

University of  
**MOUNT OLIVE**



**New International Student Handbook**

# 2017-2018

Welcome to University of Mount Olive (UMO)!

We look forward to showing you the many possibilities awaiting you here in Mount Olive, North Carolina and in the United States of America.

Preparing for your first semester in school here at the University of Mount Olive and in the United States of America can be a fun and exciting experience, but like most students, you probably have many questions and concerns. **Welcome Week** (New Student Orientation) which begins on August 19 and ends on August 21 is designed to give you the answers you need to effectively prepare for your first year at the university. This handbook covers essential topics every new international student should know, and it supplements information you will receive from officials here at The University of Mount Olive during the session specifically scheduled for new international students as part of *Welcome Week*. Please read this information thoroughly and do not hesitate to contact us with any questions or concerns you may have.

Success in your first academic year at The University of Mount Olive lays the foundation for future accomplishments and we want to help you get off to a tremendous start. Take advantage of the many services and opportunities described in this handbook and throughout *Welcome Week*. Meet people, find the resources you need to succeed, get involved in student life, and utilize everything The University of Mount Olive offers to help you achieve your goals.

Sincerely,

*University of Mount Olive Staff*

We are here to help answer any questions or concerns you may have before your arrival and during your time here at The University of Mount Olive. Please do not hesitate to contact us.

## University Contacts

### Office of Admissions

***Steven Cruse, International Admissions Representative***

Email: [scruse@umo.edu](mailto:scruse@umo.edu)

Phone: 1-800-653-0854 x1217

### Office of Student Affairs

***Nicole Garrett, Director of Campus Life***

Email: [ngarrett@umo.edu](mailto:ngarrett@umo.edu)

Phone: 919-658-7896 or 1-800-653-0854

***Ian Foley, Housing Director***

Email: [ifoley@umo.edu](mailto:ifoley@umo.edu)

Phone: 919-658-7778

***Annette Harper, SEVIS DSO /Office Coordinator***

Email: [aharper@umo.edu](mailto:aharper@umo.edu)

Phone: 919-658-7838 or 1-800-653-0854

# *Table of Contents*

Pre-Departure Checklist .....	1
Preparing to Leave Home .....	2
Buying Your Airline Ticket .....	2
Packing Luggage .....	2
Items to Leave Behind .....	2
Clothing .....	3
Miscellaneous .....	3
Travel .....	3
Departure .....	3
In Flight .....	3
Time Change .....	3
Arrival – Immigration and Customs .....	4
Connecting Flights	
Airport Transportation / Pick-up	
Adjusting to the United States of America .....	5
Adjusting to the University of Mount Olive .....	6
University Covenant .....	6
Campus Life at the University of Mount Olive .....	8
Accommodations .....	8
Room Assignments .....	8
What to Bring .....	9
Residence Hall Closings .....	8
Liability and Renter’s Insurance .....	8
Mail Services .....	9
Dining .....	9
Meal Plans .....	9
Safety .....	10
Orientation .....	11
Preparing for Classes .....	14
Legal Issues – VISA/Employment .....	15
Frequently Asked Questions .....	17
Conversions .....	18
Countries Currently Represented at the University of Mount Olive .....	19

## ***Pre-Departure Checklist***

### ***Have you done the tasks below?***

- Notified the Office of Admissions and the Office of Student Affairs of your arrival schedule so you can check in when you arrive (required of ALL international students upon arrival)
- Notified the Office of Admissions and the Office of Student Affairs to make arrangements for ground transportation from the Raleigh-Durham International Airport (RDU) to the University of Mount Olive campus – if needed.
- Sent your family contact information to the Office of Student Affairs  
*Family/Parent Information Form*
- Reconfirmed your flight information 72 hours before your departure
- Completed and submitted the *New International Student Travel Itinerary Form*

### ***Do you have the following items in your possession?***

- Valid Passport and F-1 Student VISA
- Original I-20/DS-2019 Form (Certificate of Eligibility for Non-immigration Student Status)
- Receipt for the payment of SEVIS I-901 fee (required by SEVIS)
- All official letters mailed to you by the Office of Admissions, especially your acceptance letter
- Receipt of payment from The University of Mount Olive Student Account Statement (e-mailed to you from the Office of Admissions)
- Airplane Ticket(s)
- University of Mount Olive's address – in case you should need it  
University of Mount Olive  
634 Henderson Street  
Mount Olive, NC 28365
- Travel/Luggage Insurance Policy (if you have one)
- Copy of Immunizations/Health Forms with English Translation
- Visa or MasterCard Prepaid Cards (pay as you go) or Traveler's Checks/Cash in U.S. dollars is recommended. How much money should you bring? Every person comes from different circumstances, but you should have enough to purchase your books, buy any necessities once you arrive here, etc. Make sure not to pack all of your financial resources (in whatever form you choose) in your suitcase in case it is delayed or lost in transit.
- Copy of TOEFL (score report)

***Please read the entire handbook for more information about the above items.***

## *Preparing to Leave Home*

### *Buying your Airline Ticket*

When preparing to buy your airline ticket, remember the nearest airport to The University of Mount Olive is Raleigh-Durham International Airport (RDU).

Dates to keep in mind when booking your tickets:

August 19, 2017	Arrive at the University between 9 am and 12 noon.
December 13, 2017	Winter Break begins (residence halls close at 5 pm)
January 10, 2018	Residence Halls Reopen for the Spring Semester

We are more than happy to make arrangements for you to be picked up from the airport upon your arrival, but you **MUST** send us your completed *New International Student Travel Itinerary Form* four weeks before your arrival to allow us enough time to coordinate the logistics. Please send a completed travel itinerary form to Steven Cruse at [scruse@umo.edu](mailto:scruse@umo.edu) and Nicole Garrett at [ngarrett@umo.edu](mailto:ngarrett@umo.edu).

