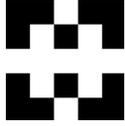


**INTERNATIONAL STUDENT
HANDBOOK**



William Rainey Harper College

International Student Office

1200 West Algonquin Road

Palatine, Illinois 60067-7398

(847) 925-6756

www.harpercollege.edu/iso

January 2018

Welcome, international students, to Harper College! We are very proud and happy that you have chosen to attend this school.

We hope that your educational experiences in the United States will be positive, rewarding, and challenging, and that you will succeed in reaching your educational, career, and personal goals.

This handbook will be helpful in providing important information for you as both a college student and a temporary resident in the United States. However, when you have specific questions or concerns, please come see the Coordinator in the International Student Office (Building D, Room 138).

Good luck in all of your endeavors while you are residing in the United States.

Sincerely,

Jill Izumikawa
Coordinator, International Student Services

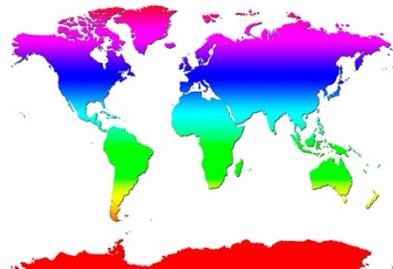


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I. STUDYING AT HARPER COLLEGE

History and Description of Harper College

Harper College was named after William Rainey Harper, the “father” of the two-year college concept. Its main campus first opened to the public in the fall of 1969 with an enrollment of 5,350 students. Today Harper serves students from 23 nearby communities, as well as international students from many countries. It is the 8th largest undergraduate college in the state of Illinois and has an enrollment of more than 25,000 students. All of Harper’s courses and educational programs are fully accredited by the North Central Association of Colleges and Secondary Schools.



Degrees Offered at Harper College

Transferrable Degrees (AA, AS, AFA, AES, AGS)

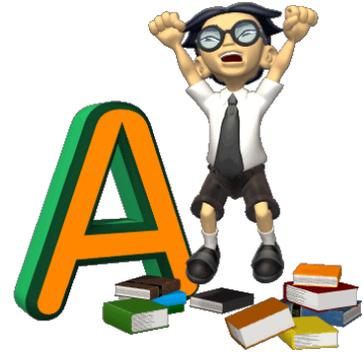
Harper College has five kinds of two-year transferable associate degrees. “Transferable” means that these degrees meet the requirement of two years of full-time study toward a bachelor degree at a four-year college or university. These degrees are the Associate in Arts (AA), the Associate in Science (AS), the Associate in Fine Arts (AFA), the Associate in Engineering Science (AES), and the Associate in General Studies (AGS). Because Harper is a part of the Illinois Articulation Initiative (IAI), which is a cooperative agreement made with over 100 colleges and universities in the state of Illinois, students who earn an associate degree at Harper can easily transfer to a four year college or university in Illinois without losing any college credits. At the time of transfer these students will be third year students when they enter the four-year school.

Associate in Applied Science Degree (AAS)

Harper also offers an Associate of Applied Science degree in many career areas. These degrees are not for transfer. Instead, they prepare students to enter a particular career after two years of full-time study.

Grading Policy at Harper College

Harper College, like most colleges and universities in the United States, uses an A through F system (A, B, C, D, F). An A grade, which means excellent, is the highest grade, and an F grade means failure.



Degree Credit Courses - Although D is a passing grade for degree credit courses at Harper, some four year schools will not accept a D grade from transferring students.

Grade Point Average (GPA)

Your GPA is very important. You must have a 2.0 GPA to graduate from Harper with an associate degree. To transfer to some universities or to pursue certain majors, a GPA much higher than 2.0 may be necessary.

This is the way to calculate your GPA. Most colleges, including Harper, use a 4-point scale to assign points to each grade:

$$A = 4, B = 3, C = 2, D = 1, F = 0$$

If you multiply the number of grade points you earned for a class by the number of credit hours of that course, you will get the total grade points earned for that course. Do this for each course you have enrolled in and add the total grade points. Next, divide the sum of these by the sum of the credit hours you have enrolled in.

