

Western Illinois University

Center for Global Studies

International Student Guide



Western Illinois
University

GLOBAL EDUCATION &
OUTREACH

EDUCATIONAL OPPORTUNITY.
Social Responsibility. Personal Growth.
Academic Excellence.

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1 Welcome

Dear Student,

Welcome to Western Illinois University!

On behalf of our institution's dedicated faculty, staff, and administration, I am so pleased you chose to attend our university. Western Illinois University prides itself on the diversity of its campus community, and international students play a significant role in helping increase our diversity. I encourage you to take advantage of the many opportunities you have here to learn and grow as a student and as a resident of our community. Numerous opportunities exist to become involved in activities, which will both help prepare you for your future and also allow you to have fun and make new friends. I hope you will make some great memories during your years here. Western Illinois University and the Macomb community are special places, and we are glad you are here to experience them.

I look forward to seeing you at various campus activities and to congratulating you upon your graduation from our great institution.

Go Leathernecks!

Randy Glean

Dr. Randy Glean
Executive Director
Center for Global Studies

2 Western Illinois University

Thank you for choosing Western Illinois University. We are excited to have you join our Leatherneck community!

2.1 History

Established in 1899, Western Illinois University was first called Western Illinois Normal and Training School. Today, home to approximately 10,000 students, WIU's mission is: "to empower students, faculty, and staff to lead dynamic and diverse communities. We provide student-centered undergraduate and graduate programs characterized by innovative teaching, research, and service, grounded in interdisciplinary, regional and global perspectives. We engage our students in educational opportunities guided by a professional and diverse faculty and staff in collaboration with alumni and community partners."

2.2 School Colors and Mascot



Western Illinois University's school colors are purple and gold. The men and women's intercollegiate athletics teams are called "The Fighting Leathernecks," but Rocky the Bulldog is the school mascot for the athletic teams. Colonel Rocky III joined the Leatherneck family in May 2010, and Colonel Rock IV (Ray) joined in May 2018. Western may be the only school to have a fight song (We Are Marching On), an alma mater (Western Loyalty), and a third song, We Are Marching On, a rendition of Georgia on My Mind.

2.3 Core Values

WIU's four core values include academic excellence, educational opportunity, personal growth, and social responsibility. For more information, see: <http://www.wiu.edu/catalog/intro/values.php>.

3 Center for Global Studies

The Center for Global Studies at Western Illinois University offers educational learning experiences to support the growth, development, and success of students of all ages. The Center for Global Studies is committed to profoundly impacting our changing and diverse world by preparing globally competent citizens, advancing the development of in-demand online academic degree programs, promoting intercultural and educational exchange on campus and abroad, and providing meaningful community service and educational experiences for youth and adults.

For more information, visit:

http://www.wiu.edu/global_studies/

4 Pre-arrival Information

Please refer to the International Admissions' website <http://www.wiu.edu/graduatestudies/international/index.php> regarding admission policies and documentation.

What to Pack Before You Come

- Airline ticket(s)/train ticket, etc.
- All travel documents including Passport/Visa/I-20/DS2019.
- Updated list of immunizations translated in English (list of required immunizations for WIU): http://www.wiu.edu/student_services/beu_health_center/services/immunization.php
- Converter for transformer for electrical appliances (U.S. uses 110-volt electricity) AND a plug adapter (for plug prongs).
- Three-month supply of prescription medicines

- Cell phone and/or an international calling card to make phone calls.
- Health insurance card (if you have one and are planning on waiving WIU health insurance).
- Warm clothes (December through March is very cold in Macomb).
- Money (should be exchanged into U.S. currency) and credit card/debit cards (you cannot exchange money in Macomb). Do not put all of your money in one place.
- Make sure your luggage is labeled with your name, address, and telephone number inside and outside of each piece of luggage. Use covered luggage tags to avoid becoming a target, and if possible, lock your luggage.
- Make copies of all of your important documents. Leave one copy at home and bring a copy with you.

Helpful Tips

- Take care of any medical/dental issues before coming, as health care/dental procedures can be very expensive.
- Make sure to exchange currency prior to arriving in Macomb, as there is no place in Macomb to exchange currency.

5 Housing on WIU Macomb Campus

WIU is located in Macomb, IL, a safe and friendly small town community. There are several housing options available in Macomb. Please make sure to look for housing prior to your arrival at WIU.

5.1 On-Campus Housing



It is important to apply for housing as soon as you know you are coming to WIU.

Please note, once you sign the contract, it is binding, meaning you are responsible for paying. When you choose a certain dorm or room type (single vs. double), there is no guarantee you will get the room or dorm you choose.

WESL students can also live on or off campus.

IMPORTANT NOTE FOR WESL UNDERGRADUATES: If you are not married, under the age of 24, and have less than 60 credit hours when you finish WESL, you **MUST** move on campus when you begin University courses. Please think about this when you sign a lease!

Undergraduate students at WIU are required to live on campus for four semesters or at least 60 credit hours. Residence Halls are divided (males only live with males and females only with females, are semi-private and have shared bathroom facilities. Residence Hall rooms do not have a kitchen, but residents have access to a shared kitchen in their building.

There are several resident halls to choose from:

http://www.wiu.edu/student_services/housing/residence_halls/.

Residence Halls:

- Corbin & Olson Hall
- Lincoln & Washington Hall
- Grote Hall
- Thompson Hall
- Westbrook House

5.2 Graduate and Family Housing (GFH)/Apartments

Graduate & Family Housing is eligible only to the following WIU students:

- Students with one child
- Married students or students with domestic partners
- Graduate students
- Non-traditional undergraduate students (24 years old or older at the beginning of semester)

Students are placed in GFH in the following priorities:

- Students with one child (under 2 years old)
- Married/domestic partners
- Single graduate students

For more information, visit:

http://www.wiu.edu/student_services/housing/graduate_family_housing/index.php.

5.3 Dining on Campus

Students living in residence halls must purchase a meal plan that will allow them to eat at many different facilities across campus. Visit the following website to learn more about meal plan options at:

http://www.wiu.edu/student_services/dining/mealplans.php and dining centers at http://www.wiu.edu/student_services/dining/index.php.



5.4 Off-Campus Housing

There are many rental companies around the WIU and Macomb area. If you want to live in a private apartment and are eligible to do so, you will have to make arrangements to live in an off-campus apartment (one that is not owned and operated by WIU).

http://www.wiu.edu/global_studies/housing.php

Below is a website of all the available apartment complexes in Macomb. Most are designed for students and are close to campus:

<http://www.macomb.com/listings/category/apartments/>.

5.5 Leasing

Definition and Description

When you sign a lease or a rental agreement, remember it is a **legal contract** in which you, the tenant, and the landlord agree to terms and conditions of your

tenancy. A lease has a specific term of tenancy during which the rent is fixed. Read the entire lease before you sign it.

- Keep a copy of the lease.
- Leases and rental agreements state conditions which are binding upon you and which you should understand before you sign.
- Does the rent include water, gas, and/or electricity? Be sure any verbal agreements with your landlord are added in writing in the lease.

For more information on leases visit:

http://www.wiu.edu/global_studies/housing.php

Utilities

Some off-campus apartments have heat (natural gas) and electricity included in the rent. For other apartments, you will be required to contact Ameren at 1-800-755-5000 to turn on your utilities. Please check with your landlord to determine if you are responsible for contacting Ameren, the main utility provider in Macomb (<https://www.ameren.com/illinois/>).

To set up services without having a Social Security number or a U.S. driver's license, complete the following steps. Make a photocopy with a clear picture of your passport AND a copy of your university ID (with picture on it). On the photocopy, write a simple statement such as "The information provided is true and correct." Please do not sign this written statement until you are in the presence of the notary. Go to Human Resources in Sherman Hall 105 or to Sherman Hall 200 to get your photocopies notarized. After the two copies are notarized, they can be emailed to AmerenIllinois.com. After you have submitted your identification, an Ameren representative will be in contact with you either by phone or email, depending upon how you submitted your information. If you do not hear anything from Ameren within 2 hours of submitting your information, please contact Ameren Illinois Customer Contact Center at 1-800-755-5000 to confirm that they received your two copies. Once approved, you will need to speak with a representative about how to set up the new account.

Rental Insurance

Personal property is not covered under University or landlord insurance. If you have valuable personal possessions that would be difficult to replace or have extreme sentimental value, it is strongly suggested that you have personal property insurance/renter's insurance. If something happened to your apartment, your landlord is not responsible for your belongings and his/her insurance will NOT cover your personal belongings. You can buy rental insurance from the same company where you buy car insurance.

You can find more information on insurance companies here: <http://www.yellowpages.com/macomb-il/insurance>.

6 Finances



6.1 Cost of Living

The cost of living in Macomb may be different than your home city. Refer to the WIU cost estimator to help you calculate your upcoming expenses.

http://www.wiu.edu/vpas/business_services/billing/costestimate.php

6.2 Billing

The University bills by semester, not by academic year. Actively enrolled students will receive their billing statement via STARS. Notifications will be sent to your WIU email address when each bill is ready to be viewed on STARS. You may add one additional email address (on STARS) to which the notification may also be sent. The email will include the account balance and the due date. Fall semester charges are due August 28th, spring semester charges are due January 28th, and summer semester charges are due June 28th. After the due date a finance charge of 1% of the account balance is added

each month to the unpaid balance. A student with a past due (encumbered) account will not be able to register for future semesters or be able to obtain a transcript.

An automated payment plan is available to divide the cost of attendance into several monthly payments. Payments are deducted monthly on the 5th of the month from the designated bank account. There is not a finance charge assessed on the contracted amount; however, there is a \$2.00 per month transaction fee to cover processing. Additional charges incurred above the contracted amount will be billed and subject to a 1% finance charge if not paid by the 28th of each month. A contract must be completed on STARS by a student or individuals with parent and guest access. Any changes to a completed agreement must be done by the student or guest that originated the contract. Only one contract per semester may be completed for each student.