Remember: Raleigh-Durham International Airport, Raleigh, NC; **Airport Code: RDU**

### *Packing Luggage*

International airline companies usually limit to two suitcases and one carry-on bag for each traveler. Check with the airline for bag and weight limitations. Make a checklist before you start packing. Remember that University staff and/or students take new international students to local shops during *International Student Orientation*; so pack light to save some money. List a few items from your country that you may not find in the U.S.A. or in order of priority, because you may not be able to fit everything you want to bring on your trip. Prepare your suitcase at an even weight and tag it with the following information:

Your Name  
Your Flight Number and Date  
New International Student at the University of Mount Olive  
C/O Office of Student Affairs  
Holmes and Lois Murphy Center  
630 Henderson Street  
Mount Olive, NC 28365, USA

### *Items to Leave Behind*

More than ever security has become a major concern for the travel industry and all governments in the world. Since the events of September 11, 2001, changes have been made to insure the safety of all passengers that catch new and current international students, as well as U.S.A. citizens by surprise.

Sometimes passengers innocently attempt to bring items that are illegal according to the U.S.A. Government. So, we strongly recommend that you do not bring any weapons, any fresh agricultural goods (which are not gamma radiated), illegal drugs, or prescribed medication (if you do not have a medical doctor's prescription under your name). For further details and to avoid any confusion, we strongly encourage you to visit the website of Transportation Security Administration and the U.S.A. Department of Agriculture. To learn more visit the two websites below:

<http://www.tsa.gov/traveler-information>

<http://www.cbp.gov/travel/international-visitors>

## ***Clothing***

Mount Olive, North Carolina has a mild climate. In the spring and summer it can be hot and humid, while in the fall and winter the weather can be a cold, windy and below freezing, with occasional snow. We have some occasional rain and thunderstorms. Spring and fall offer milder seasons. Although there is no dress code on campus, it is a good idea to pack a few clothes for business attire and formal occasions. Also, consider bringing any specific clothes which might not be available in the U.S.A. Please consider bringing national clothes to celebrate your country and your culture on special occasions that will be held at the University of Mount Olive.

## ***Miscellaneous***

Bring several personal items such as family pictures and other decorations with you to make The University of Mount Olive as familiar a place as possible. It will be beneficial to bring a bilingual dictionary with you (if applicable). Most importantly, remember to bring an extra pair of glasses and/or contact lenses along with a copy of your prescription. If your electrical appliances such as shaver, hairdryer, curling iron, toothbrush, etc. are not dual-voltage (designed to operate on voltage between 100-250 volts without damage to the components) or do not run on 110 volts, you will need to purchase a U.S.A. transformer, as well as a plug adaptor, because voltage and electrical outlets in the U.S.A. may be different. Many overseas appliances are designed to operate only within the 220-250 volt range, which is above and beyond the U.S. electrical standards. In order to avoid dealing with this kind of inconvenience, we suggest you buy all your electrical appliance/equipment in the U.S.A. after you arrive. Quite a few students own computers that can be connected to The University of Mount Olive's network on campus. However, there are computer labs on campus you are able to utilize should you not own a computer.

## ***Travel***

### ***Departure***

Arrive at the airport 3-4 hours before your scheduled departure time to fulfill the security formalities. At the airport of your departure, the airline agent checking you in will ask for your valid passport and F-1 Student VISA. Airlines are required to follow this protocol to make sure that passengers going to the U.S.A. have their proper documents. The U.S.A. Department of Homeland Security will not admit anyone who does not have a VISA, a valid passport, an original I-20 into the U.S.A. If that happens, the airline will be responsible for returning the passenger who does not have the required documents.

If you have a one-way ticket, inform the airline agent that you are an international student admitted to a university in the U.S.A. Request that your bags be checked through to your destination: Raleigh, North Carolina. Be polite to the officials, this can save you time and a lot of headaches. If you are not sure of something, try to contact an airline agent or someone in uniform.

### ***In-Flight***

The *Customs Declaration Form* will ask if you are carrying agricultural products. If you have any agricultural products in your luggage or on your person, make sure they meet the U.S.A. Transportation Security Administration requirements. Also, before purchasing duty-free items, ask about limitations.

For more information please visit the Transportation Security Administration website: <http://www.tsa.gov/>

### ***Time Change***

The University of Mount Olive is located in the state of North Carolina which is in the "Eastern Standard" time zone.

Before landing (at each lay over on flight change) adjust your watch to local time. The U.S.A. uses a 12 hour clock. Information on time zones can be found at the following websites:

<http://www.timeanddate.com/worldclock/>

<http://www.worldtimezone.com/index24.php>

### ***Arrival & Immigration and Customs***

You will first have to go through the US-VISIT Program ([www.dhs.gov/us-visit](http://www.dhs.gov/us-visit)). The immigration officer has the final decision on your entry into the U.S.A. and your length of stay. The officer will ask you about the purpose of your visit and take your photo and fingerprints. **Present the officer with all your documents to avoid confusion: valid passport, F-1 Student VISA, original I-20, and acceptance letter.** NOTE: Some U.S.A. embassies or consulate offices return your original I-20 in a sealed envelope; if that is the case, DO NOT OPEN IT. The Immigration Officer will open it, as it is stated on the envelope, after you have landed in the U.S.A.

Sometimes immigration officers may want to see proof of your financial capability and/or your ability to speak English. You can demonstrate your financial support with the documents provided at the VISA appointment. To prove English proficiency, your TOEFL Score Report will suffice. If you do not have your TOEFL Score Report results, tell the officer that you have been accepted at The University of Mount Olive (show a copy of the acceptance letter).

The Immigration Officer may validate your original I-20, and mark your maximum length of stay as D/S, which means *Duration of Status*. He or she may want to make a copy of page 1 of your original I-20, but he or she should NOT keep any pages. **Make sure you store all these documents carefully** when traveling. Pick up your luggage and go through customs. The officer will need to see your valid passport and *Customs Declaration Form*. The officer may also ask to look inside your luggage.

### ***Connecting Flights***

As soon as you finish with customs, find the terminal for your connecting flight, if you have one. Make sure to check in with an airline agent in uniform. **A connecting ticket does not mean that you are already checked in.**

If you miss your connecting flight, ask an airline agent for assistance in re-scheduling your flight. Then call the Office of Student Affairs at 1-919-658-7838. Our business hours are 8AM-5PM, MONDAY-FRIDAY, EASTERN STANDARD TIME). If it is after 5PM, leave a message if it is after business hours. Pay phones are available in all airports. You may want to carry a calling card, which you can purchase in news stands at the airport.

