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Welcome to Luther!

Welcome! We are so glad you have decided to start a new chapter in your life here at Luther. You join a class of nearly 2,500 people from 60 countries, but, no matter what country you come from, we hope you find a home here. This handbook has been prepared to help you with your adjustment to life at Luther and the United States. The Diversity Center staff is also available to answer any questions you might have or direct you to someone who can give a more complete answer. Even if you do not have a question, feel free to stop in the office and say hello. We hope that your time at Luther is a fun and memorable experience, and we look forward to being a part of it.

The Diversity Center

Dahl Centennial Union 113  Monday – Friday; 8 a.m. – 5 p.m.  Phone: 563-387-1014

The Diversity Center is a resource that initiates, develops, and enhances diversity consciousness and intercultural competence with the goal of making the campus more inclusive for everyone. To reach this goal, we offer many kinds of support to students and staff.

• We assist students, faculty, and staff to effectively manage diversity challenges
• We collaborate with other departments and groups to provide education and entertainment
• We serve as academic advisors
• We take the time to talk with anyone who comes in and takes a seat, whether that conversation is light or serious.
In Jamaica, my entire career was in education. I was a social studies teacher/professor at the secondary and tertiary levels. Later, I became a curriculum consultant, and author of textbooks. My sojourn in the United States has continued my path in the education field, but this time in student affairs. Education found me while I was looking elsewhere for a career. I had no idea that my degrees in international relations and public administration would take me on this exciting journey. Looking back over my career, I am very satisfied with my choices and feel very blessed to have had the opportunities that came my way. Being a first-generation student, I am keenly aware of the importance of education and I am passionate about helping students grow into their potential.

Michelle Boike
Assistant Director
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I used to tell prospective students that when choosing a college, every time they come back, they should feel like they are coming home. Like many other alumni, the decision to come back and serve my alma mater was an easy one. As a Luther student, I studied English and Social Work while working in the Diversity Center. Through my work here, I decided to study Student Affairs with a Certificate in Social Justice at Iowa State University. I enjoy encouraging students to think of new ideas and using their interests to create meaningful experiences and connections with others.

Amy Webber
International Student Coordinator
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I am the first to tell students that one never knows what you’re going to be when you “grow up.” As a student of biology and later outdoor education, it’s somewhat surprising that I have worked as an international education professional for almost 20 years. The time I spend with international and multicultural students and the opportunities I have for personal travel and exploration create in me a desire to know and try to understand the many cultures represented at Luther. The educator side of me loves to help, to teach, and to empower students to take risks, to advocate for themselves and to grow here at Luther and beyond. I especially love hearing from our alumni about what they’re now doing to make our world a better place.
Getting involved with the Diversity Center

There are so many ways to get involved with the Diversity Center. Below are just a few things that we do throughout the year. For more information on our events and for times and dates, go to www.luther.edu/diversity/programs/events/.
Friendship Families

The International Student Friendship Family Program links new international students with individuals or families in the Luther College and Decorah area communities. The goal of the program is to promote international understanding and friendship, develop an appreciation of how others live and view the world, and assist new students in the process of adjustment to Luther College and the United States. Students and their Friendship Families gather at Diversity events throughout the year as well as on their own. Friendship Families are a way to see the community outside of Luther, a good source of advice, and a friendship that can last beyond your time at Luther. For more information about the friendship family program, you can see the full brochure at: www.luther.edu/diversity/programs/friendship-family/

Advice for getting along with your new family:

Remember that this is a friendship to be fostered, not a service. Be respectful and courteous to your host family.

- Be on time for any plans that you have made.
- Bring enough money to cover your own expenses unless a family has offered to treat you.
- Never ask for money or have them co-sign a loan.
- Do not treat them as a regular taxi service nor a storage facility.
- Ask about the families’ preferences to alcohol and cigarettes before using them around your host family. Remember the legal drinking age in the United States is 21.
- If invited to dinner, let them know about any dietary restrictions before the meal.
- Dinner is a social event. Plan on time after dinner to talk with and get to know your family.
- Thank them.
- Invite your host family to your events on campus. They want to get to know you and be a part of your new life here.

Ethnic Arts Festival

The Ethnic Arts Festival is your chance to share your story with Luther. This annual festival features presentations, programs, and displays by Luther’s international students, as well as students sharing study abroad experiences. Visitors can tour the world with their own “passport,” getting it stamped while they visit with students who provide information about their home countries. Other surprises awaiting visitors include a sampling of international foods. After trying all the international foods, guests can enjoy performances and shows including lively international dance, fashions from around the world, songs and skits, and laughter.
Things to Do

There are many things to do and see in the Decorah area. You can watch eagles, tube down the river, see Iowa’s history being acted out, shop the boutiques downtown, or just grab some food with your friends. Below are two good sites for planning your weekend in Decorah.

www.visitdecorah.com/

www.tripadvisor.com/Attractions-g37822-Activities-Decorah_Iowa.html
Nordic Fest

Each year in late July, Decorah hosts Nordic Fest, a town festival that celebrates Decorah's Scandinavian roots. Many performances and sporting events are free of cost. There are also many different foods and crafts available for sale. For more information, you can visit the Nordic Fest website at www.nordicfest.com/.

Tipping and Taxes

When purchasing food and goods, taxes and expenses may be added to the total bill. You will need to make sure that you budget for these expenses ahead of time.