Here is an example that shows how to calculate your GPA.

<u>Class</u>	<u>Grade Received</u>	<u>Grade Points</u>	x	<u>Credit Hours</u>	=	<u>Total Grade Points</u>
MTH 103	B	3	x	4	=	12
ENG 101	C	2	x	3	=	6
BIO 110	A	4	x	<u>4</u>	=	<u>16</u>
				11		34

34 total grade points divided by 11 total credits attempted = 3.09 GPA

Your grade report from each semester includes your GPA for that semester (“semester GPA”) and your cumulative GPA (GPA for all degree credit courses you took at Harper College). Please note, if you search the Internet, you can find GPA calculators that can do all the work for you.

Forgiveness Policy

Under this policy it is possible for a student to petition to have an F grade excluded from the GPA if he/she repeats the class and earns a successful grade.

Academic Honesty Policy

Most colleges in the United States, including Harper, expect students to be honest in their work. Cheating is seen as a serious offense. This means, **DO NOT**

- look at another person's paper during an exam
- look at your notes or books during an exam unless the teacher gives you permission
- give someone else answers to an exam question
- copy and paste information from the Internet or online journals/books and present it as your own work
- copy someone else's writing and present it as your own
- copy homework answers or have someone else do your homework

Student Complaints

The college has a complaint procedure for students who believe they have been treated in an improper, unfair, or discriminatory manner. You can see an explanation of the procedure in the *Harper College Catalog and Student Handbook*. The International Student Coordinator is also available to discuss students' concerns and to guide students in the proper complaint procedure.

Buying Your Textbooks

If you are a degree credit student, you can buy your books in the bookstore before classes begin. The bookstore is located in the Building L260. You must know the course numbers **and section numbers** of your classes because all sections of a course may not use the same textbook. The section number is the three digits after the course number, for example, ENG 101-003. You may also purchase textbooks from online sources such as Amazon or Textbooks.com



When you buy your books, look for used ones if you want to save money. These are less expensive than new ones and are available for many courses. Also you can usually sell your books back to the bookstore at the end of the semester if you keep them in good condition and do not write in them.

Be sure to keep the receipt when you buy your books. If for any reason you have to return some books, you will need the receipt to get your money back.

Transferring

If you need help finding the right school to transfer to, Harper offers several ways to help you. One way is by inviting representatives of four-year schools to come to Harper to talk to students and answer their questions. Talk to one of the Academic Student Advisors in C-104 or in I-117. The advisors in these centers can also give you information about various schools and those courses that transfer for a particular degree or university. They can also provide you with the schedule both for representatives' visits and campus tours.

II. SERVICES AND RESOURCES AT HARPER COLLEGE

Tutoring

Students who are having difficulty with course material can get free individual tutoring for many courses. Tutoring for degree credit classes is offered at the Tutoring Center in Building F. Tutoring for ESL courses is offered in Building D, Room 38.

Library

The Library is located in Building F. There you will find books, magazines, videos, audiotapes, films and DVDs. All of these can be used in the library, and many of them can be checked out to take home. The computerized on-line catalog and databases of journal and magazine articles will be helpful for research projects. If you need help finding materials, ask the reference librarian. He/she will be happy to help you.

International Student Office

The Coordinator in the International Student Office, Building D, Room 138 is here to help you. Some of the reasons students see the Coordinator

- ✚ Cultural adjustment issues
- ✚ Information about social events
- ✚ U.S. status, visa, and regulations
- ✚ Health insurance and health care
- ✚ Personal problems
- ✚ Getting a driver's license
- ✚ Getting a social security number

You can contact Ms. Jill Izumikawa, the Coordinator, through email or direct telephone number :

jizumika@harpercollege.edu

847-925-6756

Career Development Center

If you have questions about your major or your future career, the Career Development Center in A-347 is the place to go. Career counselors there can help you get information about careers, learn about the educational and performance requirements of specific careers, find out which careers are expected to be in demand in the U.S. job market, assess your interests and abilities, learn how to write a resume and prepare for a job interview. They can also direct you to books in the center and web sites where you can research for additional information.