6.3 Payments

Payments for your bill can be made by the following:

Credit Card

Credit card payments may only be processed through the Illinois Treasurer's Electronic Payment website, www.epayillinois.com or by calling 1-866-650-8459. They accept MasterCard, VISA, American Express, and Discover. There is a convenience fee associated with this service.

Cash/Check/Cashier's Check/Money Order

Payments can be made in the Billing and Receivables Office in Sherman Hall Room 106 and the University Union Center. Include your student ID number on all payments.

STARS

Make payments directly from your bank account via [STARS](#) (Student/Alumni Records System) Payment Online.

Wire Transfer

Western Illinois University has partnered with Flywire (formerly peerTransfer) to streamline the tuition

payment process for our international students. Flywire allows you to pay from any country and any bank. They also offer excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money compared to traditional banks. You will be able to track the progress of your payment throughout the transfer process via a student dashboard, and you will be notified via email when your payment is received by Western Illinois University. Visit <https://www.flywire.com/pay/wiu> to process your international currency payment through wire transfer.

Western Illinois University has partnered with [PayMyTuition](#) for international tuition payments. With PayMyTuition, you can pay your tuition payments from any bank, in any country in any currency at better than bank exchange rates. PayMyTuition is fast, simple, and cost effective. Visit <https://www.paymytuition.com/paynow/wiu> to process your international currency payment through wire transfer.

Please visit the Billing and Receivables' website for more information:
http://www.wiu.edu/vpas/business_services/billing/payments.php.

6.4 Scholarships

There are many different scholarship opportunities for enrolled students. There are scholarships specifically for international students, ones for newly enrolled students, and scholarships that are discipline specific. Every semester, you will be notified when the scholarships are available and their specific deadlines.

For more information, please visit the following websites:
http://www.wiu.edu/global_studies/scholarships.php
And
http://www.wiu.edu/student_services/scholarship/.

6.5 Employment

Many students seek employment while studying in the U.S.; you must follow the regulations depending on your visa type.

F-1 Employment

- You are permitted to work **on campus** as long as you are a full-time student. You may only work **20 hours per week** while school is in session.
- U.S. Immigration will not grant off-campus employment until you have been enrolled at least 2 semesters and can prove a sudden and unforeseen financial need. This need must be documented with a letter from your financial sponsor.
- You must have a U.S. Social Security number in order to work in the U.S. Contact the Immigration Advisor in Sherman Hall 116 to get information on applying for the number.
- F-2 dependents **are not** allowed to work in the U.S.

J-1 Employment

You must have prior written approval by the J-1 sponsor and meet one of the following criteria:

- Employment is pursuant to the terms of a scholarship, fellowship, or assistantship.
- Employment occurs on the premises of the University the J-1 student is authorized to attend.
- Employment off-campus when necessary because of serious, urgent, and unforeseen economic circumstances that have arisen since acquiring J-1 student status.
- Be in good academic standing.
- Be enrolled full-time.
- You cannot work more than **20 hours per week** during the semester except for school vacation periods.

J-2 dependents are eligible to work in the U.S. but **must receive permission** from U.S. Immigration.

For more information on student employment, visit:
http://www.wiu.edu/student_services/student_employment/.

Graduate Assistantships

Graduate assistantships are academic merit-based awards that recognize outstanding achievement and provide financial support to students as they pursue their degrees. Both the University and the student benefit from the assistantship. The student receives professional experience and financial support, while the University gains a student assistant dedicated to advancing its mission. For more information and how to apply, please visit:

http://www.wiu.edu/graduate_studies/prospective_students/gainfo.php.

Social Security Number

Social Security numbers are issued for employment purposes **only**. They are not to be used for identification purposes. You must have an on-campus job **before** you can apply for a Social Security number. Documents you must take with you to the Social Security interview include:

- Passport
- I-20 (F-1 student visa) or DS-2019 (J-1 student visa)
- I-94 (print from the link below:
<https://i94.cbp.dhs.gov/I94/#/home>)
- Employment verification letter with your supervisor's signature and the signature of the Immigration/Visa Specialist. **Social Security representatives come to Macomb once each semester.** The immigration advisor will provide the date during orientation.

If you are unable to meet the Social Security representative on the designated date, you are responsible for making an appointment at the nearest office, which is in Quincy, Illinois.

7 New International Student Orientation (NISO)

The Office of International Student Services is committed to giving you an informative, thorough, and valuable orientation experience.

The New International Student Orientation (NISO) is a mandatory event that will help you adjust to your new home. The week before classes begin each semester, an extensive orientation program is provided to introduce

new international students to important aspects of the campus and community. NISO includes airport/train pickup and transportation, presentations on U.S. immigration regulations, how to be successful at WIU, academic advising, cultural information, ESL placement testing, banking and shopping trips, campus and city tours, social activities, and insurance. All new international students who arrive on campus will be charged a non-refundable \$75 orientation fee.

To see the most up-to-date NISO schedule, visit:

http://www.wiu.edu/global_studies/services/orientation.php

New International Student Orientation (NISO) will provide you with the following services:

- Free pickup from the Quad Cities Airport or Macomb train station
- Immigration and academic check-in
- Assistance accessing your WIU computer account
- Learning about the WIU campus and Macomb community
- Help opening a bank account and shopping
- Introductions to WIU students, faculty, staff, and the local community

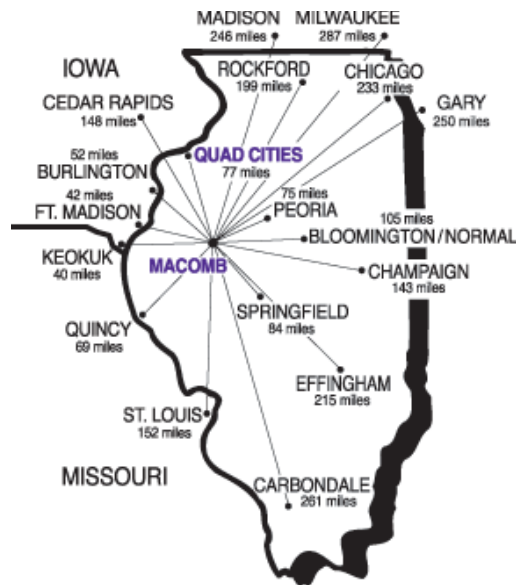
Ambassadors Program

WIU Ambassadors are current WIU international students who are willing to answer any questions you may have about living in Macomb. You can ask the Ambassadors questions about housing, food, shopping, cell phones, etc. Please note specific questions regarding admissions, registration, and coursework should be addressed to either international admissions in the Grad Studies Office (Sherman 116) or your academic advisor once you are on campus.

To view the list of WIU International Ambassadors, visit:

http://www.wiu.edu/global_studies/services/ambassadors.php

8 Planning Your Travel to Macomb



When you plan your travel to Macomb, you should arrange to arrive during the orientation Free Pickup period. During the Free Pickup period, orientation staff will arrange to pick you up from either the Quad Cities International Airport (MLI) in Moline or the Macomb train station and bring you to campus. Orientation staff **WILL NOT** be able to pick up anyone outside the Free Pickup period. If you are not able to arrive during the Free Pickup period, you are responsible for finding your own way to your living arrangements.

For more information on how to get to Macomb follow the link to https://docs.google.com/document/d/1ZEGwPwSXKFUGa4JPM23Ubqj8go6iQX2mR_YVTX5NeiY/edit?usp=sharing

Important: In order to utilize the Free Pickup period service, you must submit a Free Pickup request form: <https://www.jotform.com/form/203164755568059>

Please note that when classes are not in session, many of the WIU offices and services will be closed. Orientation will give you the time and assistance you need to begin your life here. If you arrive before the orientation period begins, there will be very few orientation services available to you - including airport pickup. It is strongly recommended that you arrive during orientation and not before. *Please note that*

although you will be picked up from the airport on arrival, it will be your responsibility to get to the airport at the end of the semester or whenever you decide to return home. It is not recommended to fly out of Moline, IL for your departure flight, as there is no direct transportation between Macomb and Moline.

Temporary housing

If you plan on living in a University housing facility, it is highly recommended to fill out your application online as soon as possible before you arrive on campus. Doing so can reduce the amount of time you need to stay in temporary housing, and it may help you get a better selection of housing options. If you have not applied for University housing yet, visit the following website: http://www.wiu.edu/student_services/housing/apply_for_housing/index.php. For those living off-campus who have not signed a lease, temporary housing at a [nearby hotel](#) will cost approximately \$60-\$80 per night.

9 Arriving on Campus

International Student Services will assist you in adjusting to life on campus and in the Macomb community.

9.1 Check-in

All new international students must go through the check-in procedures one time. There are several check-in periods scheduled to accommodate your schedule. In order to check in, you will need to bring your passport, I-20, completed health history forms, and any other necessary academic documents. Once you check in, you will be given information on advising, registration, housing, computer accounts, etc.

9.2 Information Sessions

A mandatory Information Session will be held to introduce you to many of the campus services available to you. You will learn about services from the following departments: Billing and Receivables, Immigration, University Housing and Dining, Beu Health Center, University Counseling Center, Office of Public Safety, Go West Bus, International Student Services, and other on-campus departments.

9.3 Email and STARS Student Account

It is recommended to activate your email and STARS accounts when you receive the information from the International Admissions Office. When you arrive on campus, the orientation team will help you set up your email account if you have not done so already. In addition, you will set up your STARS (Student/Alumni Records System) account to register for classes, view your bill, etc.

9.4 Registering for Classes

Each student is assigned an academic advisor based on their major. When you arrive on campus, you will be given your advisor's contact information and will need to meet with him/her to select classes. Once you have met with your advisor, you will be able to register for your courses using STARS. WESL students will be registered by a WESL staff member. Students are required to meet with their academic advisor at least once a semester.

9.5 Buying Textbooks



There are several options when it comes to buying, renting or borrowing textbooks. You can find information on each courses' required textbooks through STARS.