Sales Tax

Be aware that Iowa and Winneshiek County add a sales tax to all physical goods other than food and prescription drugs. Iowa has a 6% sales tax and Winneshiek County has a 1% sales tax. Different states and counties can have different sales taxes. The total sales tax in Iowa is not allowed to be higher than 7%. This tax is calculated and added to your total at the time of purchase. Iowa removes the taxes on clothing and shoes under $100 only during the first weekend in August. This is to help reduce the cost of preparing for school.

Tipping

When eating at a sit-down restaurant, buying a drink, or getting a haircut or beauty treatment, you will be expected to provide a tip on top of the total bill. Everyone tends to tip differently. For a restaurant bill or a salon bill, 10% to 20% is expected. Tips vary in that range depending on the quality of the service and the cost of the bill. For a bill for four drinks or fewer at a coffee shop or bar, a dollar or two is expected. If paying cash, the tip can be left on the table as you leave or can be added to a tip jar if they have one. When paying with a credit card, there will be a line on the bill where a tip can be written in before the receipt is signed. The only time that you would not tip in these situations is if the service was very bad. Service people rely on tips as part of their wages. Most work very hard to make sure that you are happy, so that they receive good tips.

Weather

Decorah has a wide range of weather throughout the year. During the summer months, it can become humid and temperatures can go as high as 100°F (32 °C). In the winter, it can drop down to below 0°F (-14 °C). Precipitation is fairly distributed over the year, averaging a few inches a month.
Keeping warm this winter

For some international students, this may be your first experience with a cold, snow-filled winter. Below are some items of clothing that we recommend you purchase to get you through the winter. Once it gets cold, remember to layer your clothing and wear as many layers as you need. You can always remove a layer. Walmart, Decorah Hatchery, Norby’s Farm Fleet, and thrift shops are all good places to buy winter clothes.

- Rain coat/umbrella
- Thermal pullover or zippered hoodie
- Winter coat
- Waterproof winter boots
- Wool or ski gloves
- Wool hat
- Sweaters
- A scarf
- Long thermal underwear (long pants and a long sleeve shirt)
- Wool socks

Daylight Savings Time

Time changes forward by one hour the second Sunday in March starting at 2:00 a.m. Time then changes back by one hour on the first Sunday in November. There is an adage “spring forward; fall back” to help you remember which way to set your clocks.

Staying Active at Luther

Student Activities Council

The Student Activities Council (SAC) is a group of student volunteers that helps organize student events on campus. SAC tries to organize a large range of events: from musical performances, cooking classes, comedy, leadership and motivational speakers, to movies. The activity calendar changes each year. SAC welcomes student input as it tries to put together events that the students would most enjoy. Past events have included: Nick Jonas, FUN., Macklemore & Ryan Lewis, and Jason Derulo.
Co-curricular Activities Fee

Events are paid for through the Co-curricular Activities Fee (CAF). This fee allows you to attend all events put on by the SAC and the Performing Arts Committee (PAC) free of charge. The annual cost for the 2015-2016 school year is $210 and is charged automatically to your student bill if you are a full-time student. You can opt out of this charge by returning the waiver form by August 7th. You also have the option of opting out of a semester if you know you will be studying off campus for a semester. Tickets can also be purchased on an event-by-event basis, however this may easily end up costing more than paying the co-curricular fee.

The Ticket Office

At the Ticket Office, you can purchase tickets for student events or pick up tickets made free by your CAF. The office is in the lobby of the Center for Faith and Life. To get tickets to CAF (see above) funded events, you simply need to bring your student ID to the office and pick out your seat. If you want to make sure you are sitting with your friends, make sure you bring them along at the same time. You can also go to www.tickets.luther.edu to reserve tickets, purchase tickets, or even pick out your seat. Tickets are then sent to your SPO if purchased three days or more in advance or they can be picked up before 7:15 the night of the performance. The Ticket Office is also where you can purchase shuttle tickets.

Contact information

Phone: 800-4 LUTHER (800-458-8437)  Email: boxoffice@luther.edu

Student Organizations

Luther currently has 100 recognized student organizations in a wide variety of areas to keep you entertained and involved in your interests and academic fields. At the beginning of each semester, Luther hosts an Activities Fair. This is a chance to see all the different groups in person and find out which ones best fit you. A full list of the current student organizations and their links can be found through the Luther website at: www.luther.edu/studentlife/activities/organizations/recognized/

Athletics

Luther Athletic Department is a NCAA Division III program with 19 varsity sports. It is also a member of the Iowa Intercollegiate Athletic Conference (IIAC). Since joining the IIAC in 1922, Luther has won a total of 229 IIAC titles. Nationally, Luther students have taken home 25 individual championships and 312 All-American Honors. Men’s sports include: Baseball, basketball, cross country, football, golf, soccer, swimming and diving, tennis, track and field, and wrestling. Women’s sports include: basketball, cross country, golf, soccer, softball, swimming and diving, tennis, track and field, and volleyball.
Joining the team

If you would like to try out for a varsity sport, you can contact the coaches directly. Their contact information can be found at www.luther.edu/sports/athletics/staff. If you would like to play a sport during your freshman year, you will need to contact the coach before September 1st to make the deadline to sign up for the required athletic insurance.

