main ideas.
3. Always write down important quotes, names, dates, and definitions.
4. If you must be gone for a day, borrow someone else's notes and copy them.
5. Review the notes from the day before for each class.
6. Occasionally review all of your notes, handouts, etc. for the entire course.
7. If you miss a day of class, if you are not sure your notes are correct, or if you aren't sure you are taking notes of the important points of the lesson, ask one or several of your classmates if you may borrow their notes. This is perfectly acceptable behavior and it is not a sign of failure or a sign of stupidity.

Expectations of Behavior in the U.S. Classroom

1. You are expected to remain silent while the professor or another student is speaking.
2. Before speaking in some large American classrooms, you must raise one hand above your head and wait for the professor to call on you. This may not be necessary in small college classes. Watch your classmates to discover the proper behavior if you are unsure what to do.
3. In most college classes there will be no assigned seating, so you may sit anywhere you choose to (unless the professor instructs you to do otherwise).
4. If you arrive before your professor, it is acceptable to remain seated when he/she arrives.
5. If the professor asks you a question, you do not have to stand to answer it.
6. Many college professors do not require you to address them as “Professor Smith.” First names are used more often, but it is wise to ask the professor if you are not sure.
7. It is expected that you make eye-contact with the professor if he/she is speaking to you. This is polite and shows interest and integrity in North American culture.
8. You are expected to arrive on time for class and to leave after class has been dismissed by the instructor, unless you have made other arrangements.
9. All college instructors and professors have an office and have **office hours**. The correct time to discuss any problems you are having with the class or any questions you have is during the instructor’s office hours. Occasionally, an appointment is necessary to meet with the professor during his/her office hours. If you are unsure whether or not you need an appointment, ask the instructor. Instructor’s office hours are posted on their office door.
10. Finally, and most importantly, **ATTEND CLASS!** Once you get behind in your course work, it is very difficult to catch up. If you must miss class you need to contact your instructor and complete the work that was given while you were gone.

Culture Shock

Anyone living in a new country can experience culture shock, which is the overwhelming feeling of the strangeness of a new place. You don't even have to travel around the world to get culture shock; you can get it traveling to different regions or between a rural area and a city in your own country. The first thing to know about this is that you are not the only person or the first person to feel this way.

Understanding culture shock a little better will help you get over it. Culture shock can be described in four stages.

The first stage, with feelings of **euphoria**, is the easiest. In the first stage you may love everything about the United States. Everything will be new and wonderful and exciting. It is a time of discovery and adventure that can be very fun.

In the second stage, the excitement has been replaced by **melancholy**. Things in the U.S. won't seem so new and exciting and you will begin to notice things you really don't agree with or like about American culture. It is during this time that you will probably have the worst time of your entire stay. Homesickness and depression are normal emotions to have at this time.

Fortunately stage two will eventually become stage three. Stage three is **acceptance**. All the things that made you sad or angry in stage two now don't seem so bad. You will be able to say "That's just the way Americans are," or "That's just how America is." You will be able to see differences between your culture and the culture here not as good or bad, but simply as different.

Finally you will begin to **adapt** to life here. Everyday life begins to get easier in the fourth stage of culture shock. Once you start adapting to life here, you begin to get over culture shock. This is the stage in which many people make lasting connections with American friends or host-families, can appreciate and talk about cultural differences, and face less barriers that are based on culture of their personal and academic goals. Getting here is a great reward for making it through the first three stages!

The emotions like homesickness and sadness that you will feel at times are a perfectly normal part of the adjustment. You will be lonely and homesick and depressed and angry and bored and anxious and probably a million other things before you go home. All of these emotions are perfectly normal.

One remedy for these emotional changes and upheavals that you are going through is talk. It really does help to talk to someone about how you are feeling, especially around holidays and special times that are difficult when you are on your own. Find a friend or someone you trust and feel comfortable with and talk about how you are adjusting to your new life here in the United States.

Even if talking does not seem to work for you, do not give up. Everyone adjusts in a different way. It may take a little time before you become familiar enough with U.S. culture to begin to

feel at home here, but it will happen. Once it does, and you begin to build a support system of friends, time will go by very rapidly. Before you realize it, you will be back on the plan and returning home.

One important thing you need to do is maintain contact with your family and friends at home. They are having a difficult adjustment too; they must learn to adjust to life without you around.

The most important things to remember are (a) you will adjust, (b) your feelings are *normal*, (c) if you are feeling overwhelmed, talk to someone; **do not** keep your feelings inside, and (d) **relax, have fun, and enjoy your studies and your stay in the United States.**

If you need help or need to talk to someone about how you are feeling, contact the staff in the International Programs office or in the Counseling Department.

American Holidays

The following are holidays which are generally observed in the U.S. Those marked with * are official holidays, where government offices, such as the post office, and most businesses, such as banks, are closed. Typically, most stores and restaurants are open on these days, offering shoppers sales and discounts. You will find most of the American holidays are celebrated on a Monday, providing workers with a three-day weekend.

SEPTEMBER

***LABOR DAY – FIRST MONDAY OF THE MONTH**

Established by Congress in 1894 to celebrate the contribution of the labor movement to the productivity of the country, this holiday is frequently viewed as the end of summer vacation, and is celebrated by picnics and outings.

OCTOBER

***COLUMBUS DAY – SECOND MONDAY OF THE MONTH**

This holiday commemorates the landing of the Italian navigator, Christopher Columbus, on American soil on October 12, 1492. His ‘discovery’ of the North American continent supported the theory that the earth was round.

HALLOWEEN – OCTOBER 31

Halloween was originally designed as the day that the dead return to mingle with the living. The name comes from “All Hallows Eve.” Today, Halloween is not taken seriously, and is celebrated by children dressing in costumes and parading throughout the neighborhoods, knocking on doors and shouting “Trick-or-Treat!” It is customary to hand out candy to these children. The most common symbol of Halloween is the jack-o-lantern (pumpkins that have been carved to resemble faces).

NOVEMBER

***VETERAN’S DAY – NOVEMBER 11**

This is a day of observance for those who have served in the U.S. armed forces. It is marked by speeches, parades, and the laying of wreaths at the graves of veterans and soldiers.

***THANKSGIVING DAY – FOURTH THURSDAY OF THE MONTH**

Thanksgiving was first celebrated in the U.S. in 1621 by the colonists and Indians in giving thanks for a plentiful harvest. However, it was first declared a national holiday in 1863 by Abraham Lincoln. Americans typically celebrate this holiday by preparing large meals with traditional turkey and pumpkin pie.

DECEMBER

***CHRISTMAS – DECEMBER 25**

Christmas is a Christian holiday commemorating the birth of Christ. During the Christmas season cities and homes are decorated, parties are given, cards and gifts are exchanged, and Christmas carols are sung. One of the most common traditions is the Christmas tree, decorated with various types of ornaments and lights. Very few stores are open on this day.

JANUARY

***NEW YEAR'S DAY – JANUARY 1**

Celebrated to welcome in the New Year, many Americans take the opportunity to visit friends and attend parties and other festivities. Much of the celebrating is done on New Year's Eve, with midnight being the highest point of the evening because it signifies the end of the old year and the beginning of the new one. On New Year's Day itself, people usually relax, eat, watch football games on T.V., and enjoy the holiday.

***MARTIN LUTHER KING DAY – THIRD MONDAY OF THE MONTH**

This is a day honoring Martin Luther King Jr., a famous African American who championed civil rights and promoted non-violence in the U.S. during the 1960s.

FEBRUARY

VALENTINE'S DAY – FEBRUARY 14

This was originally a day honoring St. Valentine, but it has become a secular holiday celebrating romantic love. People typically send cards or flowers and give candy in heart-shaped boxes to loved ones.

***PRESIDENT'S DAY – THIRD MONDAY OF THE MONTH**

This holiday honors two U.S. presidents born in February. George Washington was the first president of the United States, and is frequently called the "father of our country." In addition to many other accomplishments, Washington was the Commander-in-Chief of the American Army during the American Revolution. The other president that is celebrated is Abraham Lincoln, who is considered to have been one of the greatest U.S. presidents, primarily because he presided over the country during the Civil War and enforced many policies that significantly influence American life today. Among Lincoln's achievements is the Emancipation Proclamation, a document declaring all slaves in the confederate states free.

MARCH

ST. PATRICK'S DAY

St. Patrick is the patron saint of the state of Ireland, and the early Irish settlers introduced the holiday in order to honor him and show pride in their ancestry. Traditional symbols of St. Patrick's Day are four-leaf clovers and leprechauns. Wearing green on St. Patrick's Day can protect you from getting pinched!

EASTER SUNDAY – SOMETIME BETWEEN MARCH 22 AND APRIL 25

The most significant Christian holiday, Easter falls on the Sunday following the first full moon after the vernal equinox. Christians believe that on Good Friday (the Friday preceding Easter) Christ was crucified, and on Easter Sunday he rose from the dead. Through Christ's resurrection, according to Christian dogma, people gained the hope of eternal life. Because Christ it is said that Christ rose at dawn, sunrise church services are a common Easter tradition. There are many traditions and symbols associated with Easter. Ham and lamb are common Easter foods. The Easter Bunny is the most famous secular Easter symbol. Eggs have long been

symbolic of Easter-rebirth; of new life. Today, Easter eggs are rolled on the White House lawn, blessed in baskets in churches, and of course hidden by the Easter Bunny.