Harper College also has the Job Placement Resource Center in W-207. This office can help with on-campus jobs and off-campus jobs while you are a student.

Benefits from your Semester Activity Fee

When you registered as a full-time student, you paid an activity fee. This fee gives you the right to many services and activities. You can:

- You can print or make copies in the campus computer labs and library
- You may visit the Health Services office
- BE a part of a student club or organization. This is a great way to have fun and make new friends who have similar interests to yours. You can get information about these groups in A336 of the Student Involvement Office.
- GET discount tickets to area movies, sports, music, and theater events. Information is available at the Harper Box Offices J135 and R133.
- ENJOY films, concerts, plays, art exhibits, and lectures at Harper. Many of these events are free. Others have reduced price tickets for students. Contact the Harper Box Offices, J-135 for information and tickets.
- ATTEND intercollegiate and intramural sports events on campus for free.

Universal Fee

You also pay a universal fee each semester which supports the following:

- Parking in the campus garage, Building G
- Technology maintenance and upgrades
- Campus construction and maintenance
- Health and Recreation Center access



III. MAINTAINING LEGAL STATUS

School and Work Regulations

As an international student, it is very important that you follow all of the U.S. Code of Federal Regulations and Department of Homeland Security policies in the United States. In recent years these laws have become much stricter than they were in previous years. Although you may know students who have not obeyed all of the laws and have not gotten caught, do not be tempted! The violation may not be noticed immediately, but it may be recognized at a future time and bring consequences that will be very serious for you. Here are some regulations you must know and follow:

- **Be a full-time student.** You must enroll in and complete at least twelve credit hours during the spring and fall semesters. If you are in the IEP, you must take 15 credits (Levels B, C, and D). You also must continue to make normal progress toward completing a full-course of study.
- **Work only on-campus.** Except for special circumstances that must first be approved, you cannot be employed in the community. Also, on-campus work cannot be more than 20 hours a week while school is in session. It may, however, be full-time during vacation periods as long as you intend to register for the next academic term at Harper.
- **Keep your passport valid** for at least six months into the future.
- **When there are five months or less** before the completion date on your Form I-20, seek the advice of the international student coordinator.
- **If you move**, report the change of your residence to the International Student Coordinator within 10 days of your move. The Coordinator will inform the government of the change of address and update your SEVIS record.
- **If you plan to transfer** to another school, inform the international student coordinator to assist with the process. You must provide a copy of your acceptance letter to complete the transfer of your SEVIS record to the new school.
- **Whenever you plan to travel outside** of the U.S., you must take your Form I-20 to the ISO so it can be signed by a Designated School Official (the International Student Coordinator). You should do this two or three weeks before you plan to travel. **THIS IS VERY IMPORTANT!** You may not be able to re-enter the U.S without the signed Form I-20.



Important Documents to Understand

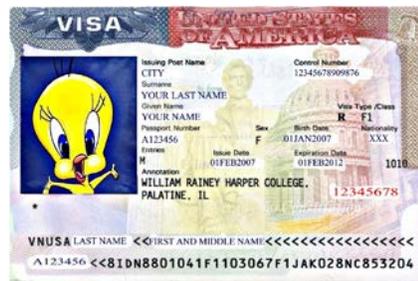
Passport

Your passport is the travel document that shows that you have your government's permission to travel in and out of your country. You should carry it with you when you travel within the United States, and you *must* carry it when you travel outside of the United States.



Entry Visa

When the U.S. consular officer in your home country approved your application to enter the United States to study, he or she issued you an entry visa, which is the stamp or sticker that he put on your passport. This visa stamp has an expiration date. You can stay in the U.S. even as long as your Form current, but you will the U.S. Consulate in the United States and renew this visa within changed your status to U.S., the next time United States and



if your entry visa expires I-20 and Form I-94 are need to get a new one at your country if you leave want to return. You cannot the United States. If you an F-1 status within the that you wish to exit the return in F-1 student status,

you will need to return to your home country to request an F-1 visa stamp in your passport before you can return to your studies..