### ***Airport Transportation/Pick-Up***

If you requested to be picked up from the airport, upon arrival at the Raleigh-Durham International Airport (RDU), please utilize a calling card and pay phone in the baggage claim area to contact the individual picking you up (you will be provided that information via email prior to your departure for the U.S.A.). If you are unable to speak with your driver by phone after attempting multiple calls, look for someone carrying a *The University of Mount Olive* sign in the baggage claim area. If you want to ask questions, contact the Information Desk or an official in uniform.

As you know, many new international students like yourself, will need transportation from the airport to The University of Mount Olive possibly around the same time you will be arriving to RDU. This is one of the busiest periods of the year. In order for us to accommodate your needs and those of other international students, we strongly recommend that you inform us by August 4th if you will need a ride from the airport. Please email the *New International Student Travel Itinerary Form* to both of the following University officials: Nicole Garrett at [ngarrett@umo.edu](mailto:ngarrett@umo.edu) and Steven Cruse at [scruse@umo.edu](mailto:scruse@umo.edu). Email is the best way to communicate so we can reply to

confirm receipt of your request. Remember, the more time we have, the better we are able to plan the logistics for your arrival.

### ***Airport Transportation after Your Initial Arrival***

- The University does not provide transportation from the airport after your initial arrival.
- You can arrange transportation through 2 local transportation companies:  
VIP Transportation Service – Roger Rose, Phone: (919) 222-6975; Email: [RogerJ.Rose@gmail.com](mailto:RogerJ.Rose@gmail.com)  
At Your Service – JoAnn Logan, Phone: (919) 922-1117; Email: [atyour servicenc@gmail.com](mailto:atyour servicenc@gmail.com)
- Students are responsible for paying 100% of the transportation costs directly to the transportation company and expected to tip the driver directly the day of their transportation. Students are responsible for services requested. If you have a change in plans and don't notify the transportation company, you may be responsible for paying for services even if you do not use them. It is your responsibility to check on policies of the transportation service company.

## ***Adjusting to the United States of America***

### ***Culture and Society***

American society is complex and diverse. We cannot attempt to fully explain American culture in this handbook, but the following comments may give you an idea about the people and the culture of your host country. Most Americans are very open-minded and welcoming people. They are often direct, inquisitive, and eager to learn. They are independent, patriotic, and proud. You may have heard or read many stories and stereotypes about Americans. We suggest you keep an open mind and get to know them better before forming your own opinions. You will quickly find out that Americans are warm and caring people. Approach any interaction as a two-way street that requires both parties to invest equal time and energy.

### ***Culture Shock***

The United States of America is a country with a rich and varied culture. You will enjoy its diversity of people and cultures. However, at the beginning, it may not be easy to adjust to your new culture and environment. Be patient and give yourself some time; adjusting is a natural and slow process. You will experience some degree of culture shock as you adjust to the different foods, people, mannerisms, climate, language, music, etc. This can cause some people to feel isolated and frustrated. These problems can cause anxiety, homesickness, nervousness, or tiredness. Some of you may become dependent on fellow international students and become reluctant to speak English.

### ***Coping Technique***

The best way to cope with culture shock is to put the problem in perspective. Try to understand why things are the way they are and re-evaluate your expectations. Sometimes your expectations are a little bit too high; sometimes it is a matter of looking at things differently to better understand them. Keep an open mind and do not withdraw. Talk to staff, faculty and other international students about their experiences. Remember, international students before you went through similar or same things at the University and they survived, so you will too!

# *Adjusting to the University of Mount Olive*

## *Brief History of UMO*

Read about the history of The University of Mount Olive at <http://www.umo.edu/about/history>

## *The University*

### **Mission**

The University of Mount Olive is a Christian faith-based, values-centered private institution rooted in the liberal arts tradition. We serve our students, our founding church, and our communities.

### **Vision**

The University of Mount Olive will exemplify lifelong learning and engaged participation among our students, faculty, staff, and constituents. To serve our students, our founding church, and the communities in which we are located, we will:

- Provide our students – regardless of age, location, or learning style – a high quality education rooted in the liberal arts and strengthened by Christian values
- Enrich and support the ministries of our founding church
- Customized innovated and beneficial services to each community in which we are located

### **Values**

The following core values are fundamental to achieving our mission and vision and are articulated in our *University Covenant*:

- Honesty and Trustworthiness
- Justice and Courage
- Responsibility and Gratitude
- Caring and Respect

## *University Covenant*

The University of Mount Olive strives for higher learning, higher standards and higher values for its board of trustees, administration, faculty, staff, and students through its commitment to integrating a chosen set of virtues into all aspects of the University. These virtues illustrate what the University considers appropriate and necessary for fostering the development of a healthy, safe, and caring university community. The University community includes the board, administration, faculty, staff and students. Established by the Original Free Will Baptist Church, The University of Mount Olive calls for each person in this community to demonstrate the virtues modeled by Jesus Christ who taught that the demands of the gospel could be summarized in one word: love...love the Lord thy God with all thy heart...soul...mind and...strength love thy neighbor as thyself. There is none other commandment greater than these. (Mark 12:30-31) The New Testament word for love is agape which has been defined as sacrificial love and the desire for the highest well-being of other persons. This kind of love provides the conceptual framework for the discussion of the virtues that persons in this community are called to manifest. The virtues are described below:

**Honesty & Trustworthiness:** People who are honest tell the whole truth to people who have the right to know the truth, which includes telling the truth about issues that people may be unaware exist but which directly affect them. They do not shade the truth, withhold parts of the truth, or remain silent when others are misrepresenting the truth. People who are trustworthy keep promises, commitments, and confidences, and are steadfast in their honesty, support and loyalty.

