

# CARL ALBERT STATE COLLEGE

## International Student Handbook

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2012-2013



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## WELCOME

Welcome to Carl Albert State College! We are very glad to have you on our campus. Please read the information in this handbook. We want your stay in the United States and at Carl Albert State College to be an enjoyable one, and we hope your transition here will be as smooth as possible.

The International Student Relations Staff at Carl Albert State College consists of two International Advisors. The first advisor, **Anita Sutter**, is housed in the Admissions Office and is responsible for maintaining and organizing all International Student documents. The second advisor, **Kevin McConnel**, is housed in the Office of Student Affairs and is responsible for assisting International Students with becoming acquainted with the campus.

International Student Relations Staff:

**Anita Sutter**  
Office of Admissions  
918.647.1303  
[asutter@carlalbert.edu](mailto:asutter@carlalbert.edu)

**Kevin McConnel**  
Office of Student Affairs  
918.647.1371  
[kmconnel@carlalbert.edu](mailto:kmconnel@carlalbert.edu)

## **PART I: CAMPUS**

### **Academic Life**

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The Office of Academic Affairs oversees the student-friendly faculty, which provide quality instruction and personal attention, making CASC the ultimate choice to begin your higher education experience. In addition, the Academic Affairs Office designs class schedules, makes assignments, coordinates curricular revisions, and plans the academic program of the college. Concerns of course content, faculty, grade appeals, and classroom conditions are addressed through this office.

Academic advisors are available to assist students with enrolling correctly in courses designed to fulfill associate and certificate programs at CASC and to assist students in selecting courses designed to transfer and fulfill their educational goals. First time students can receive academic advisement from the academic advisors through the Guidance Center located on the Poteau main campus in Hemphill Hall Room 112 and through the Educational Opportunity Center (EOC) on the Sallisaw campus in the Mayo Center Rooms 8004 and 8007. In addition to academic advising, career/major exploration and financial aid assistance are available through the EOC academic advisors. After the first semester, students may receive advanced academic advising from faculty in their declared majors. An official list of academic advisors is available on the CASC website under academics. Although CASC asks all students to meet personally with their advisors for course selection guidance, students must familiarize themselves with the courses they need to complete degree requirements and to prepare to transfer.

For more information, contact the Office of Academic Affairs at (918) 647-1230 or in Reed Center 304. You can also visit the Academic Affairs homepage on the CASC website at [www.carlalbert.edu](http://www.carlalbert.edu).

### **Residential Life**

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Carl Albert State College provides approximately 300 students the opportunity to experience the unique academic and social environment of on-campus living through the Scholars Center, Residential Program Housing, and Athletic Housing. Our primary goal is to provide you with a comfortable, friendly environment that is convenient, safe and conducive to your personal and educational growth. Residential students are a vital part of the CASC community and are encouraged to take advantage of college activities, organizations and facilities. Each room in the Scholars Center and Residential Program Housing includes the following:

- 12' x 19' spacious bedroom and study area
- 8' x 8' bathroom with a bath tub and shower, toilet and 2 vanity sinks
- 4' x 8' walk-in closet
- Free Internet access
- Optional cable TV for students who wish to contract for the service

The Vice President of Student Affairs is primarily responsible for the overall supervision of the staff and employees working for the residence facilities. The Residential Life Coordinator and the Assistant Residential Life Coordinator are professional staff members who live on-campus and are responsible for the daily operations of the residence program.

Students seeking residential housing must apply for residential housing by completing a CASC Housing Application. Students may obtain a housing application from the Office of Student Affairs or by downloading the application from the CASC website at [www.carlalbert.edu](http://www.carlalbert.edu). The Office of Student Affairs will collect all completed housing applications and will contact students who have been accepted into residential housing. Students placed on the waiting list may contact the Office for Student Affairs in regards to their housing status. After the student is accepted into student housing, the student must complete a housing/meal contract.

The housing/meal contract period for residential students shall be on a fall and spring (combined) school year, or summer semester. Residential students must be single with no dependents. Residential students must be enrolled in and complete 12 credit hours (full-time student status) or more per semester in a classroom setting (web courses not included). Summer residents must carry 6 credit hours. The housing/meal contract does not provide for any closed times; i.e. Thanksgiving Break, Winter Break, Spring Break, breaks between semesters, etc., in which the dorms and food service will be closed. Permission may be granted to International students to reside in Residential Housing during closed times upon pre-payment of \$50.60 per week (meals not included). Students must obtain permission at least one week in advance in closed times.