MAY

MOTHER'S DAY – SECOND SUNDAY OF THE MONTH

This is a day that honors mothers. People send them flowers, cards, small gifts, take them out to restaurants, and do small tasks for them.

***MEMORIAL DAY- LAST MONDAY OF THE MONTH**

This holiday honors those who died in military service; it originated after the U.S. Civil War. Families visit grave sites and decorate them, and there are often parades and prayers for peace.

JUNE

FATHER'S DAY – SECOND SUNDAY OF THE MONTH

This is a day that honors fathers. People send them flowers, cards, small gifts, take them out to restaurants, and do small tasks for them.

FLAG DAY – JUNE 14

On June 14, 1777, the Continental Congress in Philadelphia adopted a resolution declaring the sanction of a new flag. The flag was to have 13 alternating red and white stripes, representing boldness and purity. In addition, it was to have a blue field, signifying a covenant against oppression. In the blue field would lie one white star for every state, chosen to symbolize unity and equality. It is customary to honor flag day by displaying the American Flag.

JULY

***INDEPENDENCE DAY – JULY 4**

On July 4, 1776, the Continental Congress declared that the 13 colonies were free from British rule and dominance, and the Declaration of Independence was signed. This holiday is marked by parades, picnics, and community fireworks displays.

Making Friends

Most Americans are not like how they are portrayed in films and television programs. Believing these unreal images of Americans can lead to some embarrassing situations. Most Americans are probably very similar to people in your own country.

In this society many friendships are casual and are not permanent. Americans have many interests and activities, so the friendliness expressed at any particular occasion may be a one time thing. For example, someone might say “You should come over to my house sometime.” Most would be surprised if you actually come to their house.

Having friends or acquaintances of the opposite sex does not imply an emotional attachment. Holding hands with someone of the opposite sex or a casual hug is not always an invitation to greater intimacy or an exclusive relationship. When you meet new people a friendly hello or hi and a firm handshake will go a long way.

General Tips:

1. Treat everyone with the same respect that you would like to receive.
2. Be friendly! Try to be outgoing and talk to new people.
3. Be patient; friendships should develop naturally.
4. When meeting people, shake hands firmly, be friendly, and say “hi” or “hello.”
5. Americans like to make eye contact with the person they are talking to. If eye contact is uncomfortable for you, try looking at a point just over the shoulder of the person talking to you. Not making eye contact is sometimes considered impolite.
6. As you become friends with Americans they will begin to talk about their personal life. Once you have gotten to know someone well and are friends with them, it is acceptable to talk about personal issues.
7. Remember to keep your distance. Americans prefer to have one arm length between themselves and whoever they are talking to.
8. Always use “please” and “thank you.”
9. Americans are very concerned with personal hygiene. Americans often shower or bathe and use deodorant once a day.
10. Schools and most businesses require appointments. Always be on time for appointments.
11. If you are invited to someone’s home for dinner, a gift is not required.
12. If you receive any gifts, a thank you card is appreciated. RVSP written on an invitation means that you should tell the host whether you are coming or not.
13. Call friends before going to visit their house to make sure that your visit is at a convenient time.

Living with a Host Family

Living with a host family will be a new, exciting, and sometimes frustrating experience for you. Living with a host family is not like living on your own or with your natural family. You and your American host family may have different ideas about hosting. Discussing these ideas may help to make your experience rewarding for everyone.

The following is a list of ideas and topics you may want to talk about with your host family. There are also hints on things you can do to make your stay more enjoyable for yourself and for your host family:

Things for you to remember:

1. You will have a business meeting with your host family. The host family will discuss their ideas about hosting. This is your time to ask questions and understand more about your host family. See “Things to talk about with your family.”
2. Your host family in the U.S. will treat you like you are a member of the family and not like a guest. As a member of the family, you will be expected to keep your area (your bedroom and bathroom) clean. You may also be expected to clean up after yourself in other areas of the house. You should not be a live-in baby-sitter or house keeper. If the chores assigned to you seriously interfere with your studies, talk to your host parents about changing the situation or contact the International Programs office.
3. As a member of the family you may be expected to take part in family activities. Taking part in these activities will make getting to know your host family easier. It will also help you avoid some misunderstandings, for example, many families might feel hurt if you did not participate in a family birthday party.
4. American families are not all the same. They are different races, have different religions, may celebrate different holidays, and have different customs and rules for their house. This is what makes the United States so interesting. You can learn many things from living with an American host family!
5. You may have disappointing and frustrating times with your host family. If you need help in communicating with your host family, contact that International Programs office.

Things to talk about with your family, and some helpful hints:

1. Be sure to find out about bathing customs. Many families set a time limit for the use of hot water because of the cost and because the wait for a new supply of hot water may inconvenience the rest of the family.
2. Find out what is the appropriate time to wash clothes, use the kitchen, watch T.V., take a bath, etc. Many families will expect you to be quiet after they have gone to bed, but every family has its own rules, so finding out about this will help you avoid misunderstandings.
3. Most families want to know where you are going and when you will be coming back. If no one is home when you leave, and if you have not already told someone in the family, leave a note that says where you have gone and when you will be back.
4. If you need some time alone in your room, explain this to your host family. They will understand, but if you don't explain, they may misunderstand or begin to worry about you.
5. Share your culture with your host family. They want to understand and learn about your culture. Talking about your customs with your host family can help avoid embarrassing situations and it is also fun to share about where you come from.
6. Ask your family about having guests. Most families appreciate knowing ahead of time when you will have a friend over. They might also have rules about when your friends can visit.

If you need to talk to someone about how you are feeling, or any problems that you are having with your host family, contact the staff in the International Programs office.

Renting an Apartment

The International Programs Office has information about student-friendly apartments. Ask the staff for information.

Apartments and house sharing are also advertised in the following places:

1. Bulletin boards around campus.
2. Classified advertisements in the neighborhood newspaper, *The Chronicle*.
3. *Little Nickel* want ads, a free newspaper found at the entrance to most grocery stores.
4. Ask friends, acquaintances, staff, and teachers.

Call to make an appointment to see the apartment or house. Be sure to be on time for your appointment. If you do not know the telephone number, go to the address given in the ad.

Be sure to see the apartment or house before you rent it.

Questions You Should Ask:

- How much is rent?
- How much is the damage deposit?
- Is cable TV included?
- How soon can I move in?
- Is smoking allowed?
- Is the first and last month's rent required?
- How much of the deposit is refundable?
- Is the apartment furnished or unfurnished?
- How do I terminate the contract?
- Who maintains what?
- Are children and pets allowed?
- What utilities are included in the rent, and which ones do I pay?
- Is the electricity already turned on? Telephone? Gas?
- Who is responsible for cleaning the apartment?
- Is a lease or rental agreement required?

A furnished apartment has the basic furniture and appliances that you will need. An unfurnished apartment usually has no furniture included, but it may have appliances like a stove and a refrigerator.

Other Things to Look For:

***Location** – Is the apartment near a shopping center, school, or a bus stop?

***Cleanliness** – Look closely at how clean the apartment is. Are the curtains torn? Does the carpet have spots? Are the walls dirty? Do the appliances work well?

***Parking** – Find out if you will have a parking space.

***Laundry** – Does the apartment building have a laundry room, or is there one nearby?

***Extras** – Does the apartment include anything extra? (Swimming pool, dishwasher, garbage disposal, storage unit, sauna, etc.)

Abbreviations used in Apartments and Advertisements

appl = appliances	elev = elevator	prkg = parking
apt = apartment	fncl = fenced	pvt = private
avail = available	frplc = fireplace	refurb = refurbished
bath or BA = bathroom	flrs = floors	sec bldg = security building
bdrm = bedroom	fur = furniture included	smkr = smoker
bldg = building	hdwd flrs = hardwood floors	stor = storage
bsmt = basement	gar = garage	utils = utilities
cble = cable	inc = included	w/ = with
crptd = carpeted	loc = location	W/D = washer and dryer
d/w or DW = dishwasher	lrg = large	wdws = windows
duplex = building with 2 apartments side by side or above and below	neg = negotiable	wtrfrt = waterfront
	NS = no smoking	

Utilities

Listed below are two utilities which may be included in your rent. If they are not included, you will need to call the companies to get service.

Comcast Cable/Internet Services

1419 S Gold Street Centralia, WA 98531 1-877-824-2288

Sometimes your TV cable is included in your rent. If it is not, you will have to pay an installation charge, plus a monthly fee for service. The monthly fee depends on what level of service you want. This is an optional service.

Phone/Internet Hook Up

If you want your own phone, you need to call **Qwest Communications 1-800-244-1111** or check out their website (Qwestdex.com). You will have to pay an installation charge, plus a monthly fee for service. The monthly fee depends on the level of service that you want. This is an optional service.

Water, Sewer, Garbage, and/or Gas Companies

City of Centralia, Water Management, 118 W Maple Street 330-7657 or 330-7512

In addition, you may have to pay for garbage pick up, water, or gas. Be sure to check with the landlord of apartment manager to ask if these services are included in the rent. Also, be sure to know where to place your garbage. Some apartments have individual garbage disposal areas while others have one community garbage bin. Also, some apartments provide separate collection areas for recyclable products, such as cans and glass.

**Always pay your bills on time or before the date that they are due.
If you do not, your service might be stopped.**

Signing a Lease or Rental Agreement

For your own protection you should sign a written agreement with your landlord. There are two kinds of agreements: **rental agreements** and **leases**.