**Justice & Courage:** People who are just are fair in their interaction with others, treating them in ways that they themselves expect to be treated and are advocates for those who are not being treated justly. They do not place others at a disadvantage by harassing, intimidating, cheating, stealing, damaging their reputations or property, or in any other way deprive others of their rights to free speech, privacy, equal opportunity, and due process. Courageous people have a moral compass which they carry with them in all situations and follow it even when it costs them dearly. They do not rationalize their lack of courage by assuring themselves they cannot correct the situation or it is not their responsibility to do so.

**Responsibility & Gratitude:** People who are responsible accept full accountability for all of their behavior, including mistakes and wrongdoing, and do all in their power to undo any harm their behaviors have caused. They do not shirk opportunities to admit their mistakes by making excuses, blaming others, or diminishing the gravity of their mistakes. People who have gratitude acknowledge the help and support they receive from others and demonstrate their thankfulness in clear and meaningful ways. They do not ignore the help they receive from others, forget to acknowledge it or feel that they somehow deserve the help, and hence experience no need to express gratitude.

**Caring & Respect:** Caring people are sensitive to the material, psychological, and spiritual needs of others, and are willing to make sacrifices to help others meet those needs, whether these individuals are friends or disenfranchised people. They do not assume a self-centered or permissive attitude, which frees them to concentrate on their own welfare and ignore that of everyone else. People who are respectful behave in a way that is appropriate for their environment including physical location, people and situation, and they are good stewards of our community. Respectable behavior mandates decent etiquette and quality of character.

In summary, the board of trustees, administration, faculty, staff, and students at The University of Mount Olive recognize the importance of Christian values and high standards of education. While people come to this university from many backgrounds, each person who chooses to be a part of this community is expected to strive for these high standards.

\*The University of Mount Olive does not discriminate on the basis of race, sex, color, national or ethnic origin, age, or handicap in the administration of its personnel and educational policies. It admits all qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

## *Campus Life at the University of Mount Olive*

### *Accommodations*

Residence Life at The University of Mount Olive strives to provide its students with a positive living and learning experience during their stay on campus. We encourage all students to experience living on-campus and to take advantage of the numerous social and educational opportunities provided to them. We feel that interactions with other students, staff, and faculty will promote decision making skills, personal responsibility, and develop other character traits to create a well-rounded contributor to the community. While we encourage all students to experience residential living, **we do require our freshmen and sophomores to reside on campus unless commuting from their parents' or legal guardians' home.**

### *Room Assignments*

Once you have been admitted to The University of Mount Olive, the Office of Admissions will have you complete a *Housing Request Form* to confirm your interest in living on-campus. ***Housing Request Forms are due to the Office of Student Affairs by mid-June and housing assignments will be emailed in early July*** (*housing assignment, residence hall, room number, phone number to the room, and your roommate's contact details*). The University makes every effort to make assignments with individuals you prefer, as long as it is a mutual request on your Housing Request Form. If you do not know of an individual you want to room with, that is okay, as we will make every effort to match you with someone who is compatible with the lifestyle habits you mention on your *Housing Request Form*. Please note that room changes will not be permitted during the summer. There is a room change process and form that need to be completed in the Office of Student Affairs if a student wishes to pursue this option. The room change process will not begin until two weeks after the start of classes.

### *What Should I Bring With Me*

Each room comes furnished with a twin-sized extra-long bed frame and mattress, wardrobe, dresser, desk and chair so you can arrange your space to make it all your own! Residential areas also have study spaces, lounges, laundry facilities, and covered bike racks as added amenities. We encourage you to communicate with your new roommate regarding what items you will each bring to avoid duplication of some items like micro-fridges, televisions, DVD players, etc. (A Wal-Mart store is 1 mile from campus. Transportation is provided during the Orientation Weekend.)

Link to Frequently Asked Questions: <https://www.umo.edu/student-life/frequently-asked-questions>

### *Residence Hall Closings*

For safety and security reasons, the residence halls are closed during certain break periods. This is due to the limited access of campus resources such as Health Services, Dining Services, and limited staff in the residence halls. There is no access to residential areas when the residence halls are closed. **The primary time period of closure is during Winter Break (December 13, 2017 to January 9, 2018).** Although you may remain on campus during the Fall and Spring Breaks, there are no cafeteria services offered. You will receive information about closing details through the Office of Student Affairs and Residence Life Staff. Personal belongings may remain in the rooms during these breaks periods but they must be removed at the end of the academic year in May. Go to <http://www.umo.edu/index.php/calendars-and-schedules> to see the UMO academic calendar that includes breaks.

### *Liability and Renter's Insurance*

The University does not assume any legal obligation to pay for the loss of or damage to your property if it occurs in the buildings or on its grounds prior to, during or subsequent to signing the *Room and Board Agreement*. You

should obtain appropriate insurance if you wish to protect yourself from the possibility of theft or damage while living on-campus.

### ***Mail Services***

Each residential student will receive a mailbox, key, and campus address upon arrival to campus on check-in day. Students may also receive packages at their campus address and retrieve those items in the Campus Mailroom. The Campus Mailroom is located in the Holmes and Louis Murphy Center beside the Office of Student Affairs. Students are able to mail letters and packages to family and friends via UPS, FedEx or the U.S. Postal Service.

You will need to have friends and family members address mail/packages to you as follows:

Name of Student  
University of Mount Olive (a box number will be provided at check-in)  
630 Henderson Street  
Mount Olive, NC 28365  
USA

### ***Dining***

#### **Sodexo at the University of Mount Olive**

The University Of Mount Olive's food service is provided by Sodexo Management. Sodexo is an organization committed to providing food and facility services to Universities, Health Care Organizations, Corporations and K-12 schools internationally. Our culinary and innovative designs have been customized for the students at The University of Mount Olive.

Your dining experience is more than great food. It is a community experience centered on culinary expertise, fresh ingredients, healthy options, and a shared sense of environmental and social responsibility. Our team is committed to creating the best possible dining experience. Join us to experience the comfort, convenience, outstanding food and inviting atmosphere designed especially for you.

#### **Special Dietary Needs**

Do you have food allergies, sensitivities or other special dietary needs? No problem, we can accommodate any special dietary requirements. For more information, please contact Terri Feathers, General Manager at [teresa.feathers@sodexo.com](mailto:teresa.feathers@sodexo.com) or by phone at (919) 658-7767.