International students residing in campus housing are required to participate in the 18-Meal plan each semester. The cost for on-campus housing with the 18-Meal plan is \$1,930.00 per semester. Students are required to pay the entire housing/meal charges prior to the start of any semester of attendance. The student will not receive keys to the dorm room until the full amount is paid. The full payment is required before campus housing check-in. Payment options are as follows: cash, check, credit card, or money order.

Meals are dine-in and are served in the cafeteria on an all-you-can-eat basis. The 18-Meal plan is a seven day a week plan with two meals on Saturday, one on Sunday, and 15 meals Monday through Friday (breakfast, lunch, and dinner). Unused meals do not carry over from week to week. Failure to use the meal plan does not cancel the student's financial responsibility for paying for the meal plan. The student ID card doubles as a meal card. A meal plan sticker will be placed on the student ID to inform the Food Service staff of the quantity of meals to provide. Residential students must present their card to the cashier before receiving each meal. The meal card is non-transferable and only the card owner may receive meals on this account. Meals are not provided during vacation closings unless it has been previously arranged with Food Services.

Each student is also required to pay a non-refundable \$75.00 housing deposit each academic year.

Residential Housing rooms are double occupancy. CASC reserves the right to make all room and roommate assignments. The student agrees that CASC may reassign housing space or adjust the occupancy of rooms to maximize space utilization and that CASC may take such actions as

necessary to control the use of rooms in the event of an epidemic or disaster, or other conditions or circumstances that may appear to require such control. CASC reserves the right to refund payments and refuse assignments to any applicant.

In addition, Oklahoma Statutes, Title 70 §3242, requires that all students who are first-time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus housing shall be vaccinated against meningococcal disease. The Immunization Policy: Meningococcal Certification of Compliance form must be completed and returned to the Office of Student Affairs before or at the time of campus housing check-in. The student may obtain this form from the Office of Student Affairs or by downloading the application from the CASC website at [www.carlalbert.edu](http://www.carlalbert.edu). The student will not be allowed to move into the dorm unless this form is completed.

Residents of all housing have a professional staff member who provides counseling and referral services and encourages participation in cultural and social activities. Resident Assistants (R.A.'s) live in each residence hall and are under the direct supervision of the Residential Life Coordinator. Resident Assistants are carefully selected student staff members who ensure residential rules and regulations are enforced. The primary responsibility of a Resident Assistant is to assist students with problem solving and/or refer them to the proper individual.

The Office of Student Affairs keeps residents informed of all current residence policies. A Residential Program Regulations Handbook is available in the Office of Student Affairs. For more information on housing, contact the Office of Student Affairs at (918) 647-1371 or in Hemphill Hall 140. You can also visit the Student Affairs homepage on the CASC website at [www.carlalbert.edu](http://www.carlalbert.edu) for additional information on Residential Programs and the Residential Program Regulations Handbook.

## **Off-Campus Housing**

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For additional information concerning off-campus housing please contact the Poteau Chamber of Commerce at (918) 647-9178.

### **POTEAU APARTMENT LISTINGS**

#### **Cavanal Apartments**

200 Windham

Contact: 918-649-3821

1 Bedroom, \$275.00; 2 Bedroom, \$350.00

3 Bedroom, \$425.00

#### **Charleston Place**

400 Waddle Street

Contact: 918-647-9280

3 Bedroom, 2 Bath, 1 Car Garage, \$695.00

Deposit: \$500.00, 6 month lease

#### **Four Seasons**

410 N. Church

Contact: 918-647-3872, Larry Cappell

2 Bedroom, \$325.00; water paid

Deposit: \$200.00

*HUD Approved*

#### **Hidden Acres Apartments**

203 Waddle

Contact: 918-647-3872, Larry Cappell

2 Bedroom, \$325.00, water paid

Deposit: \$200.00

**Garden Walk Apartments**

201 Michelle Lane  
Office: 1003 Tarby Road  
Contact: 918-647-8513  
1 Bedroom, \$290.00; 2 Bedroom, \$310.00  
Deposit: \$200.00  
*HUD Approved*

**Northpoint Apartments**

201 Lacey Lane  
Office: 1003 Tarby Road  
Contact: 918-647-8513  
1 Bedroom, \$260.00; 2 Bedroom, \$300.00  
3 Bedroom, \$330.00  
Deposit: \$200.00  
*HUD Approved*