Form I-94

The Form I-94 is an electronic, arrival-departure record. It indicates your visa status (F-1, B-1, B-2, J-1, etc.) and proves you have legal permission to be in the United States. For most non-immigrant statuses, an expiration date is indicated. International students are not given a specific expiration date. Instead, F-1 students have “D/S” designated for the amount of time they are permitted to remain in the United States. These letters stand for Duration of Status and mean that you, as an international student, can remain in the United States as long as you are studying toward your academic goal and maintaining your legal, F-1 status. You may go to www.cbp.gov/i94 to print out a physical copy of your Arrival record.

Form I-20

The Form I-20 is the Certificate of Eligibility for Non-Immigrant Student Status and is used by international students to get an entry visa into the United States. The Form I-20

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N00

SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON (INITIAL APPEARANCE)	LEGACY NAME	

SCHOOL INFORMATION

SCHOOL NAME William Rainey Harper College William Rainey Harper College	SCHOOL ADDRESS 1200 W. Algonquin Road, Palatine, IL 60067
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Mill Trunkawa International Student Coordinator	SCHOOL CODE AND APPROVAL DATE CHI214F00471000 20 SEP 2017

PROGRAM OF STUDY

EDUCATION LEVEL LANGUAGE TRAINING	MAJOR 1 Second Language Learning	ADDITIONAL MAJORS None
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NO. Student in prof.	TEST ADMISSION DATE JULY 2017
START OF CLASSES 11 AUGUST 2017	PROGRAM START DATE 11 AUGUST 2017	END DATE MAY 2019

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 0	Personal Funds	\$ 23,000
Living Expenses	\$ 0	Funds From This School	\$ 0
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$ 0
Other	\$ 0	On-Campus Employment	\$ 0
TOTAL	\$ 0	TOTAL	\$ 23,000

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all requirements for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

SIGNATURE OF: Mill Trunkawa, International Student Coordinator

DATE ISSUED: 09 May 2017

PLACE ISSUED: Palatine, IL

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(a) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

SIGNATURE OF: _____ DATE: _____

NAME OF PARENT OR GUARDIAN: _____ SIGNATURE: _____ ADDRESS (city/state or province/country): _____ DATE: _____

ICE Form I-20 (3/31/2018) Page 1 of 3

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N00 (F-1) NAME:

EMPLOYMENT AUTHORIZATIONS

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE CURRENT SESSION END DATE

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after any absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE	PLACE ISSUED
		X		
		X		
		X		
		X		

ICE Form I-20 (3/31/2018) Page 2 of 3

also indicates your program of study and how long you will be at Harper College. This form should be kept in your passport.

What is SEVIS?

The Student and Exchange Visitor Information System (SEVIS) is an online, database system that links schools with U.S. government agencies. It is used to monitor and enforce regulations for F-1 students and exchange visitors. The Designated School Official at the school is required to enter enrollment and employment information about international students into this system. You can find much more information at Study in the States, <https://studyinthestates.dhs.gov/students>

IV. TIPS ABOUT U.S. AMERICAN CULTURE

Safety On-Campus

Although criminal activity is not frequent at Harper College, it is good to remember these safety tips to keep both you and your belongings safe on campus:

- ✚ Always keep your books and personal property with you.
- ✚ Lock your car when you leave it.
- ✚ If you are walking on-campus after dark, walk with a friend or classmate.
- ✚ Always drive and walk slowly when there is snow or ice on the ground.

If you have an emergency on-campus, call the **PUBLIC SAFETY** office at **extension 6211**. They can also be reached for non-emergencies, such as a car that won't start, at extension 6330. There are telephones located in the hallways of most buildings. There are also emergency call boxes in all parking lots. They are located on a light pole, are lighted, and have a sign identifying them.