Supporting the Team

The mascot for Luther College is the Norse and the school colors are blue and white. Sporting events are free except for football and basketball games. Admission for football and basketball games is $6 for adults and $3 for students. Tickets for the games are available at the door. NCAA Championship games are priced separately and are announced before the game.

Intramural and Club Sports

Intramural and club sports offer many choices for getting active on campus. They can be a good way to get involved in sports without the commitment of playing an NCAA sport. The sports range from the casual (Wii bowling) to the competitive (rugby). Whether you are in it to win it or just to have a good time, there is something for everyone. Full lists of Intermural and club sports can be found at www.luther.edu/recservices/. You can also go there to find out how to sign up.

Keeping Fit

Luther offers many ways to stay fit and physically active throughout the year. Exercise can be a great way to relieve stress and stay mentally healthy as well. Legends Fitness for Life Center, the Regents Center, and the aquatic center are facilities on campus that offer fully equipped gyms, athletic courts, and swimming pools available to students free of charge. Through the Luther Recreational Services Department, students can also sign up for outdoor hiking and canoeing trips, fitness classes, and equipment rental for a free or a small fee. Activities schedules and a full list of the services can be found at www.luther.edu/recservices.

Academics

Academic Calendar

The current academic calendar can be found at: http://www.luther.edu/registrar/calendar/2016-17/. A hard copy will also be handed out at International Student Orientation.
Academic Advisors

All students at Luther are assigned an academic advisor. It is the purpose of the advisor to not only help you with your transition to Luther, but to help you on your academic journey throughout your time here. After your first semester and J-term, you may choose a different advisor, if you would like. It is recommended that you choose an advisor in the department of your major, as they would then be best equipped to give you advice in that field.

What Advisors Can Do

- Help you with answers to questions as you make the transition from high school to college.
- Help you to understand college policies and procedures.
- Talk with you before registration to discuss your short-term goals for the next semester, as well as your long-term goals for "life after Luther."
- Help you to decide whether you should add or drop a course.
- Make a request to a department head when a course is closed and you need to be enrolled in it.
- Help you understand how to use the "Program Evaluation" tool.
- Help you to create a plan for future semesters, including study abroad opportunities, internships, and independent research work.
- Guide you to the most appropriate office when you are having difficulty with some aspect of your Luther experience.
- Help you make good progress toward graduation.

What Advisors Can't Do

- Clear you for registration if you have "holds" due to unpaid bills, or forms due at a college office.
- Exempt you from a policy that applies to all students.
- Register you for courses. Students are responsible for completing their own registration.
- Add or drop you from courses. Students are responsible for completing all add and drop changes to their schedule within the prescribed time periods.
- Enroll you in a course that's closed. If you need to take a course that is closed, write to your advisor and ask him/her to make the request to the department head.
- Make changes to the program evaluation; changes must be made through the Registrar's Office.
- Arrange an internship or study abroad course for you. These forms must be processed in CDC (internship) or Study Away office (for study abroad).
- Negotiate for you when problems develop. Students are responsible for consulting with different offices of the college for additional support or problem-solving.
- Ensure that you graduate on time. Students are responsible for completing graduation requirements. It is your name on the diploma, not the advisor's name.
Academic Support
Beyond your academic advisor and your professors, there are a number of academic support staff and groups that are available for students. Below is a list of the main programs that Luther offers students.

- **Language Learning Center**: The Language Learning Center (LLC) offers technical and medial supports for all foreign language faculty and students at Luther College.
- **Library Liaisons**: Every academic department and program has a designated expert librarian to assist students with research projects.
- **Norse Writing Center**: Writing tutors are available to assist all students with writing assignments. Located on the main level of Preus Library.
- **Student Academic Support Center (SASC)**: Provides everything from tutoring to disability services.

Classroom Courtesy
The American classroom is learner centered. In a learner-centered classroom, the attention is shared between the teacher and the students. Learning is often cooperative and participatory. Learning can include class discussions as often as class lectures. As such professors may grade you on your participation in class as well as by your assignments. While this can be a big transition to students that come from classrooms that are teacher centered, here are some tips to help you navigate the American classroom.

1. Be on time to all classes and appointments. If you are late to class, do not knock on the door or ask if you may come in. Enter quietly and take a seat where you will not disturb anyone. If you are very late, explain after class to the professor. If you know you will be late or absent from class, tell the instructor ahead of time. If you will be absent for more than two or three days, tell the Student Life Office ahead of time (students@luther.edu).
2. When you miss class, ask the instructor or a classmate for the assignments, and ask if you can turn the homework in as soon as possible. Always make up any work you miss, as it may affect your grade.
3. Do assignments exactly as asked. Follow his/her directions, and ask questions if you do not understand.
4. The first day of class, instructors will tell you their office hours. If they are not on the syllabus already, copy them down. Office hours are the time instructors are ready to meet with students to answer questions about classwork.
5. When you email or call the instructor, identify yourself at once. If it is a large class, remind the instructor what class you are in.
6. It is appropriate to ask questions in class. Unless the instructor has said otherwise, you will need to raise your hand and wait until the instructor recognizes you before you speak. You may also wait to ask your questions after class if the instructor has indicated he is available at that time.
7. Professors will make clear at the beginning of the year if eating or drinking is allowed in class. Follow these rules. If unclear, ask.
8. If you make an appointment with an instructor, you should keep it. If you cannot make it, you should contact him/her before the appointed time to excuse yourself.
9. When another student is talking to the instructor during class, you should listen and not talk.
10. American students generally do not ask to go out in the middle of a class to use the drinking fountain or restroom. Do what you need to prepare for class before class begins. If you must leave early for any reason, tell the instructor before class. If it is an emergency, leave quietly and explain later.