Rental Agreement

When you sign a rental agreement, you are agreeing to pay your rent on time and follow the rules of the use of the building. With a rental agreement the landlord can ask you to move out of the apartment at any time by giving 20 days notice. The landlord can also raise the rent, but must give you written notice in advance.

Lease

When you sign a lease you agree to pay rent for a specified period of time, usually 6 to 12 months, but sometimes up to 2 years. During that time the landlord cannot raise the rent or ask you to move out (unless you do not follow the rules in the agreement). But, you must pay rent for the entire time of the lease, even if you have to move out earlier. For example, if you leave the apartment after 4 months and have signed a 6 month lease, you must pay 2 months rent after you have left. **DO NOT SIGN A LEASE UNLESS YOU ARE SURE THAT YOU WILL STAY THERE FOR THE ENTIRE TIME SPECIFIED IN THAT LEASE.**

You should look at least three (3) apartments before choosing one to rent.

Written Agreement Should Include This Information:

Rent

1. Amount
2. Utilities included in the rent
3. When rent is due
4. If the rent will increase if you allow other people to live with you

Other Fees

1. Amount of damage deposit (if required)
2. Amount of cleaning deposit (if required)
3. Amount of cleaning and/or damage deposits that is refundable
4. Any other fees or costs

Terms

1. Statement about who is responsible for cleaning and maintaining the apartment
2. Statement about what is required to terminate the agreement
3. Statement about who has the right to enter the apartment and when

If you need help understanding an agreement BEFORE you sign it, please talk to an International Programs staff person.

Landlord-Tenant Laws

Rights of all Tenants

All tenants have the following rights:

1. Right to a livable dwelling.
2. Protection from unlawful discrimination.
3. Right to hold the landlord liable for damage caused by the landlord's negligence.
4. Protection against lockouts and seizure of personal property by the landlord.

Tenant's Responsibilities

All tenants (the person living in the apartment) have the responsibility to:

1. Pay rent, and any utilities agreed upon.
2. Comply with any requirements of city, county or state regulations.
3. Keep the rental unit clean and sanitary.
4. Dispose of garbage properly.
5. Pay for fumigation of infestations caused by tenant.
6. Properly operate plumbing, electrical and heating systems.
7. Not intentionally or carelessly damage the dwelling.
8. Not permit "waste" (substantial damage to the property) or "nuisance" (substantial interference with other tenant's use of their property by being noisy, dirty, or disturbing the neighbors excessively).
9. When moving out, restore the dwelling to the same condition as when the tenant moved in, except for normal wear and tear.

Landlord's Responsibilities

All landlords have the following responsibilities:

1. Maintain the dwelling so it does not violate state and local codes in ways which endanger tenant's health and safety.
2. Maintain structural components, such as roofs, floors, and chimneys, in reasonably good repair.
3. Maintain the dwelling in reasonably airtight condition.
4. Provide reasonably adequate locks and keys.
5. Provide the necessary facilities to supply heat, electricity, hot and cold water.
6. Provide garbage cans and arrange for removal of garbage, except in single family dwellings.
7. Keep common areas, such as lobbies and halls, reasonably clean and free from hazards.
8. Control pests before the tenant moves in. The landlord must continue to control pest infestations except in single family dwellings, or when the infestation was caused by the tenant.
9. Make repairs to keep the unit in the same condition as when the tenant moved in (except for normal wear and tear).
10. Keep electrical, plumbing and heating systems in good repair and maintain any appliances which are provided with the rental.
11. Inform the tenant of the name and address of the landlord or the landlord's agent.
12. Set water heaters at 120 degrees when a new tenant moves in.
13. Provide smoke detectors, and ensure they work properly when a new tenant moves in. (Tenants are responsible for maintaining detectors).
14. A landlord is *not* responsible for the cost of correcting problems which were caused by the tenant.

Illegal Actions of the Landlord

The following is a list of actions the law forbids the landlord to take against the tenant:

1. Lockouts: Landlords are not allowed to change locks, add new locks, or to make it impossible for the tenant to use the normal keys.
2. Utility Shut Off: Landlords are not allowed to shut off the utilities to force a tenant to move out; utilities may only be shut off to effect repairs, and they can only be shut off for a reasonable amount of time.
3. Taking the tenant's property: Landlords are only allowed to take a tenant's property in the case of abandonment.
4. Renting Condemned Property: Landlords may not rent units which are condemned or unlawful to occupy due to existing uncorrected code violations.
5. Retaliatory Actions: Landlords are not allowed to strike back at a tenant after he or she exercises his or her rights under the law.

Where to Go for Help

The Tenants Union
3902 S. Ferdinand
Seattle, WA 98118
Toll-free state wide telephone number: 1-800-752-9993

For complaints and inquiries about housing codes, call your local city or county zoning or building department:

Centralia Building Inspector
118 W. Maple
Centralia, WA 98531
(360) 736-7172

Attorney General's Office
Highways-Licensing Bldg.
Olympia, WA 98504
(360) 442-4307

Complaints about discrimination:

Washington State Human Rights Commission
1601-2nd Ave
Seattle, WA 98101
(206) 442-4307

Additional Apartment Information/Glossary

Address: Know the correct address and ZIP code of your apartment. You will be filling out many forms that will require this information.

Apartment Manager: This person is in charge of your apartment building. The manager receives rental payments and takes care of the maintenance of the apartment. If you get locked out of your apartment or need an extra key, go to the manager. Managers are paid to take care of the money and apartment problems.

Apartment Security: Be sure to keep your apartment locked when you are not at home. It is a good idea to leave a light on if you expect to be gone for a long time in the evening. Leaving the radio or television on can also keep burglars away. Also, if you plan to be gone for several days, have a friend check your apartment periodically.

Cleaning Deposit: A cleaning deposit is paid to insure that your apartment is clean when you move out. This deposit is refundable after you leave, but only if you leave the apartment as clean as when you moved in.

Deposits: After you move out your landlord has 14 days in which to return your deposit(s), or give you a written explanation of why all or part of the money is being kept. You should leave your new address with your landlord when moving out, so any deposits can be mailed.

Landlord/Landlady: The manager of the building/apartment/house.

Lease: A specified period of time that the renter is required to pay rent (usually 6 to 12 months).

Rental Agreement: The renter agrees to pay rent on time and follow the rules of the building. The renter can move out at any time after giving the landlord 20 days notice.

Renter's Insurance: Insurance is available through local insurance companies (listed in the phonebook) which, in the event of any danger or theft of your personal items, would pay for the replacement of those items. This type of insurance may also protect you from any possible lawsuits in the event of a major damage to the rental unit (such as fire).

Rent Payment: Always pay by the agreed upon date and time. A penalty fee is sometimes charged if the payment is late. The first month's rent is due before you can move into the apartment. Sometimes the last month's rent is required as security before you can move in also.

Security: A security payment (often called a deposit) is asked for in order to hold an apartment and insure payment if you leave the apartment without giving notice. Security payments are not always refundable.

Studio: This is a one-room apartment that will include a separate bathroom and sometimes a separate kitchen, but no separate bedroom.

Tenant: The person who rents the apartment or house.

Utilities: Charges for electricity, garbage, water and gas.

MONEY MATTERS

When you arrive in Centralia you will want to open a checking and/or savings account at a bank. Bank accounts allow you to access your money without having to carry large amounts of cash with you, and help you keep a fairly accurate record of what you spend. There are many banks in Centralia to serve you. Call or visit several banks before you open an account. Ask to speak to the “New Accounts Officer” who will tell you the benefits and restrictions they place on their accounts. Choose one whose plan is best suited to your needs, but be sure you understand what is required of you. Ask questions!

Transfer of Funds

Transfer of funds from abroad often takes time. It is a good idea to plan ahead and budget accordingly. **Electronic Transfers** are used to send money electronically. Contact your bank or financial institution for more details. **Bank Drafts** sent to you from abroad should be written in U.S. dollars and sent to the account of your American bank if possible. It usually takes several weeks for a bank draft to clear. It is safest to send bank drafts by registered mail. **Western Union** sends money to many locations overseas within 24 hours. However, Western Union does not reach every country and city abroad and the fee for sending the money is comparatively high. For more information, call 1-800-325-6000.

Banking

Banks in the United States offer many kinds of services. These include checking and savings accounts, credit cards, loans, travelers’ checks, and more. There are many banks located around the area. Here are some that are close to campus. These banks all offer similar services, with some minor differences. You may wish to choose the bank that offers you the best account for your needs, or you may wish to choose the bank that is the most convenient for you.

Venture Bank
1230 South Gold
Centralia, WA 98531
(360) 330-1500
www.fcbonline.com

Key Bank
201 W. Main
Centralia, WA 98531
(360) 736-2881

Bank of America
100 South Pearl
Centralia, WA 98531
(360) 736-1381
1-800-442-6680

Banking (Continued)

The two main types of accounts are Checking Accounts and Savings Accounts.

Checking Account: This is the most useful account for students. A checking account is a convenient way for you to pay for something without having to carry cash with you. Once you open a checking account, you will be given numbered checks that have your name, address and account number on them. Most banks charge some small per-check fee and/or a flat monthly charge for you to maintain this type of account with them. Sometimes however, if you maintain a minimum balance (determined by the bank) you do not have to pay these fees. When you buy something, you will write a check at the store. They will usually ask to see your driver's license or other identification. **DO NOT LET THEM WRITE DOWN YOUR CREDIT CARD NUMBER, EVEN IF THEY ASK FOR IT.** After the store "cashes" the check, the money will be subtracted from your account. These accounts also often come with a "debit card" which you can use anywhere that accepts credit cards or to withdraw money from an ATM. Where a credit card allows you to spend money you don't have and pay it back later, with a debit card you can only spend money that you already have in your account.