**Heather Apartments**

201 Beeler Street  
Contact: 918-647-2541  
1 Bedroom, \$315.00; 2 Bedroom, \$365.00  
Deposit: \$150.00  
Application Fee: \$15.00  
*HUD and Choctaw Approved*

**Hillview Apartments**

Contact: 918-647-2271, Bill & Mike Woodruff  
Adults Only  
1 Bedroom, \$300.00  
Deposit: \$100.00

**Poteau Valley Apartments**

(Rent Based On Income)  
Contact: 918-649-3494  
1 Bedroom, \$325.00; 2 Bedroom, \$375.00  
3 Bedroom, \$475.00; gas and water paid  
Deposit: \$150.00

**Williamsburg Place**

Luxury Townhouses  
Contact: 918-658-8333  
2 Bedroom, 1 ½ bath, \$495.00  
Utilities not included  
Deposit: \$250.00 with approved credit  
Plus 1<sup>st</sup> month's rent

**Garden Walk Apartments (Townhouses)**

1003 Tarby Road  
Contact: 918-647-8513  
2 Bedroom, \$310.00; 3 Bedroom, \$355.00  
Deposit: \$200.00  
*HUD Approved*

**Georgia Place Apartments**

100 Georgia Place  
Contact: 918-647-2541  
1 Bedroom, \$300.00; 2 Bedroom, \$350.00  
Deposit: \$150.00  
Application Fee: \$15.00  
*HUD and Choctaw Approved*

**Riviera Apartments**

101 North Street  
Contact: 918-647-2541  
1 Bedroom, \$315.00; 2 Bedroom, \$365.00  
Deposit: \$150.00  
Application Fee: \$15.00  
*HUD and Choctaw Approved*

**Pleasant Valley Condos**

305 Pleasant Valley  
Contact: 918-647-6499  
2 Bedroom, 1 ½ Bath, \$400.00  
Deposit: \$150.00

**Saddler Apartments**

103 Saddler  
Contact: 918-647-2541  
2 Bedroom, \$250.00  
Application Fee: \$20.00

**Windriver Apartments**

200 Folsom  
Contact: 918-658-5641  
2 Bedroom, \$425.00  
Deposit: \$150.00

## **Student Activities**

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Carl Albert State College recognizes that a well-balanced student activity program, which provides an opportunity for the expression and development of student interests, will stimulate a student both academically and personally. The wide range of activities offered at CASC allows students to develop worthwhile skills and express their talents. Through participation in planning campus activities, each student has an opportunity to make a unique contribution. This involvement also enhances each student's personal development.

Extracurricular programs are an important part of the educational experience at Carl Albert State College and complement the academic program of studies. To further those activities that stimulate the intellectual, recreational, social, political, and moral life of the campus, the CASC Board of Regents extends the opportunity for self-governance to students. Students have the opportunity to participate in numerous extracurricular activities. These activities include clubs/organizations, intramural sports, drama productions, forensics, publications, athletics, musical programs, rallies, speakers, films, elections, and other cultural experiences and scheduled events that enhance the overall educational experience of the College. All students are encouraged to become involved in some phase of the total activity program. The Office of Student Affairs maintains a calendar of all scheduled events and activities on campus. A copy of the Event Calendar is available at [www.carlalbert.edu](http://www.carlalbert.edu).

## **Campus Clubs and Organizations**

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Numerous organizations and clubs are open to students who display interests and aptitudes in various social and educational areas. For additional information on campus clubs and organizations, see the Student Handbook at [www.carlalbert.edu](http://www.carlalbert.edu).

### **Clubs and Organizations on Campus**

- African American Association
- American Indian Student Association
- BACCHUS
- Baptist Collegiate Ministries
- Beta Epsilon Psi
- Chi Alpha
- College Democrats
- College Republicans
- Computer Science Club
- Debate and Forensics Team
- Film Club
- Green Freaks (Sallisaw)
- History and Politics Club
- **International Club\***
- Intramural Sports
- Journalism Club



- Operation: Support a G.I. (Sallisaw)
- Phi Beta Lambda (Sallisaw)
- Phi Theta Kappa
- President's Leadership Council
- Radiologic Advanced Development Club
- Residence Hall Council
- Rotaract Club
- Sigma Tau Alpha
- Spanish Club
- Starving Artists Club (Sallisaw)
- Student Activities Board
- Student Education Association (Sallisaw)
- Student Government Association
- Students In Free Enterprise
- Students Nurses Association
- Student Physical Therapist Assistant Association
- V.I.K.E.S. Club
- Viking Golf Club
- Viking Ambassadors
- Visual Arts Club