11. If you wish to record the lecture or class, first ask the instructor for his/her permission.

12. Expect to take several short tests or quizzes. Do not say that you are not prepared and do not want to take the quiz. Always turn in the test as soon as the instructor asks for it.

(Updated from: Iowa State University, Orientation Handbook for International Students, Faculty and Staff 1987)

Academic Integrity

Academic Integrity is taken very seriously at Luther. Luther defines academic integrity as follows: “All academic work is based on the understanding that everyone engaged in academic discourse, in research, and in teaching is truthful, diligent, and respectful of the work of others.” For a full explanation of Luther’s views on Academic Honesty, go to www.luther.edu/academic-integrity/honorcode/.

Violations of Academic Integrity

- Cheating during a test
- Helping others to cheat
- Not reporting someone who cheated
- Signing someone else’s name on an attendance sheet
- Using unauthorized materials for an assignment
- Receiving information about a test from someone who already took it earlier
- Copying something from the internet without acknowledgement
- Summarizing someone else’s ideas without revealing the source
- Faking an illness or making false claims in order to take a test at a different time
- Intimidating someone to prevent them from reporting (also a violation of the Student Code of Conduct)

Reporting a Violation

If you see a violation, you may report it to either the professor for that course or to the Honor Council at honorcouncil@luther.edu. The Honor Council is a group of students tasked with adjudicating academic honesty cases. If you contact the Honor Council, you may request to be kept anonymous. If you remain anonymous, the Honor Council will only be able to report the suspicions to the professor rather than opening a case. Students are not allowed to approach you about the case if you do not choose to remain anonymous.

If you have been reported

The process is different if handled through a professor or if handled by the Honor Council. Please see the Luther website detailing the processes at www.luther.edu/academic-integrity/reported/. The website also details how you may appeal a verdict. Punishments can range from a warning or an essay on the value of academic integrity to suspension or dismissal from Luther.
Immigration Regulations

SEVIS Data Flow

International Student

Luther

Department of State Bureau of Consular Affairs
U.S. Embassy

Department of Homeland Security

U.S. Customs & Border Protection (DHS)

Social Security Administration

U.S. Immigration & Customs Enforcement

U.S. Citizenship & Immigration Services (DHS)
F-1 Basics

This is some very basic information that a student in the U.S. on an F-1 visa should understand about his or her legal responsibilities to maintain visa status. Remember that this information does not replace professional legal advice and you should not rely solely on it when making decisions about your immigration status or reporting requirements. The information provided here is of a general nature and may not apply to any particular set of facts or circumstances. Please direct any questions you may have to the Luther Diversity Center. Do not rely solely on the advice of friends.

1. Process all documents related to your F-1 stay through the LDC. We are responsible for Luther’s compliance with the Student and Exchange Visitor Information System (SEVIS). Forms regarding any change must be processed through a Luther Designated School Official (DSO). The Designated School Officials at Luther are Amy Webber, Jon Lund, and Wintlett Taylor-Browne. You can download your I-94 at i94.cbp.dhs.gov/i94/consent.html.

2. Data on your passport, F-1 visa, I-94, and Form I-20 (paper copy of your SEVIS data) must be consistent and accurate. Keep these documents in a secure location. Carry them when you travel outside of Decorah (domestic or international). They are always required upon re-entry of the U.S. Use registered mail if you need to put these documents in the mail. Contact the LDC if these documents are lost or stolen. If they are lost or stolen at an off-campus location, file a report with the local police department. In addition, you may need to notify your home embassy. An attempt to reenter the U.S. without these documents will likely be denied. In the best case scenario, you might be allowed temporary entry pending completion of Form I-515. We recommend you obtain a State of Iowa ID card through the County Treasurer’s Office, for local identification purposes.

3. SEVIS is the Student and Exchange Visitor Information System, and contains all data pertinent to your visa status. It is visible by man government agencies and can be updated by your DSO, as well as the Department of Homeland Security.

4. You are advised to consistently present your name exactly as it appears on your passport for all official record keeping (with the college, immigration, SSA, banks, taxes, etc.)

5. Your passport must always be “date valid” for a minimum of six months into the future. Passports are renewed through your country’s consulate.

6. F-1 students are eligible to work on campus. You can apply for a Social Security card after you have entered the U.S., are registered in SEVIS and once you have a specific employment assignment. A personal visit to the Social Security Administration is required. The LDC will support the initial application process. Students who do not qualify should secure an Individual Tax Identification Number (ITIN) instead.

7. You must have a valid DSO’s travel endorsement (signature) on Form I-20 if you travel out and will re-enter the U.S. Signatures are valid for 12 valid for 12 months (for 6 months during the post-completion OPT period). Only a DSO is authorized to issue travel endorsements for Luther students and scholars (Amy, Jon, and Wintlett).