The Western Illinois University Bookstore is located in the University Union where you can purchase and rent books (not all books can be rented); you can also compare prices online with other book companies.

Textbooks may be available for reference at the WIU Malpass Library or from another library using I-Share (http://www.wiu.edu/libraries/interlibrary_loan/)

Additionally, books may be available online at sites such as E-Bay (<http://www.ebay.com/rpp/books>), Amazon (<https://www.amazon.com/>) or others.

9.6 Bank and Shopping Trips

Bank and shopping trips will be provided with transportation to help you open a bank account and shop for things you will need in your new home. Bank and shopping trips are scheduled regularly throughout the orientation period.

10 International Student Services

Throughout the course of the year, International Student Services offers a broad range of activities for WIU's international community. Below are some of the regularly scheduled events and information on how to participate.

10.1 International Education Week

International Education Week (celebrated each November) is a nationally observed week, which is an opportunity to celebrate the benefits of international education and exchange worldwide. This joint initiative of the U.S. Department of State and U.S. Department of Education is to promote programs that prepare Americans for a global environment and attract future leaders from abroad to study, learn, and exchange experiences in the United States.

10.2 The International Bazaar

The International Bazaar is the largest international event which is celebrated in the spring each year. At the International Bazaar, students represent their countries and offer entertainment, dancing and food from all over the world.



10.3 International Friendship Club (IFC)

IFC promotes cultural awareness, respect, and understanding among all students through various cultural, educational, and social activities. WIU students, faculty, staff, and community members benefit from the cultural exchanges and educational experiences the International Friendship Club provides. The IFC is responsible for organizing the International Bazaar and other events throughout the year.

10.4 International Student Income Tax Sessions

Every student that was enrolled in classes in the U.S. at any time in the income tax year is required to submit at least one tax form. The type of forms you are required to fill out depends on many different things.

International Student Services will provide tax information sessions each spring to help you with this.

For more information, please visit:

http://www.wiu.edu/global_studies/taxes.php

11 Macomb Community Activities

International Student Services offers several programs that help introduce international students to the people and places of Macomb and other surrounding communities. Below are some of the regularly scheduled events and information on how to participate.



11.1 Top Things to Do in Macomb

- Annual Macomb Hot Air Balloon Festival (September)
- Theatre plays at WIU and Macomb Community Theatre (<http://macombcommunitytheatre.org/>)
- Hiking, camping, and boating at Argyle Lake State Park and Campgrounds and Spring Lake Park

- Musical Performances at WIU's COFAC Recital Hall (throughout the school year)
- Dickens on the Square (December)
- Enjoy fresh produce at the Farmers' Market (summer)
- Watch a movie at Rialto Cinemas
- Play miniature golf, tennis, disc golf, regular golf, or go bowling
- Relax at the Al Sears Jazz Festival (September)
- Learn the history of Macomb at the Heritage Days Festival (June)
- Mini Golf at Ball Fore Family Entertainment Center

To find out about more activities (as well as restaurants) in Macomb, go to <http://www.makeitmacomb.com/>.

11.2 Cities to visit near Macomb

- Quincy: 70 miles (113 km)
- Quad Cities: 75 miles (120 km)
- Peoria: 75 miles (120 km)
- St. Louis: 160 miles (258 km)
- Chicago: 250 miles (402 km)
- Springfield: 85 miles (137 km)

12 Living in the United States

Living in a new culture can be exciting and fun, but it can also be overwhelming. It is important that you make yourself aware of cultural characteristics and behaviors; the following section provides a brief overview of how to best adapt to the new culture.

12.1 Culture Shock

When moving to another country and culture, you may experience "culture shock," a feeling of confusion, doubt, or nervousness. You might have had different expectations about how life would be in the U.S.

Common signs of culture shock include:

- Frustration with American customs
- Weariness of speaking English
- Odd sleeping patterns/feeling constantly tired
- Yearning for familiar foods and spices, or not feeling hungry at all
- Lack of interest in studies

- Lack of motivation
- Drinking alcohol excessively
- Escaping to places where there is very little contact with other people
- Talking about “them” and blaming “them” for your problems
- Missing class frequently and avoiding social activities
- Weight gain or loss

Coping with culture shock:

- Remember that it is natural for you to experience culture shock.
- Try to relax or take a nap.
- Put little things that bother you into perspective.
- Get in touch with a friend or family member at home.
- Find someone you can talk with in your native language.
- Get active! Participate in sports, take a long walk, or run.
- Join an international student club.
- Make an appointment to talk with a counselor in the University Counseling Center (309-298-2453).
-

12.2 Adapting to a New Culture

Culture shock is not quite as shocking or as sudden as most people expect. It is part of the process of learning a new culture. You may experience some discomfort before you are able to function well in a new environment. The important thing to remember is to take it as part of a normal process that nearly everyone goes through. Anticipating future events and situations make it easier to deal with them when they happen. For example, it helps to learn about American culture, customs, traditions, and educational system before arriving. It is also a good idea to anticipate your departure, and plan ways to maintain relationships with family and friends while you are in the U.S.

12.3 Aspects of American Culture

The United States is a very diverse country, with many customs and traditions. It is extremely difficult to be specific about American culture because of the many

regional, religious, and national differences that are found in the U.S. Your willingness to understand a new culture and to adjust to the cultural differences will greatly contribute to a smooth adaptation to the new environment. Below are some key values and generalities that might help you understand Americans and their culture.

12.4 American Classroom



The culture of the American classroom might be very different from what you have experienced. Many classes encourage and require student participation. Classes may have several quizzes and tests during the semester instead of one large exam at the end. Independent thinking and honesty is highly valued. Cheating (having someone write your papers/take your exams/give you answers during a test) and plagiarism (submitting someone else’s work as your own) is not allowed. Doing so can lead to punishment and possible expulsion from the University. **It is important to become familiar with the University’s policies on academic integrity:**

<http://www.wiu.edu/policies/acintegrity.php>.

12.5 Names and Titles

Most people in the United States have three names: a given name, a middle name, and a last (family or surname) name. In conversation and in writing, the given name usually comes first.

- It is acceptable to use the first name of someone your same age and status, or someone younger. If you are unsure, you should ask if the person prefers to be called by his or her first name.

- A woman or man older than yourself is often addressed as Ms., Miss, Mrs., or Mr. until the individual requests that you use his or her first name or until you get to know the individual better.
- Men and women will be confused if you use Ms., Miss, Mrs., or Mr. with a first name, as is the custom in some countries. Ordinarily Ms., Miss, Mrs., or Mr. is used only with the family name.
- Some women in the U.S. prefer Ms. (pronounced "Miz"). Ms. is used for either single or married women and replaces Miss and Mrs. You can use Ms. if you do not know if a woman is single or married.

12.6 Greetings



People usually shake hands when they first meet.

12.7 Conversation

"Small talk" includes topics, such as sports, weather, jobs, or past experiences. Generally, personal lives are discussed only with close friends and family and people do not talk about religion, politics, or personal feelings with strangers. You should know that "How are you?" and "How's it going?" are greetings, not questions about your life. "See you later," or "See you soon," are ways of saying good-bye, not appointments. People in the U.S. are curious. They will ask you many questions. Some of their questions may seem uninformed or elementary, but try to be patient in answering them. You may be the first person from your country whom they have met, and they may have very little understanding of your life. Most people are sincerely interested in learning about you.

12.8 Non-verbal Communication

When you have communication difficulties, you may think it is because of spoken or written language. However, many misunderstandings happen because of non-verbal communication, or body language.

People expect others to be at least an arm's length away from them. If you get closer than this, people will move away from you. They do not dislike you; you are "in their space." Also, you will hear people say, "Excuse me," although they have not actually touched anyone. No matter where you are, give people plenty of space as touching people often makes them uncomfortable.

12.9 Social Gatherings and Invitations

Social gatherings are quite informal in the U.S. Parties are opportunities for people to gather, converse, and relax. As a result, the host-guest relationship, which is quite formal in many cultures, is very informal. Your host wants you to "feel at home." You may be greeted at the door with "Make yourself at home." This means you may have to serve yourself. It is not necessary to bring flowers, candy or a gift to a dinner host.

Invitations are usually informal and often verbal. A statement such as "come and see me sometime" or "drop in" is not an invitation. It means that you must call before you drop in. If you accept an invitation, it is important that you go and be on time. The host expects you to call as soon as possible if you must cancel, as it is rude to simply not show up. If you are not interested in the invitation, it is better to politely refuse the date or appointment in the beginning. Refusing a date is not considered rude in the United States. Student gatherings are much less formal and many student parties are "BYOB" (bring your own beverage).

If you receive an invitation in the mail with the letters RSVP noted on the invitation, this means that you are expected to reply and say whether or not you will attend. Some invitations ask for an RSVP "for regrets only." For these, only reply if you cannot attend. Most invitations for large public events do not require a reply whether or not you plan to attend. If you accept an invitation to a person's home, it is important to keep the appointment. The host expects you to call or email ahead of time if you cannot meet. Most Americans do not have domestic help and it is important for them to know in advance how many people to prepare for. Do not accept an invitation you do not plan to honor.

Americans are more offended by a guest who accepts an invitation and then fails to appear than by a guest who refuses an invitation. If you do bring a gift, it will be appreciated. Flowers or a bottle of wine is appropriate, but not expected. Be aware that invitations extended to an individual or married couple do not necessarily include children. If your host or hostess means for you to bring your children, he or she will usually say so. Informal activities such as picnics ordinarily include children. Otherwise, do not assume your children are expected to accompany you to an event. If you are uncertain, ask.

12.10 Relationships

The definition and expectations of "friend" are different in different cultures. People have different groups of friends: "work friends," "school friends," "family friends," etc.