When you write a check or use your debit card, you should also make a record of it so that you know how much money you have. You do not want to spend more money than you have in your account. If you do, the checks will be returned because of insufficient funds ("bounced checks") and you will be charged extra fees by the bank. You will also harm your credit rating with the business which returned the check and the bank may cancel your account.

Savings Account: A savings account is for saving money and collecting interest. This is an account where you put money if you have no immediate use for it. You can, however, make withdrawals at the bank, or at an automatic teller machine. This account will accumulate interest. A savings account is good if you want to make sure you save money for later.

Automatic Teller Machines (ATMs): ATMs are very common in American society. You can find them outside banks, at grocery stores, and in shopping malls. They are usually open 24 hours a day, and allow you to get cash when you need it. To use an ATM, you will need to get an "ATM card," or debit card from your bank. Most banks include these with a checking account. You should ask your bank to make sure. When you receive your card, you will also get a personal identification number (PIN) or code number. You should memorize this password or number. **NEVER GIVE THIS NUMBER TO ANOTHER PERSON!** Without it, no other person can use your card to get money from an ATM, even if they steal it.

Remember to record in your checkbook any money you get from and ATM, so you know how much money you have. Also remember that many banks charge a fee each time you use an ATM. Ask your bank about ATM fees.

Bank Statement: Each month the bank will send you a list of all your checks, ATM withdrawals, and deposits for the last month. When you receive this statement, you should compare it to your checkbook to make sure that everything agrees. If something does not agree, check your records, then call or write to your bank.

Banking Glossary

Account: money kept in a bank by an individual or family, and the record of it.

Balance: amount of money currently in your account.

Bounced Check: a check which is returned to you because of insufficient funds in the bank. Knowingly writing checks for which there are insufficient funds is illegal, and you will be fined if you are caught.

Check: small, preprinted slip of paper used in place of cash to pay for things. It is written on the balance in your checking account. Checks usually look something like this:

The diagram shows a check with the following fields and labels:

- Name**, **Address**, **City, State, ZIP**: Located at the top left.
- 117**: Located at the top right.
- Date:**: Located in the middle right.
- Pay to the order of**: Located in the middle left.
- \$** and **Dollars**: Located in the middle right, indicating the amount.
- Bank Name**, **Bank Address**: Located at the bottom left.
- Memo:**: Located at the bottom left.
- 123456789**, **12 34567890**, **117**: Located at the bottom, representing the MICR line.
- Bank Name**: A red line points from the label to the bank name field.
- ABA Routing Code**: A red line points from the label to the routing code field.
- Account Number**: A red line points from the label to the account number field.

Cancelled Check: A check that has been returned to the bank and paid out of your account. It is returned to you in your statement for your records. Not all banks offer this service.

Cash a Check: take a check to your bank to receive the money it is written for.

Deductions: small amounts of money deducted automatically by the bank from your account for services they render or penalties you receive. Also known as a “Service Charge.”

Deposit: To put money into your account.

Endorse: to sign your name on the back of a check which is being paid to you.

Interest: money earned on a savings account and sometimes on a checking account. Earnings are based on a percentage of the account balance.

Minimum Balance: the smallest amount of money allowed by a bank to keep the account open, without incurring a service charge.

Overdraw: to write checks worth more than you have money to cover.

Withdraw: to take money out of a bank account.

Credit Cards

Major credit cards, such as Visa, Master Card, or American Express, allow you to charge purchases, buy on credit and make one monthly payment. These cards are obtained through application at certain banks. Retail stores also have their own credit cards. While credit cards are very convenient, it is important to use them carefully and to keep a record of all expenses charged.

Banking Machines (ATM)

Banking machines provide limited banking service (deposits, withdrawal, balance of bank accounts) and are located outside of your bank, shopping areas, and next to the Centralia College Bookstore. ATMs are usually available 24 hours a day. To use an ATM, you need to apply for a personal bank card (or debit card) from your bank. When you receive the card, you will also be given a password or number code (PIN). You must use both the password/code and the card to gain access to your account. Try to memorize the password/code so you will not need to carry it with you. Your bank can tell you if there is a charge for this service.

U.S. Currency

The medium of exchange in the U.S. is the dollar. Paper is used for dollar denominations (although a dollar coin exists, it is not used often). Dollars are printed in denominations of one, two, five, ten, twenty, and larger. The smallest form of U.S. currency is the cent. There are 100 cents in 1 dollar.

MEDICAL INFORMATION

Finding a Doctor or Hospital

If you are sick, you should see a doctor. If you want to go to a doctor on your own, you can: Ask an International Programs staff person, your host family, or call a friend for a recommendation, or look in the Yellow Pages of the phone book under *Physicians*, or call the **Washington Medical Referral** service at 360-747-4400 (Monday-Friday, 8-6; Saturday 9-4).

If you have Lewermark health insurance through the college, you can go to the website at <http://www.lewermark.com/findAdoctor.aspx> and click on the “My Great-West Healthcare” link to search for a doctor in the area that is preferred for your health insurance.

Woodland Urgent Care Center, Centralia
1707 Cooks Hill Road
Centralia, WA 98531
Open Mon-Thurs only
Evenings 5-8 pm
(360) 736-9822

Woodland Urgent Care Center, Chehalis
1299 Bishop Road
Chehalis, WA 98532
Open 7 days per week, including Holidays
Evenings 5-10 pm
(360) 736-9822

Hospitals

In the U.S. hospitals are generally used only for emergencies, surgeries, or long term illnesses. There are a few different hospitals in the Lewis County area. Listed below are two that are near Centralia College. There may be one closer to where you live, or that can help you better. Check the Yellow Pages under *Hospitals*. **Do not go to hospitals unless it is absolutely necessary because it is very expensive.**

	<u>General</u>	<u>Emergency</u>
Providence Hospital 914 S. Scheuber Road Centralia	(360) 736-2803 1-877-736-2803	(360) 330-8516
Providence, St. Peter’s Hospital 413 Lilly Rd. NE Olympia	(360) 491-9480 1-888-492-9480	(360) 293-7289

Ambulance Service

There is an ambulance service in the Lewis County area. If you need an ambulance, look in the Yellow Pages under *Ambulance Service* (make sure you do not call an Air Ambulance company or you will get a helicopter), or call 911.

For any Emergency (fire, police needed, or medical emergency), you can call 911 (9-911 on campus)

Pharmacies and Drug Stores

In the United States, most medicines are not given to you by the doctor, but are purchased at pharmacies or “drug stores.” When the doctor wants you to take some medicine, he or she will write a “prescription.” You will take this prescription to the pharmacy, and the pharmacist “fills” the prescription by selling you the medicine. Many times you can treat your sickness with “nonprescription” or “over-the-counter” medicines, which you can also buy in a pharmacy or at your local grocery store. Some of the pharmacies near Centralia College are listed below:

Halls Drug Center	505 S. Tower Ave., Centralia	360-736-0703
Medicine Shoppe	417 N Tower Ave., Centralia	360-736-4433
Centralia Safeway	1129 Harrison Ave., Centralia	360-330-5229
Chehalis Safeway	1100 S. Market Blvd, Chehalis	360-740-6750
Rite Aid Drug Store	515 Harrison Ave., Centralia	360-736-4822
Chehalis Rite Aid	551 S. Market Blvd.	360 748-8801
Chehalis Wal-Mart	1601 NW Louisiana Ave	360-748-0858

These stores have pharmacies in many locations:

Rite Aid Drug Stores	Drug Emporium-Olympia	Safeway
Fred Meyer-Lacey	Wal-Mart	K-Mart

For the location of these stores or to find any drug store near your house, look in the Yellow Pages under **Pharmacies**. Remember to save your receipts from any prescriptions you buy. You may be able to have your insurance company repay you (partially) for your prescriptions.

Medical Specialists Glossary

Allergist – treats people with severe sensitivity to substances in the environment, such as pollen, dust, germs, etc.

Chiropractor – treats diseases by adjusting the spine and muscle

Dermatologist – treats skin disease

Family Physician/Practitioner – treats all members of the family for general illnesses, also called a General Practitioner

Internist – treats the internal organ systems (stomach, lungs, heart, etc.)

Neurologist – treats conditions of the nervous system, but does not perform surgery

Nurse – provides a variety of health services and assist physicians

Obstetrician/Gynecologist (OBGYN) – Deals with reproduction and the reproductive system of women.

Optometrist – examines eyes in order to prescribe glasses or contacts

Orthopedist – treats the skeletal system, sets and casts broken bones

Pediatrician – treats children from birth through the teen years

Physician – a general term for any kind of medical doctor

Plastic Surgeon – repairs or reconstructs injured parts of the body

Psychiatrist – treats mental, emotional and behavioral problems; this person has a medical degree

Psychologist – same as a psychiatrist, but only has an academic degree

U.S. POSTAL AND MAILING SERVICES

Mail service in the U.S. is provided by the United State Postal Service (USPS). Postage for the first-class mail (personal letters and most mail) is \$0.39 for the first ounce (about thirty grams) inside the United States. Airmail postage is \$50 for the first half-ounce (about 15 grams).