8. You are responsible to monitor your visa expiration. You may remain in the U.S. on an expired F-1 Visa. This is because your I-94 is marked D/S, which stands for duration of status. However, any time that you travel out of the country (with the possible exception of automatic revalidation for travel to
Canada, Mexico, or adjacent islands), you must have a valid visa to re-enter the U.S. Visa renewal is only processed at the U.S. Consulate outside of the country. You may request a letter of support for visa renewal from the LDC (allow for 3-5 day processing). If you are out of the U.S. for over 5 months (with the exception of participation in an approved off-campus study program), your visa must be renewed regardless of its validity dates.

9. Notify the LDC in writing within 10 days of any change in your foreign address, U.S. address (including dorm room changes and summer moves), major fields of study, and/or official name. Sending an email to the LDC is sufficient for an address change, but a name change will require that you send in additional documentation. The LDC will notify the DHS of an address change within 21 days in the SEVIS system.

10. The LDC will issue a new I-20 when applicable (as you declare your major, apply for CPT, etc.) You must use/present the newest document for travel, but must also keep old documents as a matter of record keeping.

11. You must maintain full-time enrollment (a minimum of 12 credits at Luther) with limited exceptions. A drop below full-time status must be documented, approved by the LDC and entered into SEVIS prior to the reduction of courses. Potential exceptions include: initial academic/linguistic difficulties, improper placement, documented medical conditions, or if fewer courses are needed during the final academic term.

12. F-1 students must make “normal progress” toward degree completion. Any change of your program end date must be requested prior to the expiration date of the I-20. Extensions require new financial documents and written support from your academic advisor recommending the extension, explaining the reasons for the extension, and specifying a new completion date.

13. If you change institutions during your program or following the completion of your Luther degree, you must follow SEVIS transfer procedures. Communicate in advance with the LDC regarding this type of decision.

14. Secure a State of Iowa ID card to use for identification purposes in lieu of presenting your passport. You can apply after securing your Social Security card.

15. All non-immigrant visitors are required to file a U.S. Federal Tax Return, reporting presence in the U.S. as well as any taxable income – even if you do not have an income. Employers issue documents to support your tax compliance in February (e.g. W-2 or 1042S). The LDC provides access to online support and workshops for you to comply with this. Annual tax returns are due each April 15th. Keep copies of your taxes for your permanent records.

16. F-1 students are allowed to work on campus up to 20 hours per week when school is in session. You may work full time during school breaks. This is monitored by the Financial Aid Office. If you violate the 20 hour time limit, you will receive a warning via email. That email will also be sent to your supervisor and the LDC. You may not hold student employment after you complete your program.

17. F-1 students may not accept employment (internships or research) that results in payment from a source other than Luther College, without first securing employment authorization. Forms of payment include but are not limited to: wages, stipends, fellowships, housing, transportation, and food. Employment authorization can be: optional practical training (OPT), curricular practical training (CPT), and economic hardship. Consult with the LDC well in advance of needing employment authorization.

18. The major you declare impacts employment options before and after graduation if you wish to work in the U.S. CPT and OPT are limited to work that is directly related to your major. Students with STEM majors benefit from access to an additional 24 months of work authorization, subject to specific conditions. Luther’s STEM majors are: Biology, Chemistry, Computer Science, Data Science, Environmental Studies, Mathematics, Statistics, and Physics.
19. F-1 students can typically participate in off-campus study or internships abroad. There may be unique visa and employment issues to consider, so advanced planning is very important. Contact the LDC as soon as possible to start all necessary paperwork.

20. Criminal arrests, even misdemeanor charges, can have serious consequences for non-immigrant visitors. Some examples of possible reasons for arrest are: possession of alcohol under the age of 21, smoking in a non-smoking space, vandalism, public intoxication, and possession of drugs or drug paraphernalia. Should you be arrested, the LDC can advise or refer you to attorneys who specialize in immigration and/or criminal law.

21. F-1 seniors receive guidance from the LDC about possible next steps through group information sessions and individual appointments. You typically have the following options: transfer your SEVIS record to a graduate program in the U.S., apply for employment authorization through OPT, or leave the U.S. within an authorized grace period (60 days). F-1 students who remain in the U.S. for OPT or the STEM extension maintain F-1 status and are required to maintain reporting with the LDC during this period.

22. Do not throw away old immigration or tax documents. Maintain a file of important documents and photo copies of documents as a matter of permanent record. You may visit the LDC if you need advice about what documents you need to keep, and what you might be able to throw away.

This information is not exhaustive and is subject to change with little notice. It is your responsibility to maintain status, and to read guidance and updates shared by the LDC. You may contact the LDC to arrange an appointment to discuss any questions or concerns related to your lawful status in the U.S. If you need emergency assistance when the LDC is closed, please contact Luther Safety and Security at extension 2111.