Romantic Relationships and Dating

In the United States, relationships between members of the opposite sex are generally less structured than in other countries. "Platonic" relationships (non-romantic friendships between members of the opposite sex) are very common and virtually everyone has friends of the opposite sex. Because platonic relationships are common in the United States, being approached by and spending time with members of the opposite sex does not necessarily mean there is romantic interest.

Dating and sex are not the same. Dating can mean different things, but generally is when two people spend time together, get to know each other, and do things together. This is different from normal friendship because of their mutual feelings for each other. Asking someone on a date, or accepting a date, does not obligate you to become romantically involved. If, for some reason, you do not wish to date the person a second time, simply do not ask them out again, or if they ask you out a second time, you may refuse politely. The person with whom you are flirting is also getting to know you, figuring out if he/she would like to see you again. If the person becomes inattentive or seems to be avoiding you, generally that means he/she is not interested. Do not pursue the relationship. Just because

someone is flirting with you, it does not mean that he or she likes you or wants to be in a relationship. Some people just like flirting. There are no real rules for this; it depends on the people involved. However, the expectation of flirting is that each person is single and available.

Sexual Involvement

Sex is not expected during the early stages of a romantic relationship, and agreeing to go on a date or going to the home of your partner does not obligate you to have sex. Regardless of what you have seen in U.S. movies or on television, that is not always how dating works in the U.S.

If you are sexually active, practice "safe sex." "Safe sex" means you and your partner do not exchange bodily fluids. Condoms and birth control are available at Beu Health Center and at any drug or convenience store. Sexually transmitted diseases and pregnancy are major health risks; always practice safe sex.

Date rape and sexual harassment are problems in the United States especially on college campuses. It is sometimes very difficult to know what to do. Sex should only ever happen by mutual consent. If either partner says "no" or is not willing, do not force it. That is rape.

Sexual harassment is difficult to define, but it means that no one in a position of power or authority can take advantage of that position for sexual favors. If you have been a victim of sexual harassment, talk to someone and get advice. You can always talk confidentially to someone about rape or sexual harassment at the Beu Student Health Center or University Counseling Center.

12.11 American Culture Characteristics

Independence

Many people in the U.S. believe that the ideal person is independent and self-reliant, and most people think of themselves this way. People in the U.S. may not think of themselves as representatives of their families, communities, or social class. Some international

students see this attitude as "selfish." You can see examples of individualism in the classroom as well. Teachers expect students to be independent and individualistic, to work alone, and to produce original work.

Equality

You can see equality in such common practices as "waiting in line." When you go to the bank, to the post office, or to immigration, you will be asked to take a number and wait. Regardless of how important or trivial your need is, you will be treated like everyone else; first come, first served. You will also see equality in the classroom. Ideally, all students are the same in the eyes of professors, and many professors view students (particularly graduate students) as their equals. Professors may ask students to call them by their first names.

Informality

Although equality is ignored in some parts of life, it is followed closely in others. For example, people treat one another very informally, even in the presence of great differences in age or social status. This is not a "lack of respect" this is the custom in the United States.

Punctuality

Time is very important in the U.S. and being late is considered rude. If you cannot be on time, tell the people who are waiting for you. For business appointments, you should always arrive a few minutes early.

12.12 Misjudgments and Differences

Common Misjudgments

- International students might think that people in the United States are incapable of deep conversation or thought because they are reluctant to do so with strangers.
- People in the U.S. often think that international students who speak rarely or quietly are too shy, too formal, or do not understand. In addition, some

might assume that international students with a strong accent do not know English.

- Many people are easily embarrassed by sex, religion, and politics, and may assume that those who mention such topics are rude.

Different Customs

- People in the United States have no taboo associated with the left hand; they touch you or hand you objects with either the left or the right hand.
- People in the U.S. have no negative association with the soles of the feet or the bottom of the shoes.
- A common way to greet children is to pat them on their heads.
- People point with their index finger.
- Respect for someone is shown by looking that person in the face.
- Relaxed postures, whether sitting or standing, are very common; do not think your listener is inattentive because he/she is relaxed.
- People are uncomfortable with silence.
- The doors of rooms are usually open unless there is a specific reason to close them.

12.13 Hygiene



Compared to some parts of the world, Americans are obsessed with personal body cleanliness. Television commercials for soap, perfume, cologne, deodorant, antiperspirant, toothpaste, mouthwash, breath mints, etc., are shown very frequently, and this is an accurate indication of what individuals are expected to do with and to their bodies. *Bad breath and natural body odor are considered quite offensive in the United States*, but the topic of these odors is offensive and most Americans will not tell another person he or she has bad

breath or body odor. You do not have to cover yourself with perfumes and chew gum constantly; a shower each day and good dental care will keep you within the bounds of American custom. However, if you wear too much cologne/perfume, it can be a turn-off to Americans.

12.14 Religion

Religion does not play the same role in the United States as in many countries. There is no government-supported religion or established church of state. This does not mean that people are not religious, and that religion is not a political issue or an important part of people's lives. Many people in the United States believe in God, and Christianity is a major religion. Christianity has many different faiths, and the United States has many different religions. There are many places of worship (Protestant, Catholic, Islamic, and many other religions and denominations) in Macomb. For more information, visit:

http://www.wiu.edu/student_services/ministries/.

12.15 Tipping

Servers in the U.S. make less than minimum wage so tipping is expected. Tips are monetary rewards for good service you receive and are also an important part of some workers' salaries. When service is particularly poor, some people consider it appropriate to limit the amount of a tip. The following are specific tipping rules:

- Servers – You are expected to leave an additional amount of money for your waiter or waitress in a restaurant where the food is brought to your table. This should equal about 15-20 percent of your bill.
- Leave the tip by your plate when you leave the restaurant. Some restaurants will automatically add a gratuity fee (tip) to your bill especially if you dine with a large group. It will indicate on the bill if such a gratuity has been added.
- Fast Food Restaurants - You are not expected to tip in "fast food restaurants" such as McDonald's.
- Taxi Drivers – They expect about 15-20 percent of your fare for a tip. This is in addition to the amount shown on the taxi's meter. You should add more if the driver carries heavy luggage for you.

- Airport and Hotel Bellhop - If someone helps you with your bags, expect to pay \$1 for each bag carried. If you do not want assistance, just say "no thank you."

12.16 National Public Holidays in the U.S.



International Student Services will help introduce you to many American celebrations. Past activities have included a Halloween party, a 4th of July picnic and other events.

There are many national holidays celebrated in America. Government buildings such as the post office and banks are closed on national holidays. Below is a listing of some of the celebrated holidays:

- January: New Year's Day (January 1),
Martin Luther King Jr. Day (3rd Monday)
- February: Abraham Lincoln's Birthday (February 12 -
celebrated in Illinois)
President's Day (3rd Monday)
- May: Memorial Day (last Monday)
- July: Independence Day (July 4)
- September: Labor Day (1st Monday)
- October: Columbus Day (2nd Monday)
- November: Veteran's Day (November 11),
Thanksgiving Day (4th Thursday)
- December: Christmas Day (December 25)

13 Laws in Macomb and the United States

Laws in the United States may differ from your country. Please make yourself familiar with American laws to ensure a safe stay at WIU.

13.1 Student Code of Conduct

The Code of Student Conduct outlines the standards of behavior expected of **every student** at Western Illinois University. All students enrolled at Western Illinois University have access to the Student Code Conduct: http://www.wiu.edu/student_services/srrri/codeofconduct.php

Below is another helpful resource:

www.facebook.com/macombpolice

Do not violate any rule or law such as:

- Commit an act of sexual misconduct or harassment
- Engage in harmful behaviors
- Disrupt any University activity
- Possess or use weapons
- Damage the property of the University
- Cheat on an exam, quiz, or homework
- Gamble
- Steal
- Abuse drugs
- Commit acts of dishonesty such as possess or use false identification
- Be drunk in public
- Smoke on University property
- Participate in any kind of discrimination such as gender, religion, race, etc.

Sanctions/Consequences that may be imposed for a violation

- Expulsion: Permanent separation from the University
- Suspension: Separation from the University for a specific time
- University Housing Removal: Removal from University housing
- Disciplinary Probation: Removal from good disciplinary standing
- Disciplinary Censure: Subject the student to more severe disciplinary action
- Disciplinary Reprimand: A written warning
- Restitution: Paying money for loss or damage to University property
- Revocation of Admission and/or Degree

- Withholding Degree

13.2 Laws in the United States:

Driving

- *DO NOT drink and drive.* It is illegal to drive while intoxicated or under the influence of drugs or alcohol. There are severe penalties for driving while intoxicated. If a police officer stops you and discovers you have been drinking alcohol, you will go to jail. Also, you cannot have any open alcohol containers in your car.
- *Follow the speed limit, especially while driving in a school or construction zone.*
- *You must have a valid driver's license to drive.* Also, it is illegal to drive a car that is not registered or insured.



- *Always wear your seat belt.* Drivers and front seat passengers must wear seat belts at all times. If you don't, you may receive a ticket from the police.
- *State law requires all children under age 8 have to be properly secured in an appropriate safety seat while riding in any vehicle.* To see the rules for child safety seat laws, go to: <http://www.cyberdriveillinois.com/departments/drivers/childsafety.html>.
- *Stop for school buses.* You must stop if you are behind or approaching a yellow school bus which is loading or unloading passengers. School buses have a STOP sign, which swings out to remind you of this.

Alcohol

In the United States, you must be 21 years old to drink alcohol and you must show your ID to drink alcohol in public bars and restaurants. It is against the law to buy alcohol for someone who is under 21 years old. Alcohol may or may not be allowed in University residences on campus, depending on where you live. It is also illegal to possess open alcohol in public places such as sidewalks.

<http://www.alcohollaws.org/illinoisalcohollaws.html>

Never drive if you have been drinking. It is becoming common to ask someone who does not drink to drive home. This person is called a "designated driver" and does not drink alcohol when he or she is planning to drive. If you have been drinking, call a taxi or use the free bus service. Do not drink and drive.

https://www.cyberdriveillinois.com/publications/pdf_publications/dsd_a118.pdf

Cigarettes

It is against the law to buy or give cigarettes to a minor (under 21 years old).