**\*The International Club:** This club has done exceptionally well due to its enthusiastic and ambitious members. You are welcomed and encouraged to join! One of the goals is to let the campus know about members' countries which is done with an area for pictures and posters in Hemphill Hall as well as with a monthly culture/language session. The group also does fundraisers throughout the year and has an end-of-year activity such as going out for dinner, a movie, or some other activity. For more information, please contact Anita Sutter, International Club Sponsor, at (918) 647-1303 or Thomas Vongnarath, International Club Sponsor, at (918) 647-1333.

## **Transportation**

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Carl Albert State College offers transportation to and from the Fort Smith Airport and to and from the Fort Smith Bus Station in Fort Smith, Arkansas only from 10 am to 9 pm. If you need transportation to and/or from the airport or the bus station, please contact Kevin McConnel in the Office of Student Affairs at (918) 647-1371. For rates, schedules, and reservations call the Fort Smith Airport directly and talk with the counter personnel; or use the Internet.

Any international student needing to take care of banking business, a doctor's appointment, or needing to go to the Social Security Office, please contact Kevin McConnel in the Office of Student Affairs. An appointment for transportation must be made with Kevin McConnel at least two days in advance. Service cannot be provided at the last minute.

**Public Transportation** – KI BOIS Area Transit System, also known as KATS, is the largest rural transit system in Oklahoma. LeFlore County Offices are located at 3111B N. Broadway, Poteau. For transportation rates, please call (918) 647-8510.

**Owning a car:** Owning a car can be very expensive. There should be much thought and planning if you are interested in owning a car. There are various car dealers in the surrounding area. Check in the Yellow Pages under “Automobile” for the names and places of these dealers.

**Owning a bicycle:** Bicycles can be bought at Wal-Mart, Atwood’s, and other various stores. Bikes do not have to be registered. When you use your bike around campus and the community, you will want to lock your bike when you park it. This insures that your bike will not be stolen.

## **Laundry Services**

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There is a Laundromat on campus available for residential students’ use. You must provide your own detergents, bleaches, and softeners. For students living off-campus, there are a number of Laundromats in the surrounding area. See “Laundry” in the Yellow pages of the phone book. Most Laundromats have vending machines that dispense one-load packets of detergent, bleach, or fabric softeners. However, it is less expensive to buy larger packages at the grocery store.

## **Social Security Number**

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You may apply for a Social Security number if you have a job on campus. You must have this number in order to be paid for working. To make application at the Social Security office, which is located in town, please take the following:

- Birth Certificate
- Identification
- Immigration Documents
- Proof of Employment – this proof can be in the form of a letter on CASC letterhead stating that you are employed; the letter should be signed by your supervisor.

If transportation is needed to the local Social Security Office, you must notify the International Advisor in the Office of Student Affairs at least two days in advance.

## **Employment**

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You are allowed to work up to and including 20 hours on campus only. Jobs are not guaranteed, but a few are usually available at the beginning of the semester. For more information concerning on-campus work opportunities, please contact Jaclyn Riley in the Financial Aid Office in Hemphill Hall 102 at 918-647-1340.

## **Banking**

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Arvest Bank believes in customer-focused banking. Arvest Bank's extended branch hours, mobile banking and free online BillPay provide customers with fast, convenient service. Arvest Bank has proven to be cooperative when working with the banking needs of CASC International students. Please contact them at 3002 N Broadway in Poteau; or by phone at 918-649-3000.

## **Illness**

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If you believe that you need to see a doctor, please notify the International Advisor in the Admission Office or Office of Student Affairs; however, if you are an athlete, you should notify your coach. An appointment will be made for you as soon as possible.

In case of an emergency, especially at night, please notify Melissa Cunningham, the Residential Life Coordinator, at 918-413-4172; Kevin McConnel, the Assistant Residential Life Coordinator, at (918) 413-1618; or the Campus Police at (918) 649-7463.

## **Medical Insurance**

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Carl Albert State College requires all international students to have health insurance. You will receive further information concerning the required health insurance at a later date.

## **Safety and Security**

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### **Campus Police**

The CASC Campus Police Department is dedicated to enhancing the opportunity for students, faculty, and staff to participate in the educational experience by providing a safe and orderly environment. This is accomplished by providing a professional, cooperative, customer driven service that is both flexible and responsive to the needs of all. The Campus Police also provide crime prevention, sexual assault prevention education, and self-defense seminars. The CASC Campus Police ensure that all college rules are enforced and that your rights as a resident, student, and individual are not violated.