Where should I mail my letters and packages?

You can mail most of your letters and packages and buy stamps from any U.S. Post Office. Letters with stamps can be placed in any U.S. mailbox. These boxes are located in many places, and they are always **blue**. You can also buy stamps at most grocery stores.

What if I want to send something quickly?

You can send your letters by Express Mail through the Post Office, or through Federal Express, DHL, UPS, Airborne, and other services. If you want to send an express letter from your home, you must look for the phone number of the company in the phone book, or use Express Mail from your Local Post Office.

What is a ZIP code?

A ZIP code is the 5- or 9-digit number written at the end of your address. It directs mail to the correct Post Office and helps it to be delivered more quickly. You should always use a ZIP code when sending mail inside the United States.

Post Offices in Centralia and Chehalis

Centralia Post Office
214 Centralia College Blvd (previously
Locust St.)
Centralia, WA 98531

Chehalis Post Office
225 NW Cascade
Chehalis, WA 98532

United States Postal Service Hotline: 1-800-275-877

TRANSPORTATION

Local Transportation

Metro – The public bus system in Centralia and Chehalis is called the Twin Transit. You can ride buses to all parts of the Twin Cities. The cost to travel one way in Centralia or Chehalis is \$0.50. A daily pass costs \$1.00, and you can also get a student pass (ask at the Cashier's Office). You will need the correct change. **Bus drivers will not give change.** You can pay for your ride as soon as you get on the bus. If you ride more than one bus (a bus *transfer*), you should buy an all day pass or you can pay \$0.50 the next time that you ride.

Where does the bus go? For more information about bus times and routes, get a bus schedule, refer to your bus schedule, or contact:

Twin Transit
212 E Locust St.
Centralia, WA 98531
Reservation Line 1-800-231-2222

STATE AND NATIONWIDE BUS TRAVEL

Greyhound Bus Lines Located in the Texaco Gas Station

1232 Mellon Street, Centralia, WA 98531
360-736-9811

Taxis

At this time, there is **NO** taxi service available in Centralia.

Airport Shuttle Services

If you need to go to the airport, **Shuttle Express** offers a cheaper way to go than by taxi. They will pick you up wherever you are, just like a taxi, and take you to the airport. Or they will bring you to your home from the airport. The cost depends on how far you will travel from the airport. You can visit www.shuttleexpress.com for more information and for rate quotes. **NO shuttle is offered to Portland. You must either take the bus or a train.**

Travel Agents: Contact the International Programs Office for information about travel agents.

Owning and Driving a Car

Owning and operating a motor vehicle (car, truck, or motorcycle) carries serious responsibilities which should be considered before buying a vehicle. Things you should know before buying a car:

1. **You must have a valid driver's license.** You may use your international driver's license for up to one year. If you buy a car, your insurance company will probably require you to get a Washington driver's license. If you move to a different state, you will probably have to get a license from that state.
2. **You must register your car and get license plates from the Department of Licensing.** If you buy a new car, the car dealer will take care of this for you. If you buy a used car, you will need to take care of the paperwork yourself. You can get more information about this from the Department of Licensing.
3. **You must have automobile insurance.** This is a state law. If you are stopped by the police or get in an accident, you must provide proof of insurance. If you do not have insurance, you will have to pay a \$580.00 fine. Ask a friend or an International Programs staff person to recommend an insurance company that will insure international students.
4. **The driver and all passengers must wear seat belts.** If you are stopped by the police and you are not wearing a seat belt, you will receive a ticket. Of course, wearing a seat belt is always a wise and safe idea anyway.
5. **If you are in an accident, you must**
 - Leave your name and contact information as well as the name of your insurance company with the other driver(s).
 - Call the police and complete an accident report if the damage to any property is more than \$200, or if anyone was hurt physically in the accident.
 - Never admit that the accident was your responsibility, and never sign any papers admitting responsibility at the time of the accident. You can take care of things later.
6. **If you receive a traffic ticket (called a citation) for any reason:** you can choose to accept and pay the fine (which you can do by mail), or you can challenge the ticket. If you challenge the ticket, you will have to go to court and tell your story of what happened. This may result in a reduction of your fine or there may be no charge at all.
7. **If you are parking on campus** remember to pick up a **free** parking sticker in the student services building. Be sure to park only in student parking spots.

Parking

YOU MAY HAVE YOUR CAR TOWED IF YOU PARK WITHOUT A CENTRALIA COLLEGE PARKING PERMIT OR IF YOU PARK IN ANY OF THESE AREAS:

- Any parking place marked *Disabled Only* and/or displaying a Disabled Parking sign. To park here, you must have a valid sticker from the state.
- *Fire Lines*: These areas are marked by red paint along the curb.
- *Yellow Zones*: These areas are marked by yellow paint along the curb and are for loading and unloading only. You may stop there for a few minutes, but you may not park there.
- *Fire Hydrants*: You may not park within 15 feet (5 m) of a fire hydrant.
- *Stop Signs*: You may not park within 30 feet (10 m) of a stop sign.
- *Crosswalks*: You may not park within 20 feet (7 m) of a crosswalk. A crosswalk is marked with signs and white lines on the street.
- *Reserved Parking Spaces*
- Any area marked *No Parking*

You may also have your car ticketed and/or towed by Lewis County Police if you park your car in a place where it will block the path of other cars, for instance:

- in front of a driveway
- in front of a parking lot entrance
- blocking the path of an emergency vehicle (fire engine, police car, etc.)
- in front of a mailbox

These tickets are even more expensive than Centralia College tickets. If the police tow your car, YOU will pay for it. **Having your car towed is VERY EXPENSIVE.** You will have to go downtown and pay a fine to get your car.

This is only a partial list of parking rules. If you have more questions, talk to a staff member.

PAY ATTENTION TO THE RULES AND YOU SHOULD NOT HAVE ANY PROBLEMS. DON'T WASTE YOUR TIME AND MONEY!

Washington State Driver's License and ID Card

DRIVER'S LICENSE

You must be 18 years old to get a driver's license. If you are younger than 18 years old, you must have a signed affidavit from your parents giving you permissions and a Certificate of Traffic Safety School. You need to go to the Department of Licensing (D.O.L.) with your passport and \$10 to pay for the two (2) tests. You will take a written test about driving rules and safety. The D.O.L. has a booklet (the driver's manual) which you can study before the test. Driver's manuals are also available in the International Programs office. After you pass the written test, you must take a driving test. The car you use during the driving test must first pass a complete and official D.O.L. inspection. If you pass the driving test, you will need \$25.00 more to pay for a five (5) year license. Before you take the tests to get a driver's license you should study the driver's manual very carefully and practice driving, especially parallel parking and driving on hills.

LEARNER'S PERMIT

You can get a Learner's Permit from the Department of Licensing by passing the written test and paying \$15.00. To practice driving you must have someone older than 21 (who has a driver's license) with you in the car.

IDENTIFICATION CARD

The Washington Identification (ID) Card is very useful. If you have a Washington driver's license, you do not need an ID card. If you do not drive, an ID card is good for cashing checks, proving your identity or your age, or at other times when you need identification with a picture of yourself. To get an ID card, you must go to the Department of Licensing at the address listed below. You need to take your passport, I-20, I-94, and \$15 with you. An ID card is valid for up to five (5) years.

Department of Licensing close to Centralia College:

Centralia
2426 Reynolds Rd.
(360) 807-6201
(360) 807-6200
Open from 8:30 to 4:30
Tuesday through Saturday

Olympia/Lacey
645 Woodland Square Loop SE
(360) 459-6753
Open from 8:30 to 4:30
Tuesday through Saturday

Obeying the Laws in the United States

Immigration Problems

If you encounter any problems with your immigration status, contact Laju Nankani, Director of International Programs. The College must follow strict government rules and, while it is true that we are required to report students to INS who fail to maintain their F-1 status, we will make every attempt to help students who have immigration problems.

Alcohol and Drugs

In Washington State a person must be 21 years old to buy and to drink alcohol. A student age 21 or over may buy and drink alcohol, but may not give alcohol to minors. Driving under the influence of alcohol is severely punished in Washington State. Your international student status does not protect you against these laws. Possession of controlled substances, marijuana, cocaine, hashish, heroine, etc., is also severely punished in Washington State. Violation of federal law may lead to your deportation.

Driving a Car

All drivers must have a **valid driver's license**. Students may drive with a valid license from their home country, an international driver's license secured prior to their arrival, or a Washington State driver's license. To receive a Washington State driver's license, a student will be expected to take both a written and a driving examination. See "WA State Driver's License and ID card" page. Students found to be driving without a proper driver's license may be required to pay a very expensive fine.

Every driver in Washington State must carry **liability insurance** on their auto. Drivers must carry proof of insurance in the car along with the vehicle registration, and a valid driver's license. Driving without proof of insurance is also cause for a large fine.

If a driver is involved in an auto accident, do not leave the scene and do not sign any papers until the police arrive. **You must complete an accident report within 24 hours of the accident.** Should you leave the scene of the accident before the police arrive, you will face greater punishment and fines.

Rape and Sexual Harassment

Forced sexual acts are known as **rape**. Rape is a crime regardless of the circumstances. When someone says No it means **No**, no matter what previously happened, a date, or even a kiss.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature carried out by someone in the workplace or educational setting. Such behavior may offend the recipient, cause discomfort or humiliation and interfere with job or school performance. The perpetrator may be subject to fines or a criminal prosecution.