Drugs

It is illegal to purchase, sell or use drugs.

Jay-walking

You may be fined for walking across the street outside of a designated area.

Littering

You may be fined if you throw trash on the street, which includes cigarette butts.

Police

- If a police car is following you with its sirens on or emergency lights flashing, pull over to the far right safely and quickly.
- Right after you stop, roll down your window all the way. You may also want to turn off the engine, place your hands on the steering wheel, and, if it is dark, turn on your interior light. Do not start reaching for your wallet and licenses or get in your glove compartment for registration until the officer asks you for them. The officer may think that you are reaching for a weapon.
- Stay in your car unless the police officer asks you to leave your car. If you get out of your car, they may assume you are trying to pull a weapon or attempt to flee.
- An officer who sees you trying to either hide something under the seat or throw something out the window may legally search your car.
- Let the officer start talking. He or she will probably ask to see your license and vehicle registration. Many people make the mistake of insisting the

officer tell them why they were stopped before they will comply. Do not make that mistake. Reply "okay" or "sure" then hand over the documents. Cooperate with the officer!

False ID

Possession of any type of false documentation/identification is illegal.

Fighting

Fighting in any public place is prohibited and can lead to a felony charge.

Smoking

WIU is a smoke-free campus and smoking is prohibited on all campus property at the University, both indoors and outdoors, in University-owned vehicles and in privately owned vehicles parked on campus property. Littering the remains of tobacco and smokeless tobacco products or any other related waste product on campus property is also prohibited. If you are driving through campus in your own personal car you are allowed to smoke. For more information, see: <http://www.wiu.edu/vpas/smokefree.php>.

Sexual Harassment

Offensive comments or behaviors of a sexual nature are illegal in the work place. Any comment of a sexual or personal nature is considered offensive.

Physical Abuse

Hitting, punching, threatening, and mistreating your spouse and children is domestic violence – it is an illegal and punishable offense in the U.S. Your children may be taken away from you if you abuse them.

14 The City of Macomb



14.1 Grocery Stores

There are several grocery stores and supercenter stores in Macomb where you can buy food, home supplies, clothing and many other things you might need.

Hy-Vee

1600 East Jackson St.

309-833-3750

<http://www.hy-vee.com>

Walmart Supercenter

1730 East Jackson St.

309-836-3311

<http://www.walmart.com>

Aldi

1540 East Jackson St.

<http://www.aldi.us>

*Often cheaper than other stores

Jackson Street Market

1601 W. Jackson St.

309-421-0148;

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

14.2 Restaurants

There are many restaurants in Macomb that can be viewed here:

<http://www.macomb.com/listings/category/restaurants/>

14.3 Shopping

The Macomb Area Chamber of Commerce and Downtown Development Corporation welcome new students and families to Macomb. Contact the office

for more information regarding the list of services, organizations, clubs, activities, and programs available in the Macomb community. Lists, maps, brochures, and valuable information are available on almost any area, club, organization, or topic at the Chamber of Commerce office located at: 214 N. Lafayette St.; 309-837-4855; <http://macombareachamber.com>.

Also, you can check the list of businesses and services available in Macomb by visiting:

<http://www.macomb.com/categories/>.

14.4 Furniture Stores

Discount Furniture and Bedding

605 W. Jackson St.

309-833-2100

Modern Home Outlet Center

3000 W. Jackson St.

309-837-6480

Hollister Home Center

4001 W. Jackson St.

309-833-1000

<http://www.hollisterhomecenter.com>

Some furniture is also available at Walmart.

14.5 Thrift Stores/Second Hand Stores (Used)

There are several stores in Macomb where you can purchase items that people have donated. Some are brand new and some might be slightly used, but are often very cheap.

Crossing Thrift Store

1606 W. Jackson St.

309-837-1807

Goodwill

1522 E. Carroll St.

309-421-0595

14.6 Online Shopping

Craigslist is found at <http://quincy.craigslist.org/>.

Craigslist provides local classifieds and forums for jobs,

housing, for sale, personals, for sale, items wanted, services, community, resumes, and discussion forums. This is a free service.

15 Mail Services



United States Postal Service

At the Macomb post office, you can mail letters and packages, arrange for Express mail, and buy postage stamps. Letters with a stamp attached may be mailed in the blue mailboxes that are located in numerous locations around town. Mail is delivered six days a week (not on Sundays or national holidays). Mail will be delivered to your residence hall or apartment mailbox. You may also rent a post office box. If you move, it is very important to notify the Macomb Post Office and WIU.

205 S. Randolph St.
800-275-8777

<https://www.usps.com/>

Business Hours

Mon. - Fri.: 8:30 a.m. - 5:00 p.m.

Sat.: 9:00 a.m. - 12:00 p.m., Sun: Closed

UPS & FedEx

Other fast mailing services, including United Parcel Service (UPS) and Federal Express (FedEx), are also available in Macomb:

Copy Pack Post

34 West Side Square

Phone: 309-833-5996

Business Hours

Mon. - Friday: 8:30 a.m. - 5:00 p.m.

Sat.: 10:00 a.m. - 1:00 p.m., Sunday: Closed

16 Fax & Telephone Services

16.1 Fax Services

There is a fax machine for students to use in the WESTEL Office, Sherman Hall 22. Rates charged are based on area (country) called.

16.2 Telephone Services

All telephone numbers in the United States have 10 digits, but there are several factors which determine how many digits you must dial to call someone.

Most students at WIU have cell phones, but if you live in a campus residence, you have the option to pay for a landline. There are different cell phone services in Macomb that you can choose. Please visit this webpage for more information:

<http://www.superpages.com/yellowpages/C-Cell+Phone+Companies/S-IL/T-Macomb>.

16.3 Cell Phones

You may bring your own phone from home but there is no guarantee it will work with the frequencies in the U.S. You may want to wait and buy a new phone once you arrive in Macomb. Local providers in Macomb are Verizon Wireless, Sprint, US Cellular, Cricket Wireless, T-Mobile, and AT&T.

Prepaid plans are easier for new international students to obtain because they do not require a Social Security number and/or a credit history check. These “pay-as-you-go” plans use the same cell phone networks and offer the same services as contract plans do, but usually at higher rates. Advantages of these plans include no long-term contracts, security deposits, or penalties for cancellation. You can purchase the phone and the plan in Walmart. You can get many phone options from Walmart from basic to brand-new Smartphones.

- If you are bringing an unlocked phone from your home country and would like to purchase a SIM card for your phone, the best options are to go to Verizon or AT&T.
- Most cell phone companies charge for all calls, outgoing AND incoming, though many have free calling within their network.

- Some plans give you a set number of minutes per month. Overage minutes are charged at a much higher rate. Check your plan to see if weekend and nighttime minutes are free.
- Text messaging (SMS) typically carries an additional charge if not included in a plan. Ask about adding texting to your plan, as well as for any special international calling plans.
- Check with each cell phone carrier about coverage areas and reception. With some carriers, you have better coverage over a larger area than others do.
- If you are planning to get a contract, once the contract is signed, you will be required to pay for the entire length of the contract. If you leave your contract before your contract period ends, you will be expected to pay a high fee. If you pay a deposit and then break your contract, you may not be able to get your deposit back.

Some cell phone companies may ask for a proof of your address if you are signing up for a contract. This includes a letter or a utility bill that has been mailed to where you are currently living in the U.S.

17 Moving and Storage Facilities in Macomb

Please make sure to plan and make reservations in advance. If you need to move or require the service of movers in Macomb, there are several options.

17.1 Moving:

Ferris Moving & Storage

2335 E. 2nd St., Ste. 1, Galesburg, IL 61401-6409
309-837-1519

Rate: \$90 per hour for two men around Macomb

U-Haul Neighborhood Dealer

<http://www.uhaul.com>

1420 E. Carroll St., 309-836-6808

17.2 Storage Companies in Macomb:

Storage Express

storageexpress.com

320 N. Bonham St.

309-247-8124

309-807-3533

U-Store-It

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

1420 E. Carroll St.

309-837-6434

Shady Lane Storage Facility

<http://www.shadylanestorage.com>

1142 Bobby Ave.

309-837-1413

Jefferson Street Storage

<http://homepage.macomb.com/~storeit/>

1501 E. Jefferson St.

309-255-5266

18 Transportation



18.1 Go West

WIU has a great bus system called Go West Transit. The Go West bus system has 15 buses that cover bus routes around campus and Macomb. It offers great services to all students for *free*. Go West buses transport students to and from their residences, classes, around campus,

and to local businesses, and operates seven days a week. Download the app or check the website to learn more about the times and the routes:

http://www.wiu.edu/student_services/go_west.

18.2 Taxi

S & G Taxi

Hours of Service:

Sunday - Wednesday: 5:00 a.m. - 12:00 a.m.

Thursday - Saturday: 5:00 a.m. - 2:00 a.m.

Cost: \$8 per trip in Macomb (one-way); two passengers (to same location) cost \$10 total, three passengers (to same location) cost \$15 total. Children under 12 years old are free. Phone: 309-318-9815 or 309-837-9087.

18.3 Transportation to/from Macomb

Amtrak Train

Amtrak connects Macomb with Chicago's Union Station. Amtrak offers roundtrip service twice daily between Macomb and Chicago with several stops along the way. Reservations are encouraged two weeks in advance for the best rate. Discounts for students may be available. For more information, contact Amtrak:

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

Airports

There are different main airports that students can fly from/to including:

- Greater Peoria Regional Airport, Peoria, IL
- Quad Cities International Airport, Moline, IL
- Chicago O'Hare and Midway Airports, Chicago, IL
- Lambert, St. Louis International Airport, St. Louis, MO

For more information on transportation to/from Macomb, visit:

http://www.wiu.edu/global_education/services/directions.php.