#### **Want to send a Gift to your student?**

Sodexo offers you the opportunity to send flowers, a care box, birthday cake and many more items to your college student. Please visit our e-commerce section at: [umo.sodexomyway.com](http://umo.sodexomyway.com)

### ***Meal Plans***

Dining Services provides several meal plan options to accommodate students and their busy schedules. Each residential student is required to have a meal plan while living on-campus and will be assigned the default meal plan for their residence hall or apartment. All charges are included in the room and board fees for residential students. Commuter students have the option to choose whether or not they want to participate in a meal plan package. Commuter students will be charged an additional cost based on the meal plan they choose.

In addition to the dining hall, our Dining Services has additional *Green Bucks* money which is a separate expense account on your University of Mount Olive Student ID. Green Bucks can be used at the Deacon Jones Lounge in Raper Hall, Highway 55. Subway (in the Handy Mart convenience store), Pizza Village, El Mazatlan and Ninja Burger and Fries. These extra options allow students more variety and the opportunity to eat outside of normal dining hall hours.

- **10-Meal Plan:** This meal plan is primarily for students residing in on-campus apartments with access to a full kitchen. Students are allowed up to 10 meals per week in the dining hall. Unused meals do not carry over from week to week. With this plan, students receive \$50 in *Green Bucks* per semester.
- **130 Block-Meal Plan:** Our 130 block plan is another option for students who reside in on-campus apartments. Students can choose to limit their meals by the semester instead of each week where the meal plan runs out after 130 meals within each given semester. Students can utilize up to five meals at one time and allow family or friends to eat in the dining hall with them on this option. With this plan, students receive \$50 in *Green Bucks* per semester.
- **20-Meal Plan:** With 20 meals per week, students in the residence halls have access to a full week of meals. This plan is standard for students who reside in the residence halls on-campus; however, all students can upgrade to have this meal plan at an additional cost. Unused meals do not carry over week to week. This meal plan offers students \$100 in *Green Bucks* per semester.
- **200 Block-Meal Plan:** The 200 block plan is a second option for students living in the residence halls. This plan is limited to use of five meals at any given time and will be available until all 200 meals are consumed. This meal plan also provides students with \$100 in *Green Bucks* per semester.

## *Safety*

### *Emergency*

If you have any problems or an emergency, your Resident Assistant (or RA) will help you. You will meet your RA when you move into your room. She/he lives on campus in the residence hall; therefore you should be able to contact him/her easily.

In the United States of America you can dial 911 on any phone to get immediate access to the police, fire department, ambulance service or any other emergency service through a trained dispatcher (call 9-911 from on-campus phones).

On campus, Campus Safety is available 24 hours 7 days a week to help you. From your cell/mobile phone dial 919-658-7520 if you need assistance. Campus Safety is located at 512 Henderson Street, Mount Olive, NC 2836. That is between Grantham Hall and the old Apartments. Services they provide include:

- 24-hour coverage
- Patrolling the entire campus and grounds
- Securing buildings and property
- Parking enforcement
- Campus Safety Escort Service
- Lost and Found
- Laptop & Bike Registrations
- Crime Alerts
- Emergency Blue Lights

## ***Personal Safety***

A part of being in a different country is being aware of safety issues that many or may not be a part of your everyday life at home. Although The University of Mount Olive is a very safe place, it is always good to be careful, especially at night. Campus Safety 919-658-7520 is available to escort you at night. Do not hesitate to contact Campus Safety whenever necessary. Here are basic ways to better ensure your safety on the University of Mount Olive campus and in the United States of America:

- **Stay Alert!** Be aware of your surroundings. Look to see who is in front and behind of you. If you are concerned about crime ask a friend to accompany you.
- **Appear calm and confident** and communicate the message that you know where you are going. Stand up straight and walk with purpose. You do not want people to know if you are unsure of your surroundings.
- **Trust your instincts.** Leave immediately if you feel uncomfortable with a person, place, or situation.
- **Avoid walking alone at night.** Always walk with at least one other person. If you have to walk alone at night, walk in well lighted areas. If it is late or you do not feel comfortable walking back to your room alone, please call Campus Safety at 919-658-7520.
- **Keep your room, apartment and gate locked at all times.** Locking your door, wherever you reside, is an effective way to reduce theft and enhance personal safety. The vast majority of thefts occur from unlocked rooms when the occupant is gone, if only briefly. Do not prop open exterior doors and close any doors you find propped open. Propped doors are a high risk and greatly increase chances of your victimization. *Do not open your door to someone you are not expecting and/or do not know.*

## ***Orientation***

### ***New International Student Orientation***

**You should arrive on campus by Saturday, August 19, 2017 to move into your residence hall room. Check-in is from 9 am to 12 pm.** Upon your arrival, come to the Holmes and Lois Murphy Center located at 630 Henderson Street, Mount Olive, NC to check in, pick up your room key and campus mailbox assignment. You will have the morning to move into your residence hall. Lunch is provided followed by Welcome Week orientation sessions. These sessions are required for all new students.

Welcome Week activities will continue on August 20 & 21. There will be a special session to go over important issues regarding your VISA, cultural and academic adjustments, etc. The orientation program will help familiarize you with academic and social life at and in the United States of America. It is very important that you attend all of orientation in order to be successful at the University of Mount Olive. You will receive a schedule of events when you check in on August 19, 2017.

### ***Student ID Card***

All full-time students in the traditional program at the University of Mount Olive will be issued one picture University Identification Card for admission to the cafeteria (for those on the meal plan), library and most University events. Student ID cards should be carried at all times and must be presented to a University official upon request. Lost IDs can be replaced for \$10.00 in the Office of Student Affairs located in the Holmes and Lois Murphy Center. You will have this card made upon your arrival.

## ***Personal Banking***

If needed, you will have the opportunity to set up a bank account with one of the following financial institutions located in the town of Mount Olive.