Student Signature
Date

I hereby certify that I have read the entire F-1 Basics section of the International Student Handbook. Should I have any questions or concerns with the information given or need additional information, I will contact the LDC Staff.
When to Contact your DSO

The following events relative to your visa status must be reported to your DSO during your tenure as an F-1 International Student:

- Change of name
- Change of foreign address
- Change of address in the U.S.
- Change of major field of study
- Change of enrollment status
- Termination/withdrawal from studies, and the reason
- Completion of studies
- Campus employment
- Off campus employment, such as curricular practical training and optional practical training
- Changes in financial support
- Registration each academic term

Maintaining Student Status

To maintain F-1 or J-1 visa status, a student must:

- Have a passport that is kept valid at all times.
- Attend the school he or she was authorized to attend.
- Continue to carry a full course of study (12 credits at Luther).
- Leave the United States by the anticipated completion date shown on Form I-20 or by that date, apply to the DSO for a program extension.
- Follow certain procedures to continue from one education level to another (e.g., from the bachelor’s to the master’s level).
- Limit employment, both on campus and off to a total of 20 hours per week while school is in session.
- Refrain from working off-campus without authorization.
- Report a change of residence to LDC within 10 days of the change or use form AR-11. (Many DHS forms, including the AR-11, are available online at www.uscis.gov)
Employment

F-1 students may work on campus a maximum of 20 hours per week while school is in session and full time during vacations with the permission of the International Student Coordinator. F-1 students may not work off campus for the first 9 months of their stay in the U.S. (one full academic year). If you are thinking about doing an internship or other types of work off-campus, you must have approval from the USCIS. This approval is only given for severe economic necessity and for practical training. Consult the International Student Coordinator for employment options and to make sure proper procedure is followed.

J-1 students may work both on campus and off campus a maximum of 20 hours per week with permission from your sponsor.

Practical Training

All practical training (curricular and optional) must be approved by USCIS. You must receive this approval before you begin your practical training. Consult the International Student Coordinator if you are considering any practical training.

Optional Practical Training (OPT)

Optional Practical Training allows F-1 students a real work experience directly related to their program of study. OPT may be done pre-completion of the degree or post-completion. Most students opt for post-completion, hoping it may lead into long term employment, but if that doesn't fit your situation, talk over your questions with your DSO.

You are eligible to apply if:

- You have been a full time student in good standing for one full academic year
- You are currently in F-1 visa status
- You have not exceeded 365 days of full time CPT
- You have or have not secured a job at the time of application.

You are eligible for 12 months of OPT, (depending on your application date) and may be eligible for a 24 month extension if you are in a STEM field (science, technology, engineering and math). While approved for OPT, you are required to report events to your DSO, including employer's name and address, your personal address. To apply for OPT, see the Luther Diversity Center’s OPT section on the website: www.luther.edu/diversity/international-info/current-students/opt/. While everyone's timing and
situation is different, it is advised that you apply as close as possible to 90 days prior to completing your degree. You may also apply up to 60 after graduating, but this will reduce the amount of time you’re able to work.

Keep in mind:

- There is a $380 filing fee
- Once your OPT card (EAD – employment authorization document) is issued, there is a 90 day limit for unemployment. Once you’ve exceeded 90 days without work, you must leave the U.S. or obtain other status. *You can count up to 20 hours per week as full time, as well as the same in a volunteer position. There are other things to consider relative to OPT, such as travel, taxes, health insurance, etc... Take the time to make an appointment with your DSO to discuss your questions.

_curricular practical training (cpt)_

Curricular Practical Training is temporary authorization for practical training directly related to your program of study (major, not minor). Practical training can include internships (paid or unpaid), paid training programs, employment, or practicums. Your DSO must authorize CPT, according to the regulations applicable to your visa. You can apply for CPT during your academic year or during summer or January terms. CPT may be part time (20 hrs.) or full time (40 hrs.) but keep in mind if you exceed 365 days of full time CPT, you are not eligible to apply for OPT. CPT can be accumulated through various short term experiences, so it’s important to keep track of your CPT duration, for this reason.

To be eligible, you must:

- Be registered full time
- Have been a full time student for one academic year before beginning CPT
- Have declared a major and plan to complete your degree at Luther
- Have been offered a job or internship that is directly related to your major and approved for credit by your major department

The CPT experience must be required or an integral part of your academic program. That must be determined and approved by your academic department before coming to your DSO for approval. You must register for credit for either an internship, independent study, or other course approved by your department. Internship applications should be picked up in Luther’s Career Center. Everyone’s situation will differ. See your DSO for more detailed information about yours.
Culture Shock

Starting your education at Luther College will be an adventure. But, like any adventure, it will have its challenges. One of those main challenges will be learning to function in a completely new culture. One must not only function, but thrive; living in a way that soaks in the cultural traditions and beliefs of a new culture without drowning out one’s own cultural identity. This can sometimes seem like an impossible task. What is adventurous and exciting one day, may seem frustrating and exhausting later. This frustration and distress is called “culture shock.”

Culture shock is an inevitable part of living abroad. While the details, symptoms, and timing of each person’s experience will be different, the experience of culture shock and adaptation has a shared pattern. It is important to see quickly that this pattern has both highs and lows and that the highs normally outnumber the lows. The frustrations that may come with culture shock are temporary.

Stages of Cultural Adjustment

http://international.missouristate.edu/studyaway/129386.htm
Staying in Touch

Phones on Campus
Phones are provided in each dorm room for calls within campus and in the Decorah area. You can also make international calls from that phone if you have an international phone card. Make sure that you leave your dorm phone plugged in for safety reasons. A phone is also available at the Luther Diversity Center for International Calls. Calls made from the LDC phone will be billed to the student.

Dialing from a Luther College phone

- Faculty, Staff and Student private phone numbers begin with (563) 387-xxxx.
- Dorm room phone numbers begin with 382-xxxx
- Calls on campus: dial the 4 digit extension (ex: 1000, 1111, etc.)
- Calls off campus within Decorah calling area: dial 9 and then proceed with the number.