19 Driver's License

To get a driver's license, you must go to the Department of Motor Vehicles (DMV). They are closed on Sunday and Monday.

Department of Motor Vehicles (DMV)

466 S. Deere Road; Macomb, IL

309-833-5661

<https://www.ilsos.gov/facilityfinder/facilityfinder?command=getFacilityDetails&facilityId=104> (Hours are listed on the website.)

Bus 19 goes to the DMV.



19.1 How to get a driver's license:

If you need to practice driving, you must first get a learner's permit. This card allows you to drive with someone who is older than 21 and has had their driver's license for more than one year. For more information about a learner's permit, visit this website: http://www.cyberdriveillinois.com/departments/drivers/driver_education/instructpermit.html.

Effective July 1, 2014 Public Act 98-167 requires Illinois driver's license applicants ages 18, 19, or 20, who have never previously been licensed or completed an approved driver education course, to complete a six hour Adult Driver Education Course.

The Adult Driver Education Course can only be taught by providers certified by the Secretary of State. Courses may be taught in a classroom setting or online, depending on the certification of a provider. Completion of an Adult Driver Education Course from a provider NOT LISTED will not be accepted. Upon successful completion of this course, a certificate of completion will be provided to you and then you may

visit a Secretary of State Driver Services facility to complete your vision, written and road test. Here is a list of certified providers:

<http://www.ilsos.gov/adultdrivered/providerlist>.

If you have a Social Security number (SSN), you can apply for a full driver's license, which lasts 3-5 years.

If you do not have a Social Security number (SSN), you can apply for a temporary driver's license, which lasts up to three years.

To get a driver's license, you must bring your passport, I-20 and I-94 card to the DMV and two documents to provide information about your address in the United States. Many of your University documents will have this address. You can come to International Admissions in the Grad Studies office (Sherman Hall 116) if you need help finding these documents.

Items to take to the DMV:

1. Passport
2. I-20
3. I-94 card (print it from <https://i94.cbp.dhs.gov/I94/#home>)
4. Address information* (you will need two separate documents—one can be a copy of the address screen on your STARS account)
5. Social Security card (if you have a SSN)

*Examples include: a bank statement issued within the last 90 days, rental/lease agreement, insurance policy, bill from the University, or utility bill (electric, water, trash, telephone, cable or gas within 90 days of application).

First, you have to take a vision test to check your eyes. Then you will take a written test. This test will be about the information in the Illinois Driver's License Manual.

You can download this manual here:

http://www.cyberdriveillinois.com/publications/pdf_publications/dsd_a112.pdf.

If you pass this test, they will give you a driving test. You will need to bring a car for this; the DMV cannot provide one. If you do not have a car, you can borrow one from

a friend or rent one. Proof of car insurance must be shown before the driving (road) test.

If you pass the tests, you will pay a \$30 fee and get your driver's license.

It is important that your license does not expire. You can go to the DMV to renew your license.

19.2 Car Insurance

Driving without insurance is illegal in Illinois, and you can get a ticket if you do not have insurance. You must keep your insurance information and the car registration in your car at all times. There are many insurance businesses in Macomb; below are a few:

Allstate

28 W. Side Sq.

309-837-3233

<https://agents.allstate.com/stacy-foxall-macomb-il.html>

Citizens Insurance Services

127 S. Side Sq.

309-837-0609

<http://www.unland.com/personal/auto-insurance>

Country Financial Agency

1601 W. Jackson St., Ste. 103

309-836-2885

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

20 Banking

There are many banks located in Macomb but international students generally open accounts at Citizens Bank because a Social Security number is not required to open a bank account. The following are banks that do not require a Social Security number:

Citizens Bank

A Division of Morton Community Bank

127 South Side Square (Main branch)

309-833-4551

1100 West Jackson St. (west branch)

309-837-0667

1400 East Jackson St. (east branch)

309-837-0685

<http://www.hometownbanks.com>

Citizens Bank ATM is located in the University Union.

United Community Bank

430 West Jackson St. (main bank)

309-837-9988

1700 East Jackson St. (east branch)

309-833-2778

<https://www.ucbbank.com/>

Woodforest National Bank (inside Walmart)

1730 E Jackson St.

309-837-1155

<https://www.woodforest.com/>

For more information on banking and ATM locations, please visit: <http://www.wiu.edu/about/banking.php>.

21 Family Resources

21.1 Childcare Services and Schools



It is very important to plan ahead when considering enrolling your child into childcare (as there are waiting lists for some) or registering for school.

Childcare services may be available **on campus** for children six weeks to five years old at the University Infant and Preschool Center and PACT Head Start. Both facilities offer licensed programs, nutritious snacks and

meals, a fenced play yard, and a developmentally appropriate curriculum.

For University Infant and Preschool Center information, call 309-298-1250 or visit

<http://www.wiu.edu/coehs/preschool/>.

For PACT Head Start information, call 309-298-3143 or visit: <https://www.pactheadstart.com/macomb/>

The **off-campus** childcare center operates a program in conjunction with PACT Head Start, alongside its childcare for WIU students' children. For more information, call (309) 298-3143. In addition, there are many day-care centers in the community. Visit the Illinois Department of Children and Family Services, Macomb Field Office, 527 E. Grant St. or call them at 309-837-5411. Also, for an updated listing of Macomb childcare providers, please contact the Office of International Student Services.

21.2 Public Education

In the United States free schooling is available for all children over 5 years and under 18 years of age. Parents are legally obligated to enroll all children between ages 5-16 in school. In Macomb you may register your child at the Macomb School District's main office at 323 W. Washington St.; Macomb, IL (<http://www.macomb185.org/>). You will need an original birth certificate (translated in English), any school records from a previous school, a copy of your signed and dated lease, and proof of current address. Certain grades will need a medical, dental, or vision exam to enter school.

22 Medical/Health Services

- ***Please make sure you complete the immunization paperwork and bring it to orientation.***

22.1 Proof of Immunizations



All international students must show proof of immunity to include:

Diphtheria, Tetanus, Pertussis

Students shall provide dates of any combination of three or more doses of Diphtheria, Tetanus containing vaccine. One dose must be Tdap vaccine. The last dose of vaccine (DTP, DTaP, DT, Td, or Tdap) must have been received within 10 years prior to the term of current enrollment.

- The minimum time interval between the first and second dose must have been at least four weeks (28 days), with the third dose having been received at least six months after the second or last dose of the basic series.
- Receipt of Tetanus Toxoid (T.T.) vaccine is not acceptable in fulfilling this requirement.

Measles

- Students shall provide documentation of receipt of two doses of live measles virus vaccine on or after the first birthday. The minimum time interval between each dose must have been at least four weeks (28 days). If either dose was received prior to 1968, proof must be provided that a live virus vaccine, without gamma globulin, was administered.

- Students who cannot provide proof of immunization may provide laboratory (serologic) evidence of measles immunity.

Rubella

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

Mumps

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

Meningococcal vaccine

- All new admissions under the age of 22 shall show proof of having at least one dose of meningococcal conjugate vaccine on or after 16th birthday.

International Students are also required to have a **TB blood test** to be given upon arrival at WIU. If the TB blood test is positive, a chest x-ray will be required.

NOTE: International students needing both a second TD &MMR - both should be administered four - six weeks after the initial series. If you are not able to present proper documentation, Beu is required by law to re-administer the immunizations.

For more information, contact:

The Immunization Compliance Officer

309-298-3171 or visit:

http://www.wiu.edu/student_services/beu_health_center/services/immunization.php

22.2 On-campus Resources

Beu Health Center

Beu Health Center provides on-campus medical services and educational programming to students and their spouses. Located near the University Union, the main medical facility houses doctors' offices, a pharmacy, and programming space. An Alcohol and Other Drug (AOD) Resource Center is located at Memorial Hall 102.

Any student registered for classes and having paid the Health Center fee is eligible for services. Beu Health Center provides general primary care services and treatment for students while school is in session and during breaks. Summer coverage is available, for a fee, if the student is not enrolled for summer session, but will attend fall semester. Beu Health Center has its own pharmacy, laboratory, X-ray facility, immunizations staff, and health education department. Students will pay reduced fees for laboratory tests, X-ray procedures, and for health exams and appointments. Students will be able to obtain over-the-counter and prescription medications from the in-house pharmacy.

For a list of services and treatments available at Beu, please visit:

http://www.wiu.edu/student_services/beu_health_center/services/index.php.

Business Hours: Monday -Friday, 8:00 a.m. to 4:30 p.m.

Beu Health Center

1 University Circle

309-298-1888

http://www.wiu.edu/student_services/beu_health_center/

Beu is not open on weeknights or weekends and recommends that students needing emergency services at these times go to MDH Convenience Clinic, 515 E. Grant #213 or the Emergency Room, McDonough District Hospital, 525 E. Grant Street, Macomb.

22.3 Student Health Insurance

All students (including WESL) who enroll for nine hours or more during the spring and fall semesters, or six or more hours for summer are assessed the health insurance fee. Students are automatically enrolled in

the WIU student health insurance plan each semester. WIU student health insurance is billed as part of your student fees. The plan protects all participating students 24 hours a day, worldwide. A brochure explaining the coverage of the student health insurance program is available at the Student Health Insurance Office, Beu Health Center – Lower Level, 309-298-1882.

Please note: *This insurance only covers the student.* Dependents and spouses who are not WIU students should seek an outside insurance if desired.

22.4 Dental and Vision Insurance

Beu Health Center does not provide optometry or dental services, and WIU student health insurance does not cover dental or vision visits. Please visit the following website for more information:

If you would like more information on dental insurance, please visit: <https://wiu.studentbenefitplans.com/>.

Filing a Health Insurance Claim with your Private Insurance Provider

To file an insurance claim with your insurance provider for medical services at the Beu Health Center, visit their web page at:

http://www.wiu.edu/student_services/beu_health_center/insurance.php and click on the Access the patient portal online link and follow the steps. Once you are in, click on 'statement', then print and submit the individual statements you need to file with or send to your provider.