**First South Bank**, 213 N Chestnut Street, 919-658-9421; Hours: 9-5 M-Th, 9-6 F, ATM

**Carter Bank & Trust**, 215 N Center Street, 919-635-1705; Hours: 9-5 M-Th, 9-6 F

**Southern Bank & Trust**, 8100 N Breazeale Ave., 919-658-7100; Hours: 9-5 M-Th, 9-6 F, 9-12 Sat., ATM

**Southern Bank & Trust**, 100 N Center Street, 919-658-7000; Hours: 9-5 M-Th, 9-6 F

**Wells Fargo Bank**, **210 NE Center St.**, 919-658-6516; Hours: 9-5 M-Th, 9-6 F, ATM

**Woodforest Bank** (in Walmart), 308 W NC 55 Hwy, 919-635-3770; Hours: 10-6 M-F, 10-4 Sat, 10-1 Sun, ATM

**State Employees Credit Union**, ATM only (Cashpoints), Mt Olive Shopping Center

Not all banks let you open an account if you do not have a Social Security Number. You will be able to apply for an ITIN (Individual Tax Identification Number) soon after you arrive. Most banks will allow you to open an account with the ITIN. To open a bank account, you will need your I-20, passport, driver's license (in your country), your University of Mount Olive Student ID Card, and \$100 in U.S. currency to open an account. Once you call and make an appointment, a bank representative will meet with you to help you get a checking and /or savings account and an ATM card to get started.

Banks offer different packages depending on your needs and the balance you are planning to maintain in your account. Most banks will charge fees for their services –usually \$4 - \$10 per month. The ATM card is free and gives you the opportunity to make purchases without cash and withdraw money after banking hours. If you would like to get checks with your account, they may cost up to \$15. You can have money wired to your bank account from home.

## ***Setting Up Your Room***

During the orientation program you will have the opportunity to purchase the necessities for your room. At this time you will need to purchase bed linens, a pillow, a blanket, bath towels, etc. Your roommate may have some items they will share with you, but you will be able to buy whatever you need on shopping trips organized during the *Welcome Week* program. However, if you know your flight will arrive late at night at the RDU Airport we encourage you to bring sheets and/or a blanket for the first night. The University of Mount Olive does not provide bedding in the room you will be assigned.

## ***Cell/Mobile Phones***

More and more people choose cell/mobile over landlines because they are quick and easy to obtain and activate. However, we would like to point out a few things to pay attention to when subscribing to a service plan:

- Unlike in your home country, in the U.S.A. mobile phones are charged both for receiving (incoming) and for making (outgoing) calls. Keep in mind that incoming calls are deducted from your “anytime free minutes” when on a contract plan or your prepaid minutes when you are not.
- You will need to have a Social Security Number or pay a deposit in order to open an account with most cell/mobile phone companies. In the U.S.A., the phone service is tied to one particular service provider. Few carriers can unlock your phone to use with any SIM card like you would do abroad.
- Most phone providers will charge you an early termination fee if you cancel your service before the end of the contract, because it is considered to be a breach of a contractual agreement. Ask the customer service

representative (salesperson) to explain the terms of your contract before signing any document or agreement.

- For every contract you sign you have 30 days to return the phone and cancel the service without paying the early termination fee. However, you will pay for all long distance calls you made as well as the activation fee.
- You could benefit more from the “pay as you go” option because it does not require any contract. The phones for this type of service are available for purchase at stores such as Wal-Mart in Mount Olive once you arrive.
- All students can use SKYPE (which is cheaper too)

*There is a limited number of cell phone service providers located in the town of Mount Olive.*

**Walmart Supercenter**, 308 NC Highway 55 W., Mount Olive, NC 28365

*The following additional cell phone service providers are located in Goldsboro, NC (about 20 minutes by car from the town of Mount Olive):*

<b><u>Verizon Wireless</u></b> , 1202B N. Berkeley Blvd. Goldsboro, NC 27534	919 751-0511
<b><u>T-Mobile / Office Depot</u></b> , 2110 Wayne Memorial Drive, Goldsboro NC 27534 225 N Berkeley Blvd, Goldsboro, NC 27534	919-759-4044
<b><u>AT &amp; T</u></b> , 1310 Parkway Dr., Suite A, Goldsboro, NC 27534	919 751-0656
<b><u>Sprint</u></b> , 2804 Cashwell Dr., Goldsboro, NC 27534	919 778-4650
<b><u>U.S. Cellular</u></b> , 803B N Berkeley Blvd, Goldsboro, NC 27534 200A N Berkeley Blvd., Goldsboro, NC 27534	919 778-6900 919 778-9904
<b><u>Talk Time Wireless (U.S Cellular)</u></b> , 323 N. Spence Ave., Goldsboro, NC 27534	

### ***Calling Cards***

Many international students use calling cards. Like any other goods and services, calling cards have their pros and cons. On one hand, they will offer low rates, the flexibility of calling from any phone in the U.S.A., and they are handy especially when traveling (they are sold in grocery stores, at gas stations, in convenient stores, and online). On the other hand, their costs are not always clear (surcharges, connection fees, etc.), discount rates are often dependent on the price of the card, some of them have expiration dates, the connection quality varies, and they require a credit/check card with a U.S.A. billing address.

If you make arrangements with the University to be picked up at the airport (RDU) you must have a way to call the person picking you up once your plane lands. The use of a calling card and pay phone in the airport is the easiest method.

## *Preparing for Classes*

The University of Mount Olive is a comprehensive university. In addition to a major and perhaps a minor field of study you will also engage in a variety of subjects called *General Studies*. We will explain this system and make sure you have a complete schedule for the fall or spring semester (whichever applies) during the New International Student Orientation.

Get more information on the degrees offered at UMO by going to:

<http://www.UMO.edu/academics/programs-study>

### *Location of Classes*

You will find the location of your classes when you check your final schedule via Self-Service (we will cover this during *New Student Orientation/Welcome Week*). Every building has an abbreviation and every floor and room has a number. For example, RH 219 means Raper Hall, second floor, Room 219.

### *Professors*

American professors may teach in a different way than what you are used to. It is good practice to introduce yourself to the professor after the first class and tell him/her that you are a new international student at The University of Mount Olive. This open dialogue with your professor and may make it easier for him/her to assist you.