If a situation does not require immediate law enforcement attention, students and/or CASC personnel may contact the Campus Police for assistance at (918) 649-7463. CASC has a limited number of police personnel; therefore, it could be difficult at times to contact Campus Police. Because of this possibility, it is recommended that all CASC employees and students always contact the Poteau Police Department for immediate law enforcement assistance by dialing 911 for emergency assistance and (918) 647-8620 in non-emergency situations.

## Emergency Notification System

As part of CASC’s ongoing efforts to ensure each student’s safety and security, CASC offers an Emergency Notification System through BlackBoard Connect. CASC requests that all students, faculty and staff submit a cell phone number for text messages from our Emergency Notification System. The information provided will be used only to alert students of health-related updates, school closings and other emergencies. This service is voluntary and students may opt-in or opt-out at any time.

## Emergency Response Plan

CASC recognizes that quick responses are necessary in today’s environment where anticipated and unanticipated emergencies arise. We remain committed to the safety of our visitors, student body and staff. CASC has developed and implemented an Emergency Response Plan designed for the protection of the campus community. All offices and departments shall display the Quick Reference Guide to the Emergency Response plan in a public and visible area, and shall adhere to the plan when emergencies arise. A copy of the detailed plan is maintained in the Office of the Carl Albert State College Safety Coordinator in the Ollie Center 1103.

## Food Services

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The Director of Food Services and the Food Service staff are the professional personnel who prepare the meals and operate the cafeteria. Their primary concern is to provide students with high quality food service in an economical manner. In addition to preparing meals, the Food Service staff is here to listen to any comments you may have. If you have any comments about food service, please attend the Food Service Committee meetings where the Director of Food Services will address your concerns. The Food Service Committee Meetings can be attended by any student. Menus are printed and placed in all student mail boxes weekly.

The cafeteria is located in the Costner-Balentine Student Center. Meals will be served at the following times:

### Monday - Thursday

Breakfast ..... 7:00 a.m. - 9:30 a.m.  
Lunch ..... 11:00 a.m. - 1:30 p.m.  
Dinner ..... 5:00 p.m. - 7:00 p.m.

### Friday

Breakfast ..... 7:00 a.m. - 9:30 a.m.  
Lunch ..... 11:00 a.m. - 1:30 p.m.

CASC Students may purchase a meal card. Students may purchase 20 meals for \$110 or 10 meals for \$55. Payment options are as follows: cash or check. Meals are dine-in and are served in the cafeteria on an all-you can-eat basis. You must present your card to the cashier before receiving each meal. With the exception of sack meals, a piece of fruit, or ice cream all food

served in the cafeteria must be consumed in the cafeteria. Glasses, silverware, dishes, trays, and all other reusable utensils are not to be taken from the cafeteria without proper authorization.

## **Services Offered**

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The International Student Relations Staff members provide a number of services for International students enrolled at Carl Albert State College. These services include:

- Assistance with pre-arrival and post-arrival needs of new students. These include airport/bus pick-ups/drop-offs, assistance with bank accounts, housing, books, and other “settling in” needs.
- Advise and assist International students on college policies, International student regulations, and financial matters and render assistance toward support programs on campus.
- Process and prepare all types of forms, documents, and reports required for International students.
- Update International students with changes to procedures and policies at Carl Albert State College and in the United States.
- Be on call for emergencies involving the police and hospital.

## **PART II: CULTURE**

### **Cultural Adjustment**

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When you leave your own culture and go into another, you naturally carry your own background and personality, sometimes known as “cultural baggage.” Your reactions to the new culture, and how well you adjust to living in it, therefore, depend upon you. Some suggestions to make things go a bit more smoothly are:

1. Listen and observe. Since there are new rules, norms, and cues that may be unfamiliar, you need to listen to words and to observe nonverbal communication carefully, trying to put them into the proper context.
2. Ask questions. You cannot assume that you always know what is going on, or that you always understand a particular communication. Most Americans will be very helpful if you need an explanation of something. You may need to rephrase a question, check the meaning of something, or repeat what you have said in order to be clearly understood.
3. Try not to misjudge. You will see many things that are different from your own culture. Do not label anything as “good” or “bad” in comparison; most customs, habits, and ideas are simply different from the ones with which you are familiar. You may also misunderstand some things—try not to make judgments until you have more complete information.
4. Try to empathize. Try to put yourself in the other person’s place, and look at the situation from his or her perspective. Cultural perspectives can cause very different interpretations of the same situation.
5. Be open and curious. Try new things, and try to find out how and why certain things are done. The more you explore, the more you will learn.
6. Do not be afraid to laugh at yourself. It is likely that you will make mistakes as you explore a new culture. Laughing at your mistakes will encourage others to respond to you in a friendly manner and help you learn from them.
7. Try to accept frustration. Learning to function in a new culture is not easy, and it is natural to feel anxious and frustrated at times. Realize that these feelings are a normal part of the experience.
8. Realize homesickness is also normal. Any person leaving his or her home culture is likely to experience stages of homesickness that are similar to stages of grief. Please do not hesitate to talk to someone if you think it would help you.

9. Get involved. The more you put into the experience, the more you will learn from it. Make an effort to meet people, form friendships, get involved in activities, and learn about the people and their culture.

There are many customs and differences you can only learn by living in the United States. However, some of the more important cultural differences are introduced below:

1. Stereotypes—Don't believe all of the stereotypes you may have heard about Americans. For example, although Americans tend to be louder and more boisterous than people from other cultures (especially at athletic events), many of the people you meet will be quiet and polite; most will also be pleasant and welcoming. Remember that American films and television exaggerate in order to generate excitement and, thus, present a rather distorted picture of what life in the United States is really like.

Americans do tend to be more informal than people from other countries. It is common for Americans to wear casual clothing to school. Weddings, funerals, church services, symphony concerts or other cultural events usually require more formal wear. Overall, good manners and politeness are always appropriate.

2. Personal Space—When two people are talking to each other, they tend to stand a specific distance apart. If someone crosses this invisible boundary, the other person will feel uncomfortable and move away to increase the distance. The exception is family members and other loved ones. Also, try to avoid physical contact while you are speaking, since this may also lead to discomfort. Shaking hands when you first meet or part is acceptable, but this contact is momentary.
3. Forms of Address—American names are written and spoken with the given name first and the family name last. Carl Albert instructors are addressed by Mr., Mrs., Miss, or Ms. with the last name. If a person has an M.D. or Ph.D., they are usually addressed as "Doctor." Informally, Americans will introduce each other by first name, without titles, and occasionally by just the last name. If you are introduced to somebody by first name, you can address him or her by first name the next time you meet. The only exception would be for someone who holds an important position; unless they tell you otherwise, address the individual by the last name.
4. Demeanor—Americans are more assertive than most international visitors. They use words to express their opinions and to accomplish goals. As a result, you will need to become more assertive and to speak out on your own behalf. Volunteer information that will be of interest. Eye contact is also important; it is an indication of openness, honesty, and enthusiasm.
5. Tipping—Restaurants do not include a service charge in the bill, so you should tip the waiter 20% of the total bill. If service was slow or particularly bad, some Americans tip only less; likewise, if the service was especially good, it is appropriate to tip more. Tipping is only appropriate in restaurants which offer table service. If

you are in doubt, ask whether it is appropriate to tip or whether a gratuity is included in the bill.

6. Social Visits—Americans often plan social gatherings on short notice, so don't be surprised if you get invited to someone's home or to see a movie without much warning. If the time is convenient for you, accept the invitation; however, if you are busy, do not be afraid to decline and perhaps suggest a better time for you.
7. Telephone Etiquette—When you call someone, it is polite to identify yourself. When you answer the phone, it is OK to answer just "Hello."
8. Smoking—Smoking has become socially unacceptable in the US, in part due to the health risks. Smoking is prohibited in government and public buildings, and many businesses, especially restaurants, will not permit smoking on the premises. Carl Albert has a ban on smoking within campus buildings.
9. Gestures—To wave goodbye or hello to someone, raise your hand and wave it from side to side, not front to back. Holding your hand up with the palm facing forward but no movement means "stop." Holding your hand with the palm toward your body and wagging the fingers toward the body means "come here."

If you want to point at an object, extend the index finger and use it to point at the object. It is not polite to point at people.

Shaking your head from side to side means no. Shaking your head up and down means yes.

Never show your fist with the middle finger extended. This is an insult. Shaking a closed fist at someone is also rude.

Flirtatious gestures are inappropriate.