Other Safety Rules

- ✚ If you must walk in an area where there are not many people, walk quickly and with confidence. Look like you know where you are going.
- ✚ Do not carry large amounts of money with you. Use checks or credit cards for shopping.
- ✚ Do not leave personal belongings in your car where they can be seen. Put them under the seat or in the trunk.
- ✚ Harper College is a smoke-free, tobacco-free, electronic cigarette-free campus. This is a state law and you may only smoke or chew tobacco in your vehicle.
- ✚ If you are involved in a traffic accident, get the name, address, phone number, and the insurance company of the other person involved. Also, write down the car license plate number. Call the police to report the accident.

✚ Don't get "Scammed". This means don't get tricked or deceived. Here are some ways to avoid getting scammed:

- Don't lend money to anyone, especially strangers.
- Never give your credit-card number, bank account number, or Social Security number to anyone unless you are buying something.
- Be careful about ads and telephone offers that ask you to send money, pay a processing fee, or give your credit card number before they send you complete information about what you are buying. If someone tells you on the phone or through the mail that you "have won a prize" or "have been chosen for a free vacation", say, "No, thank you". This is a way that people are tricked to buy something they don't want.
- If someone claims to represent the U.S. IRS or U.S. Department of Homeland Security and requires you to pay them, contact the International Student Coordinator first.

Banking

It is not wise to keep large amounts of money with you or in your home. Instead, you should open a bank account. A checking account is a convenient and safe way to pay for weekly purchases and monthly expenses. In addition to a checking account, many people also open savings accounts, which gives them a way to earn interest on their money.

To open a bank account, you will need to fill out a form and deposit money (usually at least \$50 - \$100). Some banks allow you to set up an account from abroad and to write U.S. dollar checks on funds that are deposited in your home country.



It is also common in the United States to use credit cards to make purchases. Banks issue credit cards such as VISA or Master Card, which can be used at many places. You may also use your credit cards from your home country. Be aware your home country bank may charge international transaction fees. In addition, major department stores issue credit cards which can be used for purchases only at their stores. Keep your credit card numbers in a safe place at home in case the cards become lost or stolen. If this happens,

immediately call the store or bank that issued the card and report the loss. If you don't do this and someone else uses your card, you may be responsible for paying the charges. Be sure you keep a record of how much you are charging on your credit cards. The amount you spend can add up quickly! You will receive a bill for your credit cards every month, and if you do not pay within about 15 days, interest or a finance charge is added to your bill.

Culture Adjustment

Adjusting to a new culture is difficult, and it is common for international students to experience a degree of culture shock. When you first arrive, you will probably feel excited to see and experience the parts of life in the United States that are different from those in your native country. After a while, however, this excitement may begin to be replaced by feelings of frustration, anger and sadness when you experience problems in dealing with everyday life situations that you took for granted in your home country.

The school system may be much different here than in your home country. For example, in your country students may have to follow a series of courses and a set schedule determined by the school, whereas in the U.S. you are allowed to select courses and times of classes from various possibilities. This can seem strange and even overwhelming.

Classroom expectations also can be very different from those which you faced in your home country. International students are sometimes surprised that professors in U.S. American colleges are very informal. They may dress casually and some of them expect students to call them by their first names. These professors also usually want students to be active participants in the classroom. They expect students to express their opinions and ask questions. This is much different from classrooms in many other parts of the world. The grading system in America may also be different from the system in your country. For example, unlike some countries in which a student's grade is based on the final examination alone, at Harper College and many other colleges in the U.S., attendance and participation, as well as daily homework assignments help determine a student's final grade.

You may also be surprised by the behavior of some American students in the classroom. Some of it may seem rude to you. For example, students may sit with their feet on the desk or chair in front of them, they may eat or drink in the classroom, or they may sleep. These are behaviors which may be totally unacceptable in your country.