22.5 Insurance Waiver

If you have your own health insurance that is equally as good as the one provided by WIU, you may choose to fill out a waiver. You will be able to fill out the waiver once you are on campus. This information will be given to you during orientation. It is important that the waiver is filled out as soon as possible or you will be charged for WIU insurance even if you have your own insurance. *Filling out a waiver does not guarantee the waiver will be accepted.*

Before purchasing your own insurance, please contact the Student Health Insurance Office. For more information, visit:

http://www.wiu.edu/student_services/beu_health_center/insurance.php

22.6 Off-Campus Health Care

McDonough District Hospital (MDH)

MDH is a healthcare facility that provides a wide spectrum of advanced medical treatments and personalized health services, including emergency treatment, surgical procedures, advanced diagnostic capabilities, physical therapy, behavioral health counseling, outreach and diabetes education, obstetrics and gynecology, cancer care, and access to patient advocates.

McDonough District Hospital
525 East Grant St.
Macomb, IL 61455
309-833-4101
<http://www.mdh.org>



MDH Obstetrics & Gynecology Clinic
505 E. Grant St., Suite 102
Macomb, IL 61455
309-836-6937

MDH Convenience Clinic
515 E. Grant, #213
Macomb, IL 61455
309-836-1700
Closes at 7:00 p.m.
https://www.mdh.org/convenient_care.aspx

23 Taxes

The current sales tax for merchandise in Macomb is 9%. Food items are taxed at only 1%. In Chicago, merchandise is taxed at 10.25%. The sales tax varies

from city to city and state to state. If you purchase items on the Internet and do NOT pay sales tax, you will owe the IRS (Internal Revenue Service) tax on what you bought, so please keep records of your purchases. Every year on or before April 15, U.S. citizens pay taxes to the IRS on money they have made.

Every student that was enrolled in classes in the U.S. at any time in the previous year is required to submit some kind of income tax form. In addition, any dependent (F-2 or J-2 visa holder) also needs to complete one form. International students who are enrolled in classes in the U.S. but did not work will only need to complete the Federal 8843 form and will not owe any taxes. International students that **did** work will need to fill out the Federal 1040 and Illinois 1040 forms, as well as the 8843 form. Students might owe money or get money back, depending on the circumstances. **There will be information given to students during the spring semester to help students complete the necessary paperwork. We recommend using Sprintax.**

24 Weather

Fall (Autumn)

Fall usually lasts from mid-September through early December with temperatures that are cool. You may need to wear a light jacket until mid-October when temperatures stay around 0° Celsius (32° F). During the fall season, it is particularly important to take care of your health since the temperature often changes from days when some students will wear shorts to days when hats, coats, and gloves are required.

Winter

The winter weather begins in early December with temperatures often below 0° Celsius (32° F). January is usually the coldest month with many days of temperatures around -17.8° Celsius (0° F). Snow often covers the ground for long periods from December through mid-March but can start as early as November and last until April. During winter, it is important to wear heavy coats, gloves, scarves, boots, and hats to protect from the cold and wind. On the coldest of days,

you may want to wear several layers of clothing. A serious medical condition known as frostbite may occur if you leave your face and hands exposed during particularly cold weather. However, when dressed appropriately, walking in the snow can be a pleasurable experience.

Blizzards are a combination of heavy snow and strong winds and when the two are combined it may be very difficult to see where you are going. If at all possible, remain indoors and do not drive your car. Blizzards include snow, high winds, and cold. You often cannot see to drive in such conditions even if you can see out the window of your residence. Several inches of snow can accumulate in a very short period of time causing streets or buildings to become blocked and closed temporarily.

Spring



Spring usually begins in mid-March and lasts through mid June. The weather often changes between rainy, warm, and sunny days but can also be as cool as 50° F.

Summer

The beginning of summer starts during June and brings with it warmer temperatures. July and August have days when temperatures can reach 35° Celsius (90°F) or higher, and high humidity often makes for an uncomfortable condition. Otherwise, summer days are generally pleasant, and students enjoy being outside and can dress casually in shorts and sandals.

Tornadoes

During the months of April, May, and June the rapid changes in the weather may cause severe weather. Tornadoes do occur in Illinois. A tornado is a storm with

very high winds that form a funnel cloud. These clouds form very rapidly and do great damage in a short period of time.

Tornado Watch: weather conditions are favorable for a tornado.

Tornado Warning: a tornado has been sighted in your area. Take cover immediately and listen to the local radio station to find out when the warning has expired.

Conditions to watch for: if a storm is developing with high, intense winds and lightning, and the weather seems threatening, listen to the local radio stations to find out if conditions are favorable for a tornado and what to do.

If a tornado is sighted:

- If you are indoors, go to the lowest level of the building. Interior hallways or rooms are preferable, away from glass windows.
- If you are outdoors, go to the nearest ditch, away from power lines, building, and trees.
- DO NOT STAY IN A CAR AND/OR ATTEMPT TO OUTFRAN THE TORNADO.
- After the tornado has passed, evaluate the situation, and if emergency help is needed, contact OPS at 309-298-1949 or 911.
- Be aware of dangerous structural conditions and evacuate the building if necessary once the storm has passed. Report damaged facilities to OPS.
- If you cannot exit the building using the stairs, you should proceed to an Area of Refuge to await further assistance.
- If fire breaks out, do not use the elevators.
- Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.

Do NOT return to an evacuated building on campus unless instructed to do so by OPS. For more information, visit:

<http://www.tornadoproject.com/safety/safety.htm>

25 Emergency Information

For an emergency on campus, call the Western Illinois University Office of Public Safety (OPS) at 309-298-1949.

If you live off campus, call 911.

Office of Public Safety
Mowbray Hall on Murray Street
309-298-1949
911 (Emergency)
<https://www.wiu.edu/ops>

OPS is a full-service organization providing police and safety services to the WIU community. The office is open 24/7 year-round. All police officers are fully Commissioned law enforcement officers in the State of Illinois and have full jurisdiction at the University and in the surrounding county.

If you are walking on campus and do not feel safe, you can push the button on one of the 49 blue emergency lights located around campus. In addition, you can call OPS and ask someone to escort (walk) you home so you are not alone.

http://www.wiu.edu/vpas/public_safety/callboxes.php

25.1 Sexual Assault

If you have been a victim of sexual assault, there are many resources available to you. Please do not hesitate to report the incident and seek support. Some resources are listed below and more detailed information is in the “Additional Resources” section.

- <http://www.wiu.edu/policies/dhsm.php>
- Western Illinois Regional Council Sexual Assault Program (24-hour Sexual Assault/Domestic Violence Hotline) 309-837-5555
- Student Development and Orientation 309-298-1884
- University Counseling Center 309-298-2453
- Women’s Center 309-298-2242
- To report sexual harassment, call 309-298-1977

25.2 Interpersonal Violence Prevention Initiative (IVPI)

The IVPI’s mission is to reduce the prevalence and effects of domestic/dating violence, sexual assault, and stalking at WIU. Assistance is available to victims for services and support.

Multicultural Center – Suite 209
309- 298-2242

25.3 Macomb Police Department

120 S. McArthur St.
309-833-4505 (Non-emergency number)

It is important that you understand and follow the laws in the U.S. and Macomb. There may be differences regarding driving, drinking, littering, etc. International students and visitors in the United States must obey the same laws as Americans. If you break the law, you will be treated the same as an American. If you are found guilty of a crime in the U.S., you may be deported and may lose your right to return to the United States.

26 Additional Resources

There are numerous resources available to all WIU students to help you with your stay at WIU and to help with educational experiences. They include:

26.1 Alcohol & Other Drug Resource Center (AOD)

AOD is a division of Beu Health Center and serves the university community in addressing issues with alcohol and other drugs. The center can help with substance use problems and services related to a DUI (driving under the influence) traffic ticket.

Memorial Hall 102
309-298-2457

<http://www.wiu.edu/aod>

26.2 Campus Recreation

Campus Recreation offers fitness classes, intramural sports, sports clubs, outdoor courts, a pool, spa, and sauna, Vince Grady Field and more!

Donald S. Spencer Student Recreation Center
309-298-1228
<http://www.wiu.edu/campusrec>

26.3 Casa Latina Cultural Center

Casa Latina Cultural Center offers an academic, cultural, and social support system in a comfortable, nonthreatening environment that reflects different cultural heritages. Casa Latina houses student organizations such as the Latin American Student Organization (LASO) and Tradicion Hispana Dance Troupe.

Multicultural Center 202
309-298-3379
http://www.wiu.edu/student_services/casa_latina_cultural_center/

26.4 Food Pantries

WIU Food Pantry

The WIU Food Pantry is available to WIU students once a week with valid WIU ID on Thursdays from 12:00 pm – 5:00 pm and Saturdays from 11:00 am to 2:00 pm.

Q-lot, next to the ticket booth next to Hanson Field.
Email wiufoodpantry@wiu.edu or check the Facebook page WIU Food Pantry.

Loaves and Fishes

Loaves and Fishes provides assistance for food, which include food from pantry shelves, and vouchers for perishables foods at local grocery stores. There is a one visit per calendar month limit.
400 East Carroll St.
309-836-3663

26.5 Libraries

The University Libraries offer an extensive physical and online collection of research materials. Services include research assistance, instruction in library use, and access to specialized collections such as government documents and archival materials. Group study space, computers, and other electronic resources are available for student use.