10. Calendar Dates—In the US, dates are written as month/day/year. This is the opposite of the British method, in which dates are written day/month/year.
11. Time and Temperature—Temperatures are most often reported in Fahrenheit. Climate in Poteau is mild in the winter (average highs 50°F) and very hot (average highs 90°F) in the summer. You will need an umbrella and a coat; you might also want gloves and a hat for a few especially colder winter days.
12. American Holidays—Some of the more popular holidays are:
  - New Year's Day (January 1)
  - Martin Luther King, Jr. Day (Third Monday in January)
  - Valentine's Day (February 14)
  - President's Day (Third Monday in February)
  - Good Friday (Friday before Easter Sunday)



- Mother’s Day (Second Sunday in May)
- Memorial Day (Last Monday in May)
- Father’s Day (Third Sunday in June)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veterans Day (November 11)
- Thanksgiving (Fourth Thursday in November)
- Christmas Day (December 25).

Carl Albert State College has no school on most of these holidays, and most government offices are also closed.

13. Weights and Measures—The United States still uses the English system of weights and measures. The metric system is available, but people use quarts and inches, not liters and centimeters. The following charts convert between the English and metric systems for the most commonly used measures.
  
14. Electronic Equipment—Most electrical outlets in the US operate with a voltage of 110-120 volts, 60 cycles. If your equipment requires 220 volts, you will need a transformer and plug adapter. Videotapes recorded on foreign VCRs will not necessarily play correctly on American VCRs.
  
15. Religion—The US Constitution guarantees religious freedom for all faiths. You will almost certainly be able to find a church or synagogue nearby for people of your faith.

## **PART III: LEGAL ISSUES**

### **Maintaining Documents**

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You must maintain a valid passport and an I-94 card. Please do not let it expire. Please take care of renewing your passport within six months of its expiration date,

Keep all I-20s. Before leaving the United States for a visit out of the country, be sure to have the International Advisor in the Admissions Office sign the back of your most recent I-20. You will also be issued a new I-20 at the beginning of each semester; please remember to stop by the International Advisor's office to get your copy.

You will also need a new I-20 anytime you change your major or any other information listed on the I-20. Please let the International Advisor in the Admissions Office know as soon as possible about any changes.

If your VISA expires, your International Student status will not change unless you leave the United States. Once you leave the country, you will be responsible for obtaining a new VISA before you can return.

**Organize and safeguard all of your International documents.**

### **Enrollment Status**

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You must be enrolled in 12 credit hours every semester to maintain F-1 status. If a student drops below 12 credit hours during a semester, the student's I-20 will be terminated. If a student drops below 12 credit hours due to a withdrawal (W) or administrative withdrawal (AW), the student's I-20 will be terminated.

### **Obtaining an Oklahoma ID Card**

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Go to the driver examiner's office, located in the LeFlore County Annex behind the LeFlore County Courthouse with your International documents to receive an identification number. Then go to the Tag Office, which is located in town, and again take your International documents including your birth certificate and your passport and your campus ID.

## **Obtaining a Driver's License**

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The driver examiner's office is located in the LeFlore County Annex behind the LeFlore County Courthouse. Before attempting to obtain a permit or license, you should request an Oklahoma State Driving Manual there and spend some time studying it.

When you believe that you are ready to be tested for a permit, please take with you to the driver examiner's office:

- Passport
- Visa
- I-94
- I-20
- Birth Certificate

The written test is usually about 20 questions. If you pass, you will be allowed to drive a vehicle with someone in the front seat of your car who is at least 21 years of age and licensed to drive. To obtain a license, you will need to wait at least 30 days before attempting the driving part of the test. Once you pass this second part, you will have an Oklahoma's driver's license.

If you already have an International license, you still must take the written and driving tests to receive an Oklahoma license.

**Carl Albert State College**  
**Statement of Understanding**

(Revised August 2012)

**Please read each statement carefully. By agreeing to these conditions for admission, you understand fully the CASC academic, administrative, and immigration regulatory policies to become a CASC student on F-1 visa.**