Student Email
All students are provided with a free email account through Luther, called Norse Mail. Each Norse Mail account has over seven gigabytes of storage. Norse Mail can be accessed at mail.luther.edu. Each student’s user name and beginning password will be handed out as part of orientation.

Luther Mail Center
The Mail Center is located on the main floor of Dahl Centennial Union. It offers most of the services that you would find at a regular post office. Information on Mail Center hours and services can be found at www.luther.edu/doc-mail/mail-center/.

Decorah Post Office
- Address: 401 Heivly St, Decorah, IA 52101
- Phone: (563) 382-2903
- Website: www.usps.com

Transportation

Public Transportation in Decorah
The LDC does not offer transportation services, however there are many options on and around campus that will get you moving.
Local Cab Services

A full listing of local cab services with hours and phone numbers can be found at:

www.luther.edu/sustainability/campus/energy-climate/transportation/public-transportation/

UhaulCarShare

UhaulCarShare is a service that allows students with a valid driver's license to borrow a shared car for short trips. The car is located on campus and can be reserved online at uhaulcarshare.com/.

Free Bike Checkout

Preus Library offers many bikes that can be checked out for free to students for up to four hours at a time. For more information on how to check out a bike, you can check out the website at:
www.luther.edu/sustainability/campus/energy-climate/transportation/bikes/bike-share/

Getting a driver’s license

In the United States, public transit isn't as readily available outside of the big cities. Getting your license can afford you freedom that you may not otherwise have. While the process of getting your license requires much time and commitment, it is a relatively straightforward process.

1. Make sure you have the proper documentation to receive your license.
   a. The DMV will need to see your passport, your visa showing at least thirty days remaining, your most recent I-94, a document that verifies your social security number, and two documents that prove that you are living in Iowa. For a full list of documents that will be accepted, you can go to forms.iowadot.gov/FormsMgt/External/431053.pdf.

2. Read and Study the Iowa Driver's Manual
   a. An electronic copy of the document can be found at www.iowadot.gov/mvd/ods/dlmanual.htm. You will be tested on the information within the manual before you are able to obtain a learner's permit. You can take practice tests online to prepare at www.iowadot.gov/mvd/ods/iadrivertest.html.

3. Take the Written Test
   a. You will need to contact the nearest DMV location to find out when they are offering the test and make an appointment if needed. The test may be taken on the computer or on paper depending on the location. You should receive the results the same day. You will also be asked to take very short vision test. If you pass both, you will be given a learner’s permit. There will be a small fee.

4. Learn to Drive
a. Once you have a learner’s permit, you will be allowed to drive a car as long as you have a licensed driver in the car with you. While friends may offer to help teach you, it is recommended that you take formal lessons as well. There are many people and schools that offer driving lessons to help prepare you for the driving test. You can ask Diversity Office Staff or other international students for the teachers that worked best for them.

5. Take the Driving Test

a. You will need to contact the nearest DMV location to find out when they are offering the driving test and to make an appointment if needed. You will be asked to drive with a DMV official who will ask you to drive and check your driving and parking skills. The results will be given to you immediately after the test. If you pass, you will be able to receive your driver’s license the same day. You will be asked to take a short vision test before receiving the driver’s license. There will be a small fee for the driver’s license. If you do not pass, you will be allowed to take the test again later. If you are borrowing a friend’s car to take the test, they will need to come with you and show their auto insurance card.

Etiquette of Riding with a Friend

There are some courtesies that are expected when a friend offers you a ride.

- If it is more than a quick ride or they give you rides regularly, offer them some money to help pay for gas.
- Ask before eating, drinking, or smoking in their car. Abide by whatever they ask. Remember it is never okay to drink alcohol in someone’s car. This is illegal.
- If you will need them to wait for you for a while, let them know this beforehand to make sure that they are okay with the wait.
- Wear your seatbelt.

Housing

All students are expected to live on campus while they study at Luther. Many different housing options are offered for students on Luther’s campus. First year students mainly live in rooms that sleep two to four students and in buildings that offer amenities like Wi-Fi, lounges, computer labs, laundry rooms, and kitchens. Each floor also provides an on-site resident assistant to provide support to students. Housing is offered during summers if arranged beforehand. For registration information and fees for summer housing, go to www.luther.edu/reslife/information/summer-housing/. You can also find more general information about housing at www.luther.edu/reslife/.
Living with a Roommate

We hope you will have a lot of “firsts” at Luther. One of those “firsts” may be your first experience with a roommate. While living with someone from a different culture from your own can be a great experience, it can also be challenging. Prep in your Step, a freshman blog from a student at Furman University, offers the following advice to first time roommates.1

1. Communicate Expectations at the Beginning | By starting out by clearly stating the expectations you each have, those expectations are more likely to be a reality. This beginning communication is crucial as you begin living together. If you’re really particular about certain things, let your roommate know of that! Communication is key for having a great experience!

2. Lock the Door | This should go without saying. I do not understand my friends who don’t lock their dorm room doors! How terrible would you feel if you left the door unlocked and your laptop and great grandmother’s pearl necklace were taken? Now picture if that same thing happened to your roommate and it was your fault. Locking your door takes about 15 seconds and is an easy way to prevent conflict. A fun bonding event could be you and your roommate shopping for cute key rings to keep your key on!