The differences you encounter in this new culture may lead you to notice some unpleasant physical and emotional changes. You may find you are having difficulty sleeping, that you are experiencing headaches or stomachaches, and that you don't want to be with people. These are all symptoms of culture shock. Keep in mind that **these negative feelings are a normal part of cultural adjustment** and that **they will grow weaker with time**. You can help yourself by talking with classmates who may be experiencing similar feelings, or by meeting and discussing your frustrations with an international student advisor. Take time for exercise and get involved with activities where you can make new friends and learn more about American culture. Join a club at school. Invite someone you've met to a movie or for lunch. Continue to make attempts to build a friendship, even if your first invitation is not accepted. Be aware that in a fast-paced and self-reliant society like America, although people may act friendly, close friendships need time to develop. Be patient and don't give up! In time you will have new friends and feel more comfortable with this new culture. *See Appendix I*

V. ILLINOIS DRIVER'S LICENSE

(Valid for driving only. Not valid for identification)

Step One

Verify with the International Student Coordinator that your SEVIS record is **active**.

You can call or email Jill Izumikawa: 847.925.6756, jizumika@harpercollege.edu

Step Two – *ONLY if you are age 18 to 20 years old*

You must complete an online driver education course *prior* to obtaining your license. ○ Go to <http://www.ilsos.gov/adultdrivered/providerlist> to find an Illinois-certified school for your six-hour online driving course

Once you complete this course, you may proceed to Step Three.

Step Three

Take the following items to the Chicago West Driver's License Facility located at 5301 W. Lexington Avenue, Chicago, 60644 (**See office schedule www.cyberdriveillinois.com**)

- Your passport
- Your Form I-94, available online at www.cbp.gov/I94
- Your current Form I-20
- Two items of proof of your address in Illinois such as bank statement, electric bill, water bill, or your lease/rental agreement with your name on it.

For a Temporary Visitor Driver's License, you may only go to the Chicago listed facility above or the facility in Rockford, west of Palatine.

You will take a written test and a driving test. You will pay approximately \$30.

For complete details of the Temporary Visitor Driver's License (TVDL), you may visit the following website:

http://www.cyberdriveillinois.com/departments/drivers/drivers_license/drlicid.html#tvd

APPENDIX ONE

STAGES OF CULTURAL ADJUSTMENT

Honeymoon Stage

Characterized by exhilaration, anticipation, and excitement. The international student is fascinated with everything that is new. The students are embarking on their "dream come true," which is to study in the United States.

A student in the honeymoon stage will demonstrate an eagerness to please others, a spirit of cooperation, and an active interest in speakers from the U.S. But in their enthusiasm to please, students frequently nod or smile to indicate understanding when in fact they have not understood. When their misunderstandings mount up, the students are likely to experience the second stage of adjustment.

Hostility Stage

Characterized by frustration, anger, anxiety, and sometimes depression. Following the initial excitement is frustration with the college bureaucracy and weariness of speaking and listening in English every day. Sleep patterns may be disrupted. The student may suffer from indigestion and be unable to eat. Students are upset because, although they have studied English, they don't seem to understand anyone.

International students react to this frustration by rejecting the new environment in which they feel discomfort. The internal reasoning might be, "if I feel bad it's because of them." The student blames the external environment for the bad feelings. At this point, international students may display hostility toward the new frustrations, excessive fear and mistrust of U.S. Americans, frequent absenteeism, lack of interest, lack of motivation, and at worst, complete withdrawal. Many academic problems can begin during this stage.

Humor Stage

This stage follows when the new international student begins to relax in a new situation and begins to laugh at minor mistakes and misunderstandings which previously would have caused major headaches in the hostility stage. This more relaxed state of being occurs after the student has made some friends and is able to manage the size and complexity of the college, understands his or her studies, and begins to pass tests.

Home Stage

Occurs when the international student not only retains allegiance to his or her home culture, but also "feels at home" in the newly acquired culture. The student has successfully adjusted to the norms and standards of the College, and should be commended for the ability to live successfully in two cultures.

Homecoming Stage

This stage occurs when the international student returns to his or her country or culture. The student has changed and life in the home country most likely has changed. The student will go through some of the first four stages again as adjustment is made to life back home.