If you have been a victim of sexual harassment or rape, report it to the proper authorities immediately. In the case of rape, call the police, and in the case of sexual harassment make an oral or written complaint to the Director of International Programs, an administrator, an instructor, a counselor or the Vice President of Student Services.

ACTIVITIES AROUND CENTRALIA, CHEHALIS, AND THE PUGET SOUND AREA

Shopping

This section offers information on different types of shopping resources you may need from time to time. Because there are so many stores in the Lewis County area we could not list them all in this handbook. The stores listed may not necessarily be the best stores for you. We are listing them here for your information and your convenience.

Do NOT feel like you must buy something from someone who calls you on the phone or who comes to your door. You CAN say no. It is not impolite. Sometimes you will have to be very strong if you do not want something from sales people. Also, NEVER give your credit card number to someone on the phone unless you are sure that it will be used properly.

Household Items

To provide your home or apartment with the things you need, you can choose from a variety of stores. You can buy new items or used items. Unless you need to buy something quickly, you should “shop around.” This means to look at many different stores and find the best price. Also, watch for sales. Stores offer lower prices than usual on many of their items during sales.

Garage/Yard Sales

Garage sales can be good places to buy used things. They are usually held by single families, or churches or other charity groups. You can often bargain for a lower price at garage sales. Garage sales will be advertised in local newspapers, and with signs placed around neighborhoods and on street corners. They usually happen on weekends. It is best to arrive early for the best choices. Purchases made at garage sales and yard sales are final and non-refundable.

Second Hand or Thrift Stores

These stores collect things that people no longer want or need, and resell them at a low cost, usually to raise money for helping poor or disabled people. They usually have a variety of things to choose from. Some local thrift stores are:

Goodwill Centralia
519 Harrison Ave.
Centralia, WA 98531
360-736-3828

Salvation Army
608 W. Main
Centralia, WA 98531
360-736-8864

Goodwill Olympia
400 Cooper Point Rd.
SW
Olympia, WA 98502
360-956-0669

Value Village
2100 Harrison Ave
Olympia, WA 98502
360-786-5630

Goodwill Lacey
4512-B Lacey Blvd SE
Olympia, WA 98503
360-456-8240

Goodwill Tacoma
3121 38th
Tacoma, WA 98049
253-472-5160

Shopping (Continued)

Appliance/Furniture Rental – Home appliances (such as televisions, microwaves, refrigerators, etc.) can be rented. Look in the Yellow Pages under *Appliance-Major-Renting and Leasing* or *Furniture Rent & Lease* for stores near you. Renting may prove to be more expensive than buying something used, so check carefully before you make a decision.

Shopping Malls – Shopping Malls can make shopping more convenient by offering many stores in one location. There are a few shopping malls around the area.

Lewis Co. Mall
151 NE Hampe Way
Chehalis
(360) 748-9512

Capital Mall
Black Lake Blvd.
Take I-5 Exit 104
West Olympia
(360) 754-8017

Factory Outlet Mall
Exit 82 off I-5
1342 Lum Rd, Centralia
(360) 736-3327

Tacoma Mall
4301 S. Pine
Tacoma
(360) 475-8000

*Call for times and additional information

Department Stores – Department stores offer a variety of products (clothing, sporting goods, appliances, house wares, etc.) in different departments of the same store. If you have time, you should look at more than one department store before you make a decision.

“Major” Department Stores

Macy’s
J.C. Penney
Best Buys

“Discount” Department Stores

K-Mart
Rite Aid
Target
Wal-Mart
Shop-Ko

Shopping for Food

Fresh, frozen and packaged foods can be bought in many stores. Prices will be different in different stores, but most major supermarkets will have similar prices. You can also watch for sales which most major supermarkets have regularly. These stores will not always carry foods that you are familiar with (from your home country). You may need to look for specialty stores that sell food from your home country. Many such specialty food stores are not too far from this area.

You can save money by watching for sales and using coupons. Coupons are advertisements for products that offer a savings if you turn in the coupon when you buy the product. Coupons can be found in newspapers and sometimes on the product itself. Grocery stores advertise their sales in the major newspapers, as well as neighborhood papers, on Wednesdays and on weekends.

Large Supermarkets – These carry a wide variety of products, including fresh fruit, vegetables, meat, and baked goods. Most Americans do their shopping at such stores. The main supermarkets around the area are:

Safeway
Fullers
Larry's Market
Albertsons
Thriftway
Top Foods

Convenience Stores – These small neighborhood stores carry a limited number of products and usually have higher prices than supermarkets. Their advantage is that they are often closer than supermarkets. They are more convenient. 7-Eleven is the most well-known of these stores. Most gas stations offer convenience stores, and there are many family-owned convenience stores (often called “Mom and Pop” stores) all around the area.

For more grocery stores or to find the addresses of those nearest your house, look in the Yellow Pages of the phone book under *Grocers-Retail*.

Fresh Food

Meats: Many stores sell fresh meat. To find a store near you or to find one that sells the kind of meat you want, look in the Yellow Pages under ***Meat-Retail***.

Fruit and Vegetables: For stores that sell fruit and vegetables look in the Yellow Pages under Fruit and Vegetables-Retail. Remember that most major supermarkets have departments that sell all of these things, though they are not always as fresh and may not have the same variety or quality as at specialty stores.

Coffee Shops and Espresso Stands

While you are here, visit one of our local coffee establishments:

Santa Lucia Coffee *has music & comedy events	202 S. Tower Centralia	
Juggling Java	315 N. Tower Ave Centralia	736-1200
Starbucks Coffee	1161 Harrison Ave (Centralia Safeway Parking Lot)	807-8801
Bill & Bea's Espresso	1215 Harrison Ave. Centralia	736-9629
Café de Capo	403 N Pearl St. Centralia	807-9015
Picasso Brothers Espresso	1001 S Gold St. Centralia	736-5764
The Teacup	204 N Tower Ave. Centralia	807-1717
The Matrix Coffeehouse	434 NW Prindle St. Chehalis	740-0492
Chamber Way Espresso	500 NW Chamber Way Chehalis	748-6716
Silver Cup Coffee	101 SW Interstate Ave. Chehalis	748-7771
Starbucks Coffee	1301 NW Louisiana Ave. Chehalis	740-9140

Twin Cities Activities

Roller Skating

Rollerdrome

216 W. Maple St.
Centralia
(360) 736-7376

Bowling

Fairlanes Bowl

1501 Gold Street
Centralia
(360) 736-4100

Centralia Bowl

827 N Tower Ave
Centralia
(360) 736-3815

Chehalis Bowl

837 S. Market Blvd
Chehalis
(360)748-7236

Swimming

Thorebecke's Parkside Fitness

Aquatic Center
2020 Borst Ave.
Centralia
(360) 736-1683

City of Chehalis Outdoor Pool

401 SW Parkland Dr.
Chehalis
(360) 748-6492

Pool Halls

The Olympic Club

112 N Tower St.
Centralia
(360) 736-5164

Matrix Coffee House

434 NW Prindle
Chehalis
(360) 740-0492

Golf Courses

Riverside Country Club

1451 NW Airport Rd.
Chehalis
(360) 748-8182

Newaukum Valley

153 Neaukum Golf Dr.
Chehalis
(360) 748-0461

Scott Lake Golf

11746 Scott Creek Dr.
SW Olympia
(360) 352-4838

Rainbow Golf Driving Range

2723 Harrison Ave.
Centralia
(360) 330-0585

More Twin-Cities Activities

Theaters

Chehalis Cinemas
2100 N National Ave.
Chehalis
(360) 748-1200

Chehalis Theater
558 N Market Blvd.
Chehalis
(360) 748-6414

Olympic Club Theater
112 N Tower Ave
Centralia
(360) 736-1634

State Theatre
204 4th Ave. E
Olympia
(360) 357-4010

Regal Martin Village 16 (in Lacey)
5400 East Martin Way
Lacey, WA 98516
(360) 455-5003

Drama

The Evergreen Playhouse
226 W Center St.
Centralia
(360) 736-8628

Corbet Theater
600 W Locust St.
Centralia
(360) 736-9391
Ext. 525

Harlequin Productions
204 4th Ave. E
Olympia
(360) 786-0151

Olympia Little Theatre
1925 Miller Ave NE
Olympia
(360) 786-9484

Washington Center for the Performing Arts
512 Washington St. SE
Olympia
(360) 753-8585

Exercise

Thorbecke's Parkside Fitness Center
2020 Borst Ave.
Centralia
(360) 736-1683

Thorbecke's Fitness Center
91 SW Chehalis Ave.
Chehalis
(360) 748-3744

Sight-Seeing and Places of Interest

The Chronicle

(360) 736-3311
The Local Newspaper, Tours by appointment only
321 North Pearl
Centralia

The Johnson Creek Winery

(360) 264-2100
19248 Johnson Creek Road SE
Tenino
Open Wed-Sunday, Noon to 8:00 pm by reservation only

Wolf Haven

(360) 264-4695

Tenino
60 acre walk through, guided tours of enclosures with 36 wolves and other canines; summer and special events; Friday and Saturday Night Howl-In with story telling, campfire, marshmallow roast, and howling with the wolves. Call for prices and times.