In the United States of America, professors usually want a very high level of class participation. This means participating in class discussions, making student presentations, and sharing your ideas and opinions. For some of you this will be a big change from schools you have attended before. Just be open to this new type of class environment and ask your professors for help.

### *Books*

The UMO Bookstore, located in the Poole Administration Building is more than just textbooks: we have the largest selection of Trojan apparel & merchandise on the planet! The Bookstore is also a convenient place to buy school supplies, computer accessories & snacks without having to leave campus.

**Shop online at: UMO.BNCCOLLEGE.COM**

**Rent or Buy-- Save up to 80% on Textbooks:** Students have the option to **rent** the majority of titles used at UMO, saving them up to 50% off the price of a new textbook. Textbooks can also be purchased, with **used books** offering 25% savings off of the new book price. Many of our books are also available as **eBooks**, with students having the option to Buy a digital copy or Rent it for 180 days. eBook rentals offer savings of up to 80% off the new book price. Our eBooks are powered by **Yuzu**, available on the iPad, Windows & Mac systems. Learn more at **Yuzu.com**.

**Textbook Buyback:** We pay cash for books all year long, even if you didn't buy them from us!

Meet the **BOOKSTORE APP** downloadable at Googleplay or AppStore. Search **My College Bookstore** *Track Orders – Rental Reminders – Exclusive Offers*. Download now to receive a coupon for **25% off** one UMO apparel item! **Expect to spend approximately \$1200 on books per academic year.**

### *Tutor Service*

If you need help with any subject you are taking, tutoring services are available. Check with your professor first and see if he/she has any suggestions. If not, visit the professional staff in the Academic Resource Center in the Henderson Building to request a tutor. **This service is free for you.**

## ***Information for Students with Disabilities***

The University of Mount Olive is committed to providing inclusive academic and campus programs for students with documented disabilities by providing reasonable accommodations. The Office of Disability Services is located in the Henderson Building. The Disability coordinator assists the University in meeting the needs of students with disabilities through facilitating the coordination of service delivery for students with disabilities, maintaining records and documentation, and developing the program among students, faculty, and administration. A student with a disability who is requesting classroom, course, or campus accommodations must self-disclose and provide proper documentation. All documentation and paperwork is confidential and maintained in the Disability Services office. Accommodations are not retroactive; therefore, contact Disability Services as soon as possible.

### **To Register with Disability Services:**

**STEP ONE:** Contact Disability Services to disclose your circumstances and needs.

**STEP TWO:** Complete the Information Intake form (available on the Disability Services portal site) and provide written documentation regarding your disability from a medical doctor or other health care/service provider - preferably on letterhead or copy of diagnostic paperwork, not written on a prescription pad.

**STEP THREE:** Documentation will be reviewed by the Disability Services Coordinator and discussed during the intake consultation with the student to determine reasonable and appropriate accommodations.

**STEP FOUR:** Letters requesting academic accommodations from the professors need to be requested for each course. Students should meet with their professors during the first week of class, if not earlier. During the conversation with the professor, both professor and student need to sign and date the letter, and then return a copy to the Disability Services office.

For more information go to: MyUMO > Campus Life > Disability Services or open the link below:

<https://myumo.moc.edu/campuslife/disabilityservices/default.aspx>, Email: [disabilityservices@umo.edu](mailto:disabilityservices@umo.edu)

Fax: 919-658-7674      Office Location: First Floor, Henderson Building

## ***Legal Issues – VISA/Employment***

### ***Maintaining F-1 Student VISA***

After you arrive on campus, you will meet with the DSO (Designated School Official). It is the responsibility of the DSO to keep a file on all students with F-1 Student VISAs. The DSO will verify that each student has the necessary documentation and make a copy of your F1 Visa stamp and Form I-94 to be placed in your student file. You will be required to attend an international orientation session during the Welcome Week schedule.

**Form I-94** - This official government document verifies your date of entry and status into the U.S. When traveling by air, this information is submitted electronically by the airline. To obtain your Form I-94, after you arrive in Mount Olive, **please go to [www.cbp.gov/i94](http://www.cbp.gov/i94)**. Choose the most recent entry tab. You will need your passport number. Print the document and check it for accuracy. It should show “F1” visa status and “D/S” (duration of status) under Length of Stay. To access a printer, you may use the computer lab in the Communications Building next to the Library. Please see the DSO if you have difficulty obtaining this document.

**Enrollment** - Students with F-1 VISAs are required to be enrolled full-time in school, which is a minimum of 12 credit hours each semester (nine credit hours must be in a seated class). Online classes are permitted for upper class students in addition to the 9 hours of seated classes. F-1 VISA students are also required to maintain a valid passport and a valid I-20/DS-2019 while in the U.S. Your F1 Visa stamp can expire while you are in the U.S., but the next time you travel out of the U.S. you will be required to renew the F1 Visa stamp at the U.S. Embassy or Consulate in your home country before readmission to the U.S. **It is essential that you read all important information listed on your I-20 and documents associated with your F-1 Student VISA.**

**Taxes** - Students with F-1 VISAs will be required to complete U.S.A. tax forms in the spring for the previous calendar year, even if they are not working and not earning any money. Free tax assistance is offered by the Business Department each spring. Always remember that unauthorized work is illegal and puts you out of status.

### ***Traveling Inside of the United States***

F-1 VISA students should carry evidence of registration with the U.S. Immigration Service at all times. The best document for you to carry is your I-94 Form. The DSO housed in Student Affairs can also assist you in obtaining this document. It is recommended that you carry your I-20, Visa and Passport when traveling by air within the U.S.

### ***Traveling Outside of the United States***

F-1 VISA students must obtain the signature of the DSO on the I-20/DA-2019 form every year. Before travel outside the U.S.A, check the DSO signature on page 2. If this signature is more than 1 year old, you may not be approved for re-entry into the U.S.A. Consult with the Office of Student Affairs about the specific regulations regarding traveling outside the United States of America while on a student VISA.