Access Services: 309-298-2705
Reference and Information Desk (Research Assistance):
309-298-2700
<http://www.wiu.edu/libraries>

26.6 MyID (ID Card Services)

Your Western ID is your official University identification. Many departments on campus, including the Library, Campus Recreation, and University Housing & Dining Services, use your ID as a means to grant access to information and services. Learn more, including how to add Rocky Dollars and meal plan money, at:
<http://www.wiu.edu/myID>
University Housing & Dining Services,
309-298-3000

26.7 Office of Equal Opportunity and Access

The Office of Equal Opportunity & Access is responsible for ensuring that all University programs are free of discrimination on the basis of race, color, religion, sex, age, sexual orientation, gender identity, gender expression, marital status, national origin, disability, or veteran status. Any student who experiences or witnesses harassment or discrimination on the basis of any of these characteristics should call 309-298-1977.
Sherman Hall 203
309-298-1977
http://www.wiu.edu/equal_opportunity_and_access/

26.8 Office of Public Safety (OPS)

OPS is a full-service organization providing police and safety services to the WIU community. The office is open 24/7 year-round. All police officers are fully Commissioned law enforcement officers in the State of Illinois and have full jurisdiction at the University and in the surrounding county.
Mowbray Hall on Murray Street
309-298-1949
911 (Emergency)
<http://www.wiu.edu/ops>

26.9 Office of Student Activities (OSA)

OSA provides co-curricular experiences that complement the formal classroom education. Individual students and organizations are advised in the planning, management, and evaluation of programs and organizational activities. Creative and diverse developmental learning experiences ensure that a broad spectrum of programs is provided to the campus and community.

University Union, 1st Floor

309-298-3232

http://www.wiu.edu/student_services/student_activities/

26.10 Parking Services

The Parking Services office issues parking permits, regulates and enforces parking lot use, and provides an emergency motorist assistance program - including battery assists, door unlocking, emergency gasoline refueling, and tire inflations. Vehicles using campus facilities must have either a permanent or a temporary parking permit displayed on the vehicle during certain times, except for at metered parking.

Mowbray Hall on Murray Street

309-298-1921

26.11 Psychology Clinic

The Psychology Clinic provides counseling, therapy, and assessment services to students and community members with emotional and behavioral concerns. Children, adolescents, and adults are seen in the clinic. Services are available by appointment. All contacts are strictly confidential. Therapy services are free of charge.

Waggoner Hall 116

309-298-1919

<http://www.wiu.edu/cas/psychology/clinic/>

26.12 School of Graduate Studies

The School of Graduate Studies processes graduate student admissions, writes graduate assistantship contracts, and provides numerous services to all graduate students at the University. It is responsible for implementing the policies, procedures, and academic standards established by the Graduate Council.

Sherman Hall 116

309-298-1806 or 877-WIU-GRAD

http://www.wiu.edu/graduate_studies/

26.13 Student Development and Success Center

The Student Development and Success Center provides assistance with job searches and career preparation, hosts career fairs, ensures inclusion and accessibility, as well as the necessary accommodations for students with disabilities, provides health and wellness outreach programming and services, assists with personal development, and serves students in crisis.

Memorial Hall 125

309-298-1838

26.14 Student Employment

The Student Employment Office serves as a center for student employment on campus. The office can give you information on how to apply for jobs and available positions.

Sherman Hall 127 (inside Financial Aid office)

309-298-1996

Email: studentemployment@wiu.edu

http://www.wiu.edu/student_services/student_employment

To access Handshake the student job board,

<https://wiu.joinhandshake.com/login>

26.15 Office of Student Rights, Responsibilities, and Retention Initiatives

This office promotes responsible individual and group behavior by preparing and publishing the Code of Student Conduct. Staff members coordinate the disciplinary review process in response to allegations of misconduct. The office maintains student disciplinary records and completes law school, transfer application, and other background clearance forms.

Memorial Hall 125

309-298-2436

http://www.wiu.edu/student_services/srrri/

26.16 Tutoring

<http://wiu.edu/advising/tutoring>

Information about tutorial services can be obtained through the individual academic department in which

assistance is being sought, by going to wiu.edu/tutoring, or through the WIU mobile app.

26.17 Union Service Center

At the Union Service Center, students can cash checks, purchase stamps and envelopes, make payments on student accounts and reserve rooms in the Union Hotel.

University Union, ground level

309-298-1986

http://www.wiu.edu/student_services/university_union/service.php

26.18 University Advising and Academic Services Center (UAASC)

At UAASC services include math and English placement and answering general question about registration.

Memorial Hall 024

309-298-1871

Email: UAASC@wiu.edu

<http://www.wiu.edu/advising/>

26.19 University Counseling Center

The University Counseling Center offers many services, including help with relationships, study skills, and group counseling. **Counseling services are free and confidential.** There are many different types of

counseling services available including:

individual, group, couples, career, as well as study skill series and the Self-Help Library.

Memorial Hall, 1st floor

309-298-2453

Email: ucc@wiu.edu

http://www.wiu.edu/student_services/ucc

26.20 University Housing & Dining Services (UHDS)

UHDS offers a wide range of services to students including on-campus housing and on-campus dining. Students can eat at any of the dining halls located on campus using the meal money on their ID or Rocky Dollars.

Seal Hall, 1st floor

309-298-3000

http://www.wiu.edu/student_services/housing/

26.21 University Writing Center

The University Writing Center offers all students one-on-one help on writing projects from any discipline at any point in the writing process. Services also include teaching proofreading strategies, but *do not include editing for grammar, punctuation, or spelling.*

Malpass Library

309-298-2815

<http://www.wiu.edu/uwc>

26.22 University Technology (uTech)

uTech provides universal computing access to all students: email, network file storage, and the internet. Also, there are uTech labs in most academic buildings and residence halls. For additional information, visit Western's knowledgebase at wiu.edu/kb, the uTech Support Center located in Stipes Hall 126, the Help Desk at 309-298-2704, or email supportcenter@wiu.edu.

Stipes Hall 126

309-298-8324 (298-TECH)

<http://www.wiu.edu/utech>

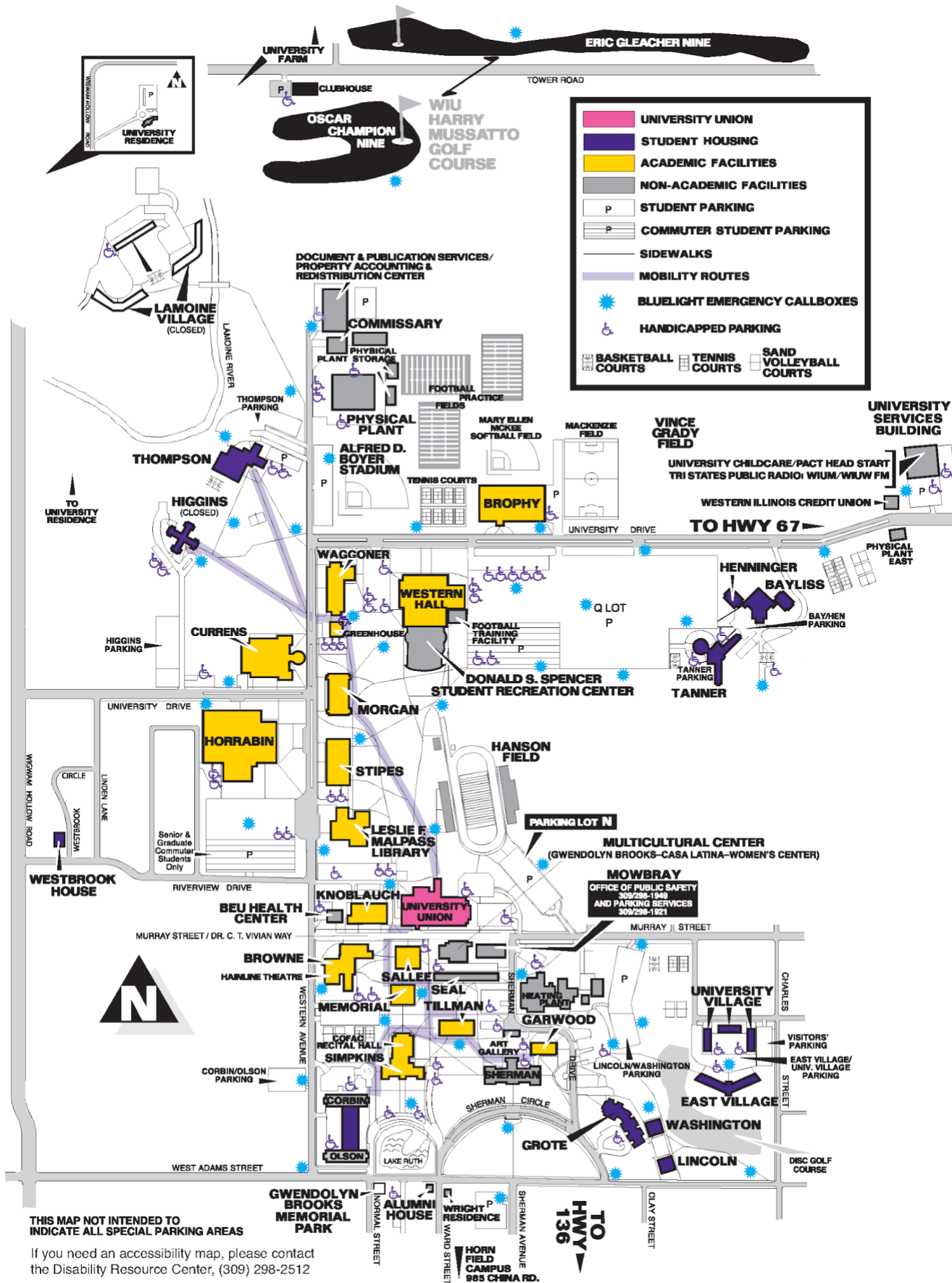
26.23 Women's Center

The Women's Center promotes gender equity, responds to issues affecting women, provides information and programs on gender issues, provides student employment and volunteer opportunities, sponsors several student organizations, and has a lending library with books and materials on gender, along with a lounge and conference room for studying and meetings.

Multicultural Center 209

309-298-2242

<http://wiu.edu/wc>



THIS MAP NOT INTENDED TO INDICATE ALL SPECIAL PARKING AREAS
 If you need an accessibility map, please contact the Disability Resource Center, (309) 298-2512