Olympia Farmer's Market

(360) 352-9096
401 Capitol Way
Olympia
Seasonal

The Olympian

(360) 754-5412
Olympia
Minimum Group: 5
Must be booked one week in advance

Old State Capitol Building

(360) 753-6740
Olympia
Self-guided, weekdays only

WA State Capitol Campus

(360) 586-3460
Olympia
Daily, 10:00 am to 3:00 pm, hourly tours

Tumwater Falls

(360) 943-2550
Tumwater

It is located on the Deschutes, parkway-picnic tables, nature trails parallel the river, annual salmon run.

Sight-Seeing (Continued)

Fort Lewis Military Museum

(360) 967-7210

Fort Lewis

Military history of the Pacific Northwest from the 1803 Lewis & Clark expedition to the present.

Call for times, guided tours are available

Northwest Trek

(800) 433-8735

Located on Rout 161

17 miles south of Puyallup

(35 miles from Tacoma, 55 miles from Seattle)

Take a walk or ride the Tram and enjoy a journey through the wild.

Call for information.

Bill Speidel's Underground Tour

(360) 682-1151

610 1st Ave.

Seattle

Take a stroll above and below Seattle's Old Pioneer Square District.

Hoquiam Castle

(360) 533-2005

Hoquiam

Admission Charge

U.S. Coast Guard Base

(360) 268-0121

Westport

McChord Air Force Base Museum

(360) 984-2485

Vintage aircraft and memorabilia from 1940's through 1980's flight simulator open to the public.

In Seattle:

Some of the more popular tourist sites are:

The Pike Place Market – Famous for its fresh fish, fruits and vegetables, as well as many unique stores and restaurants.

Pioneer Square – one of the oldest parts of Seattle, located at the south end of downtown.

The Seattle Center – built for the 1962 World’s Fair, it contains many things, including the Space Needle, the Opera House (home to the Seattle Opera and the Seattle Symphony), the Key Arena (site of many concerts and sporting events), the Pacific Science Center, and Center House with its many shops and restaurants.

Woodland Park Zoo – at Fremont Avenue N. and N. 50th Street

The Waterfront – has many shops and restaurants, as well as the Seattle Aquarium, the Omnidome Theater (Pier 59), and the Washington State Ferry terminal (Pier 53). From the ferry terminal, you can ride a ferry to Bainbridge Island or Bremerton and back.

Seattle Art Museum (SAM) – located downtown on Union Street between 1st and 2nd Avenues. It contains many different kinds of art, but is well-known for its collection of Native American art from the Pacific Northwest, and for its Asian art collection.

Museum of History and Industry – located near the University of Washington, this museum tells the history of Seattle and its many different ethnic groups. The museum also hosts special exhibits.

Nordic Heritage Museum – this museum in Ballard tells the stories of immigrants to the United States, particularly from Scandinavian countries.

In Portland:

Japanese Gardens – “A must see!” 5.5 acres featuring five traditional garden styles. Open daily year round.

Metro Washington Park Zoo – From the Alaskan tundra to the African rainforest, you can visit the world in an afternoon at the Metro Washington Park Zoo. Open at 9:30 daily.

Oregon Museum of Science and Industry (OMSI) – Features hundreds of interactive exhibits, an OMNIMAX theater, laser and astronomy shows, and a real submarine. Science store and river front restaurant. East of the Hawthorne Bridge.

Oregon History Center – The lively museum boasts Northwest exhibitions that delight and enlighten visitors of all ages. From Oregon Trail to Light Rail. Hands-on History!

Portland Art Museum – Oldest art museum in the Pacific Northwest. Renowned collections of Asian and Native American art.

Portland Saturday Market – Nation’s largest open-air crafts market. Between Bill Naito Parkway and 1st Avenue at Burnside and Ankeny.

Professional Sports and the Arts

Sports:

Seattle Mariners – Seattle’s professional baseball team. The season runs from April through September and includes 81 home games. The Mariners play their home games at Safeco Field. Ticket prices range from \$6 and up. For tickets call 206-628-3555 or on the web at www.mariners.org

Seattle Seahawks – Seattle’s professional football team. The season runs from August (preseason) through December, and includes 8 home games. Tickets range from \$30 and up. For tickets call 4250827-9777 or on the web.

Seattle Sonics – Seattle’s professional men’s basketball team. The season runs from November through April (with possible post-season play). The Sonics usually play in the Key Arena in the Seattle Center. Tickets range from \$15 and up. For tickets call.....

Seattle Storm – Seattle’s professional women’s basketball team. The season runs from May through September. The Storm plays in the Key Arena. Check out their website for tickets.

Washington Huskies – The University of Washington has numerous sports teams. The two most popular teams are the men’s football team, and the women’s basketball team. Call the University of Washington sports office at (360) 543-2200 for more UW sports information.

Seattle Thunderbirds – Seattle’s professional ice hockey team. The season runs from September through March. The Thunderbirds play in the Key Arena in the Seattle Center. Tickets range from \$12 and up. For tickets call **206-448-PUCK**

Music and Theater:

Seattle has many music and theater groups. The groups listed below are only a few of them.

Seattle Symphony – Performs in the Seattle Opera House at the Seattle Center. For more information about concerts and prices call (360) 443-4747.

Seattle Opera – Also performs in the Seattle Opera House. The opera usually presents six different operas during its season. Call (360) 389-7600.

Pacific Northwest Ballet – also performs in the Opera House. The ballet performs a few different shows each season, including the annual performance of the Nutcracker at Christmas time. For more information call (360) 441-9411.

The Fifth Avenue Theatre – Located downtown, many famous musicals are performed in this theater. Call Ticketmaster at (360) 628-0888 for more information about shows and prices.

Parks

Local Parks

Centralia

Borst Park – Playground, picnic tables, enclosed kitchen (rental), lake (juvenile fishing), restrooms, ball fields, indoor swimming pool nearby (year round use).

Riverside Park – Playground, open kitchen, picnic tables, restrooms, R.V. Park.

Shaffer Park – Playground, swimming, short nature walks, volleyball nets, Frisbee, soccer, basketball.

Chehalis

Recreation Park – Penny Playground, outdoor swimming and wading pools, picnic tables, restrooms, enclosed kitchens (2 rentals), ball fields.

Stan Hewall Park – ball fields, open kitchen, picnic tables, restrooms, R.V. park with dump station.

Seattle Parks

Seattle is a wonderful place to be if you like outdoor activities. Surrounded by water and mountains, almost any type of recreation is available within a short distance of the city. Listed below are some of the possible activities and places where you can enjoy them.

Green Lake – This lake is about 5 miles from Seattle Pacific University. Many people enjoy jogging, walking, roller skating, or bicycling around the lake (about 3 miles). You can also rent boats, sailboards, rollerblades, or roller skates.

Kerry Park – From this park you can see a beautiful view of Seattle, especially at night. This park is on the top of Queen Ann Hill. It is located on Highland Drive between 2nd Ave. West and 3rd Ave. West.

The Ballard (Hiram M. Chittenden) Locks – This is the water-gate which boats must pass through to go between Lake Union and Puget Sound. Since the lake is higher than the Sound, the boats must be raised or lowered between the two. You can watch the boats go through the locks from a nice park. There is also a fish ladder where salmon and other fish climb up to the lake.

Parks (Continued)

Golden Gardens – Golden Gardens is a beach near Ballard (around NW 85th Street at Puget Sound). You can go there to swim, sunbathe, have picnics, play volleyball, and watch the sunset.

Gasworks Park – This park is at the north end of Lake Union. It is a good place to fly a kite, have a picnic, or enjoy the view of downtown Seattle.

Waterfront Park – Waterfront Park is downtown along Elliot Bay, between Piers 59 and 60. The Seattle Aquarium and the Omnidome are also located here along with many shops and restaurants.

Discovery Park – Discovery Park is a very large park in Magnolia, overlooking the Puget Sound. There are many trails for hiking including trails down to the beach. This park has a lot of open space and beautiful scenery, and is a great place to relax.

Arboretum (and Japanese Gardens) – This is a very large nature area on Lake Washington, near the University of Washington. You may walk through the Arboretum, or rent boats or canoes and go out on the lake. The Arboretum has many rare plants and flowers, and special gardens, such as Japanese gardens.

Alki Beach – Alki Beach is a very popular place in West Seattle. You can go swimming here, play volleyball or Frisbee, or go for a walk and enjoy the sunset. To get to Alki, go south on Aurora Ave. (Highway 99) and take the West Seattle Ferry.

Carkeek Park – This is a popular park in North Seattle. You can picnic here, or go for walks along the beach.

National Parks

National Parks are areas owned by the United States Government which are set aside because of their scenic or environmental value. Most national parks allow camping, backpacking, hiking, and of course, sight-seeing. Some have special visitor facilities, others do not. All charge an entrance fee. The four national parks in Washington are:

Mt. Rainier

This is the most popular park, and certainly the most visited. Located southeast of Seattle, it is an easy drive and makes a nice day-long trip. Enjoy beautiful scenery, go hiking, or, for the more daring, climb the mountain (this requires two days and special climbing equipment). Gray Line of Seattle offers a day tour to the park. Call Gray Line at (360) 626-5208 (tours) for more information.

Olympic National Park

Located on the Olympic Peninsula west of Seattle (across Puget Sound), this park has very beautiful scenery. Most of the park is not accessible by car, so it is a wonderful place for backpacking, camping, and hiking. On the west side of the park is the famous Hoh River rain forest. There is also a section of the park along the Washington coast, for those who like to visit the ocean.