### ***Employment Opportunities***

Employment opportunities for F1 Students is limited by regulations of the US-CIS. Employment is available only to students who are in good academic standing and are maintaining their non-immigrant status. Students with an F-1 VISA need approval from the DSO and the US-CIS, depending on the circumstances, before they may accept employment off-campus. It is very important that you do not work without authorization. You may not be self-employed as an F-1 Student VISA student. **See policies on employment listed on your I-20/DA-2019 form.**

**Working on Campus** - F-1 International Students who are maintaining status **may work part-time on campus (only)** while school is in session for **no more than 20 hours per week**. Please notify the DSO in the Office of Student Affairs after accepting a job offer on campus. The DSO can provide information about obtaining a Social Security Card and a letter to carry to the Social Security Administration office. During vacation periods and academic breaks, you may work full-time on campus if you are returning to classes the following term.

All campus jobs are listed on MyUMO. Log in to the portal site and go to the “Student Life” tab. Choose “Career Services” from the menu bar on the left. Click on “UMO Job Network” at the beginning of the second paragraph.

**Working off Campus** - This requires special authorization by US-CIS and can only be authorized in certain situations. Many students also take part in internships in their field of study while enrolled in classes or during a vacation period. This type of work experience may qualify as Curricular Practical Training (CPT). The DSO can authorize CPT with the recommendation from your advisor or department chair who will authorize the academic training based course credit. An F1 student is eligible for 1 year of off-campus employment under OPT (Optional Practical Training) either part-time while the student is studying or full-time after graduation. Employment must be related to your major. An application must be submitted to USCIS with an administrative fee of \$410 and it takes 90 days for processing. **Consult your DSO for more details on off-campus employment.**

### ***Social Security Number / Individual Tax Identification Number (ITIN)***

All residential students will need to file a federal tax return due to the residency scholarship tax status. Students will need to notify the Business Office of a social security number or ITIN in order for the University to provide residential students with a tax document after the end of the year. If you plan to work on campus, you will be able to obtain a Social Security Number (Card). If you are not going to work, you will need to apply for an ITIN. The University DSO will assist you with the application process shortly after the beginning of the semester.

## *Frequently Asked Questions*

***Q: How do I get around the town of Mount Olive?***

A: A cheap way is asking someone you know for a ride. However, if you want to be independent, you may choose to walk or buy a bicycle. If you are considering buying a car, ask for help. You should realize that if you are buying a car, you will need to purchase car insurance and pass an examination for a valid State of North Carolina driver's license.

***Q: Can I drive with an international driver's license?***

A: No. Since you are going to live here for a certain period of time while you attending school, you are required to have the North Carolina driver's license. Your international student advisors will have information available during *New International Student Orientation* about the regulations and process for obtaining a State of North Carolina driver's license.

***Q: What if I get sick or have an emergency?***

A: Call Health Services on campus. If it is after hours and they are closed contact your Resident Assistant (RA) or Campus Safety. If the emergency is on campus near one of the clearly marked blue phones – use it. The nationwide emergency number for ambulance, police, and fire is 911.

***Q: Where do I do my laundry?***

A: Every residence hall has laundry machines that are free for students to use; however, laundry detergent and other supplies are not provided for you.

***Q: Can I work and study?***

A: Your F1 status allows you to work on campus (depending on availability) for twenty hours or less per week when school is in session. If you would like to work on campus, please check with the DSO in the Office of Student Affairs before accepting a job offer. The DSO will need to register your attendance in SEVIS prior to requesting a Social Security Card.

**Off campus employment is illegal for international students on an F-1 Student VISA without legal authorization from the Department of Homeland Security.** All off-campus work must be related to your major and the rules are a little complicated. Off-Campus employment is not possible until you have completed at least one academic year. F1 Students are eligible to work 1 year of OPT full time (either before or after graduation) and up to 1 year of CPT (internship required by your major). There is a \$410 application fee for Optional Practical Training (OPT). Please see the DSO to obtain all information related to working.

***Q: How do I get information about campus events?***

A: Check your email account, the student portal, the UMO website, Facebook, bulletin boards, or talk to your Resident Assistant (RA) for events each week.

***Q: How does the grading system work?***

A: In the United States and at The University of Mount Olive, alphabet letters are used to grade students' papers.

### **Grading Scale**

Number	Letter	GPA
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
70-76	C	2.0
60-69	D	1.0
59-below	F	0.0

Each international student should be familiar with this system of grading and realize each grade is final unless there is an error.

*Q: What if I do not know to whom to address the questions or concerns I have?*

A: Consult your Resident Assistant or the Office of Student Affairs. We will direct you to the right person that can answer your questions or concerns.

## **Conversions**

### **Degrees**

To convert between the two systems of Celsius and Fahrenheit, use the following formulas:

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

$$(F-32) \times 5/9 = C$$

Celsius to Fahrenheit Conversion Table:

<http://www.metric-conversions.org/temperature/celsius-to-fahrenheit-table.htm>

### **Liquids**

1 gallon = 3.78 liters

1 quart = 0.94 liters

1 pint = 0.47 liters

1 gallon = 4 quarts

1 quart = 2 pints

Liquid Measurement Conversions: <http://www.buzzle.com/articles/liquid-measurement-conversion.html>

### **Length**

1 yard = 0.914 meters

1 foot = 30.48 centimeters

1 inch = 2.54 centimeters

1 mile = 1.61 kilometer

0.62 miles = kilometer

1 yard = 3 feet

1.09 yards = 1 meter

3.28 feet = 1 meter

0.39 inches = 1 centimeter

Length Conversion Table: <http://quizzes.cc/metric-conversion-charts.php>

### **Weight**

1 pound (lb.) = 450 grams

1 ounce (oz.) = 28.35 grams

Conversion Tables/Unit Conversion:

<http://www.convert-me.com/en/>

Weight Converter: <http://www.metric-conversions.org/weight/>

*Countries Currently Represented at UMO*

Argentina	Austria	Australia	Belgium	Brazil
Canada	China	Colombia	Denmark	Dominica
Ecuador	France	Germany	Honduras	Iceland
Italy	Madagascar	Malaysia	Mexico	Netherlands
New Zealand	Norway	Portugal	Saudia Arabia	Serbia
Spain	Sweden	The Bahamas	The Gambia	Turkey
United Kingdom (England, Ireland, Scotland)	Uzbekistan	Zimbabwe		