1. **I understand that I must submit all application forms and supporting documents to the CASC Admissions Office before the deadline date listed. If my application failed to meet the deadline, it will be considered for the next earliest semester.**
2. I understand that all information given on the application forms must be accurate. Failure to list all colleges previously attended, or falsification of application information or any of my academic records will result in my suspension for academic misconduct and immediate dismissal from CASC.
3. **I understand that I must submit official academic credentials from all schools I am currently attending and/or have attended in the past. I understand that I must meet the grade point average requirement for the program I intend to pursue.**
4. I understand that if English is not the primary language in my country, I must meet the English proficiency requirement outlined before the admission will be granted. However, I may submit the application for admission to CASC without having met the English requirement but only for evaluation of my academic credentials. If I have met all the admission requirements except for the English proficiency and wish to attend an intensive English program, I must apply to the English language school approved by the State Board of Regents to receive the I-20 and the provisional acceptance letter from CASC.
5. **I understand that if I enter the U.S. on I-20 issued by CASC, I must enroll and complete 12 credit hours before I am eligible to transfer to another institution in the U.S.**
6. I understand that I must be prepared to bring with me to CASC sufficient funds (a minimum of \$6,500 deposit) to cover tuition, fees, textbooks and supplies, and health insurance for one sixteen-week semester. I further understand that remaining funds must be at my disposal for my subsequent semester study at CASC. I understand that I am required to bring additional funds for living expenses separately, in addition to the deposit.
7. **I understand that if I am younger than 21 years old and have not completed 32 semester credit hours, on-campus housing which includes meal plans may be the best way to adjust to campus life.**
8. I understand that I must have made a housing arrangement, either reserved a room with CASC Residential Housing Office or with a friend off campus, prior to arrival in the U.S.
9. **I understand that I must attend a mandatory informational meeting for new students at the beginning of my initial semester at CASC.**
10. I understand it is very important to maintain my visa status by making good academic progress at all times during my stay in the U.S. I am required to enroll and complete successfully a minimum of 12 credit hours as an undergraduate student during Spring and Fall semesters. I further understand that while I am at CASC, I must comply with the CASC Student Handbook.
11. **I understand that I must be in proper status with the U.S. Immigration and Customs Enforcement (ICE) while I am in the U.S. If reinstatement of F-1 visa status or change in visa classification is required, I must consult the CASC International Student Relations Staff and file appropriate application with the ICE. I will not be permitted to enroll until I have completed all the paper work for reinstatement of student status with the CASC International Student Relations Staff. If I am changing from any of other non-immigrant visa status to student visa status, I will not be permitted to enroll until the ICE notification of approval is received.**
12. I understand that I must maintain a valid passport at all times by applying for the renewal at least 6 months prior to its expiration.
13. **I understand that my I-20 must be valid throughout the duration of my study. The extension must be requested at least 30 days prior to its expiration at CASC Admissions Office.**
14. I understand that I must always provide the current address information to CASC and ICE by informing the Admission Office when there is any change either in my residence in the U.S. or in my family address in my home country.
15. **I understand that my F-1 visa status will prohibit my engaging in off-campus employment without prior authorization from the ICE. If I am found to be working off-campus without a proper authorization, I will lose my visa status and may face immediate deportation.**
16. I understand that I am required to have health insurance coverage while I am a student at CASC. This mandatory insurance plan is offered through CASC as a part of my school fees.
17. **I understand that I must submit the proof of required immunization or sign the waiver before enrollment.**

**YOU MUST RETURN THIS FORM WITH YOUR SIGNATURE!**

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature*

## Accreditation Statement

Carl Albert State College is accredited by the Higher Learning Commission through the North Central Association of Colleges and Schools, the National League for Nursing Accrediting Commission, and the American Physical Therapy Association, and Joint Review Committee on Education Radiologic technology (JRCERT).

The college is also accredited or recognized by the following higher education agencies or bodies: Oklahoma State Regents for Higher Education, American Council on Education, Oklahoma State Accrediting Agency, Oklahoma Association of Community and Junior Colleges, American Association of Community and Junior Colleges, Higher Education Alumni Council of Oklahoma, North Central Council of Junior Colleges, American Association of Collegiate Registrars and Admissions Officers, National Junior College Athletic Association, and the Association of Community College Trustees.

Additionally, CASC has entered into partnerships with several entities including East Central University, Ada, Oklahoma; Franklin University, Columbus, Ohio; Mid-America University, Oklahoma City, Oklahoma; Northeastern State University, Tahlequah, Oklahoma; and Southeastern Oklahoma State University, Durant, Oklahoma.



## North Central Association

Carl Albert State College is accredited by the Higher Learning Commission through the North Central Association of Colleges and Schools from 2003-2013. CASC includes the address and telephone number of the North Central Association of Colleges and Schools. The address and telephone number is:

**North Central Association of Colleges and Schools Commission on Institutions of Higher Education**  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
Telephone: (800) 621-7440