North Cascades

This park is located north of Seattle, along the Canadian border. It is a very rugged park, with few visitor facilities. It is primarily for those who like to go backpacking and camping. In the middle of the park are some dams and a large lake that provides electricity for Seattle. Tours of the dams and lake are available in the summertime.

Mt. St. Helens

Here in Centralia you can see Mt. St. Helens, an active volcano that erupted in 1980. The visitor center (which opened in 1993) teaches all about the area, the eruption of the volcano, and what has been happening to the land since that time. While you are up there, don't miss out on the spectacular Johnston Ridge Center. For more information, call (360) 274-2100.

Outdoor Recreation

Washington has 4 national parks and many state and county parks. There are great opportunities for hiking, camping, fishing, boating, etc. The two mountain ranges, active volcanoes, temperate rain forests, Olympic Peninsula, and many islands of the Puget Sound and the San Juan Islands make Washington famous for outdoor activities. If you want more information, you can ask at the International Programs office or check with Student Programs downstairs in the Student Center.

Winter Recreation

There are several winter recreation areas close to Centralia. **White Pass**, on Highway 12 southeast of Mt. Rainier (about 2 hours from Centralia), is the closest and is very good for intermediate skiers and snowboarders. **Snoqualmie Pass**, located on I-90 east of Seattle, has 4 connected ski areas. **Crystal Mountain**, on Highway 410 east of Mt. Rainier (about 2.5 hours from Centralia), is large and offers good terrain for beginners through very advanced skiers. Other ski resorts in the area are: **Steven's Pass**, located on Highway 2 east of Everett (a 2 hour drive from Seattle); **Mt. Baker**, east of Bellingham (3-4 hours from Seattle); and **Whistler/Blackcomb**, a large ski resort north of Vancouver, Canada.

Whidbey Island and the San Juan Islands

These beautiful islands northwest of Seattle are very popular places to go for the weekend or a short vacation. Whidbey Islands can be reached either by Mukilteo ferry, or by driving onto the island from the north, near Anacortes. The San Juan Islands can only be reached by ferry from Anacortes. One popular activity is making a bicycle tour of the islands. If you plan to stay overnight on one of the San Juan Islands, you should make reservations in advance, and arrive at the ferry early because they are often full, especially on the weekends.

Victoria, British Columbia, Canada

Visiting Victoria is a fun and interesting experience. Because it is located on Vancouver Island, getting there is a little difficult. The options are:

Victoria Clipper – leaves from downtown Seattle three times a day and goes directly to Victoria in about 2½ hours. The cost is fairly high. This is a passenger-only boat, so you cannot take your car with you. Call (360) 448-5000 for more information.

Washington State Ferry – leaves from Anacortes, about a 2 hour drive north of Seattle. Except during the summer, there is only one ferry to Victoria each day, and it leaves around 8:30 am. To get on you must arrive EARLY: around 7:00 am. The ride takes 4 hours. You can take your car on this ferry. Call (360) 464-6400 for more information, current schedule, and prices.

Victoria Line – leaves from downtown Seattle, next to the Washington State Ferry terminal and goes directly to Victoria in about 4½ hours. Currently, this ferry only operates during the summer and has one run each way daily. You can take your car on this ferry. Call 1-800-668-1167.

Black Ball Ferry – leaves from Port Angeles on the Olympic Peninsula and goes directly to Victoria in about 2 hours. During the summer there are four runs daily; in winter, there are only two. For more information call (360) 626-6090.

Grey Line Bus – the bus also takes the Washington State Ferry, but you do not have to do the driving. Contact Grey Line at (360) 626-6090 for more information.

Airlines – a number of airlines offer flights. Check the Yellow Pages for more information.

Vancouver, British Columbia

Vancouver resembles Seattle in many ways, but it also has its own exciting sights. Getting to Vancouver is easier than getting to Victoria. You can drive there, fly there, or take a bus.

For more information about taking the bus, contact Greyhound at (360) 628-5510.

Don't forget to get a visitors Visa if one is required for your country to enter Canada!

Before planning a visit to Canada, please go to
<http://www.cic.gc.ca/english/visit/visas.html>
for a current list of countries that do need a visitor's visa.

Travel Outside the U.S. and Reentry

If you are planning to visit places outside of the United States, be sure to bring your I-20 to the Admissions and Records office so the back of the form can be signed before you leave. If you do not, you could have difficulty trying to reenter this country.

Entry into Canada

Students wishing to visit Canada **must** have a Canadian visitor visa unless the student is a citizen of a country that is exempt from the Canadian nonimmigrant visa requirement. Citizens of nonexempt countries **must** submit:

1. A completed visitor-visa application form
2. The correct processing fee, payable in Money Order, Certified Check, or Cash
No Personal Checks are accepted.
3. A valid passport
4. A valid, original I-94 card(s)
5. Proof of adequate funds for the stay in Canada
6. Current I-20 signed by the Director of International Programs

Take in person or mail all documents to the Canadian Consulate, 412 Plaza 600 Building, Sixth Stewart, Seattle, WA, 98101-1286 or call (206) 443-1864. These documents should be sent by certified mail, along with a return envelope with postage paid for certified mail. One can also deliver these things to the consulate in person between 8:00 a.m. and 10:00 a.m. Monday through Friday.

Reentry into the U.S.

To reenter the U.S. after an absence of five months or less, you must have a valid passport or travel document, and a valid visa. For college students, a Form I-20 is often required. If you need to obtain a visa in order to enter the United States after a temporary absence you may apply for it at a U.S. consular office abroad.

Revalidation of a Passport

Foreign passports may be revalidated in the United States by the designated representative of a foreign government's embassy in Washington D.C., or officials of the consulates located in various U.S. cities. To revalidate your passport, you should consult your embassy or consulate to determine what procedures are required to secure validation. Among other things, you may need a letter from an official of your educational institution certifying your status. You must keep your passport valid at least six months ahead of its expiration date.

Visas

If you need to renew your visa, do so in your home country. It is **NOT** possible to renew a U.S. visa in the United States.

Conversion Information

Clothing Sizes

Womens' Clothing

Dresses, Coats, Suits, and Skirts (Juniors)

USA	9	11	13	15	17
England	11	13	15	17	19
Metric	36	38	40	42	44

Young Ladies (Misses)

USA & England	10	12	14	16	18
Metric	36	38	40	42	44

Ladies

USA & England	36	38	40	42	44
Metric	44	46	48	50	52

Women's Shoes

USA	5	6	7	8	9
Metric	35	36	38	39	40

Men's Clothing

Coats, Overcoats

USA & England	36	38	40	42	44
Metric	46	48	50	52	54

Shirts

USA & England	14	14½	15	15½	16
Metric	36	37	38	39	40

Men's Shoes

USA	6	7	8	9	10	11
Metric	39	40	41	42	43	44

Cooking Measurements

Measurements for cooking in the United States are usually given in terms of volume, not weight, for both dry and liquid ingredients. The terms listed below such as “teaspoon” or “cup” refer to cooking measurement tools that you can buy at any supermarket. They do not refer to common household items such as a regular teaspoon or cup.

Abbreviations used in Cookbooks:

tsp (t) = teaspoon

Tbsp (T) = tablespoon

C = cup

oz = ounce

pt = pint

qt = quart

gal = gallon

lb = pound

1 tsp = 5 milliliters (ml)

1 Tbsp = 3 tsp = 15 ml

16 Tsp = 1 cup = 8 liquid (lq) ounces (oz)

2 Tbsp = 1 oz = 30 ml

2 cups = 1 pint = 16 lq oz

4 cups = 2 pints = 1 quart = 32 lq oz

4 quarts = 1 gallon

16 oz = 1 lb (weight measurement)

Metric Conversion Chart for Measurements

1 tsp = 5 ml

1 Tbsp = 15 ml

1 cup = 240 ml

1 pint = 480 ml

1 quart = 960 ml

1 gallon = 3.84 L

Oven Temperatures

Degrees Fahrenheit

200

225

300

350

375

400

Degrees Celsius

93

107

149

177

191

205

Conversion Tables

Length and Distance

The United States does not generally use the metric system. The table below shows you the common measurements and their metric equivalents.

Inch (in. or ").....	2.54 cm
Foot (ft. or ').....	30.48cm
Yard (yd.).....	91.44 cm
Mile (mi.).....	1.6 km

$$1 \text{ m} = 1.09 \text{ yd}$$

$$1 \text{ km} = 0.6 \text{ mi}$$

Listed below are some approximate traveling distances from Seattle:

Tacoma.....	32 miles/51.2 km
Everett.....	27 miles/43.2 km
Spokane.....	280 miles/448 km
Vancouver, B.C.....	141 miles/225.6 km
Portland.....	172 miles/275.2 km

Weight

In the United States, weight is measured in ounces (oz) and pounds (lbs).

$$1 \text{ oz}.....30 \text{ grams (g)}$$

$$16 \text{ oz} = 1 \text{ pound (lb)}.....450 \text{ g}$$

$$2.2 \text{ lbs}.....1 \text{ kg}/1000\text{g}$$

Temperature

In the United States, temperature is measured on the Fahrenheit scale (F).

For an exact conversion, use the following formulas:

$$F = 9/5C + 32$$

$$C = (F-32) \times 5/9$$
 You can also check this website: <http://www.wbuf.noaa.gov/tempfc.htm>

Normal Body Temperature = 98.6 degrees Fahrenheit, or 37 degrees Celsius