3. Give Your Roommate Alone Time In The Room | This is something that I think everyone should be conscious of and I personally had to focus on during second semester of this past year. It is unlikely that your roommate and you will have identical schedules so by just going to class you are already likely providing your roommate some time alone in the room. In college you are surrounded by people nearly all the time so a little alone time in your own space is nice! Go to the library or the gym to allow them some alone time.

4. Respect Your Roommate’s Things | This is something you and your roommate can talk about when you communicate your expectations, as suggested in tip #1. I would recommend that you always ask before borrowing even if y’all decide that your stuff is my stuff and my stuff is your stuff.

5. Make a Roommate Agreement | Furman does this at the beginning of the year for all freshmen and that may be why so many roommate relationships are a success. This is a survey of sorts that we did with our RA that covered questions ranging from: How do you feel about room visitors? / What do you think of your roommate borrowing your things? These questions provided great insight into your roommate’s lifestyle.

6. Be Courteous of their Schedule | Your roommate goes to bed early and you need to stay up late and study? Turn off the overhead light and allow her to sleep and flip on your desk light so that you can still see to study! Today is your roommates sleep in day and you have class at 8:30? Try to turn your alarm off after the first couple rings and be quiet as you head out the door!
7. Be Clean and Cleanup After Yourself | Nothing is more annoying than coming back from a rough day of class to dishes in the sink and clothes strewn about because someone had a presentation today. You wouldn't want to do this to your roommate and hopefully your roommate won't do that to you! Your room doesn't have to be as immaculate as a museum but try to keep things organized and your stuff on your side of the room. Take turns taking out the trash and vacuuming the room!

8. Deal With Problems As They Arise | Don't let emotions and conflict build up between you and your roommate. If you deal with problems as they arise corrections can be made instead of you just assuming your roommate will pick up on your passive aggressive hints. Don't blow up on your roommate, everything after that will just be uncomfortable.

9. Be Intentional with Your Relationship | You're going to the dining hall to grab some coffee, ask if your roommate wants some or wants to come. Going to the grocery store, see if your roommate needs anything! Just by offering you are allowing your roommate to see that you want to get along and you are finding ways to grow closer.

10. Offer Help | See that your roommate is struggling with something? Offer assistance! It won't go unnoticed and it's likely that help will be offered to you in return.

Health

The health care system in the United States is one of the best in the world, however, navigating it can be tricky. The U.S. health care system is largely privatized. This means the patients must pay for their own health care. This is done mainly through having an insurance policy. Medical Insurance coverage provides coverage for many medical expenses. Luther offers international students medical insurance free of charge. While insurance covers many expenses, it will not cover them all. There are co-pays and deductibles that you may be expected to pay depending on the service. There are also services that may not be covered. If you are unsure if insurance will cover a service, ask before getting the service.

When you go to get medical care anywhere, bring your insurance card. This will ensure that the doctor will bill the insurance company for the charges as well, which may minimize your costs. If you do receive a bill from the insurance company or the doctor, make sure you address it right away. Take your bill to Health Services at Luther. They will be able to talk you through the billing and answer any questions.

To keep costs down, take advantage of the Luther Health Services clinic as a starting point for your medical care. Services there are provided at free or reduced cost. If your needs exceed their services, they will refer you to a competent, local doctor. Only go to the local emergency room (ER) if you have a sudden, serious ailment or injury. ERs are very expensive. If the Luther Clinic is closed, Decorah has many clinics that can provide quality, same-day service for illness that doesn't require immediate, emergency care.
On Campus Services

Physical Health

Luther Health Services offers many services that you would find at a small medical clinic. Students can see a nurse free of charge or a doctor at a low fee. The clinic is in Larson Hall and is open weekdays during the academic year. Luther Health Services also answers students’ health questions outside of the office. Student questions can be emailed to nurse@luther.edu. A comprehensive list of services, fees, and hours can be found at www.luther.edu/health-service/.

Mental Health

Luther offers counseling free of charge to all students during the academic year. Students are offered a variety of different services. Counselors can help students find the help that best suits their needs. Students can set up appointments in person at Luther Counseling Service on the lower level of Larson Hall. More information on the Luther Counseling Service can be found at www.luther.edu/counseling/.

Disability Services

If you are a student living with a disability, whether it is a physical, mental, or learning disability, you can find support at Luther. Luther wants all students to be successful and encourages students to be proactive in getting the help they need in order to best accommodate their disability. If you feel that you will need any additional help or services in order to be successful at Luther, you can contact Luther Disability Services at 563-387-1270. Luther Disability Services will then set up an appointment to meet with you to discuss what accommodations you may need. More general information can also be found at www.luther.edu/disability-services/.

Technology

Access to current and working technology is an integral part of today’s college education. Luther supports students’ technology needs with over 20 computer labs, access to Wi-Fi campus wide, and free technical support. Luther also provides each student a stipend for printing needs, as well as access to an on-campus Document Center for special projects.

Technical Support

Luther offers technical support to all students on both Luther owned and student owned computers and equipment. The office is located on the main level of Preus and has the same hours as Preus Library. They can also be contacted at 563-387-1000 and by submitting a work order at help.luther.edu.
Online Systems

*my.luther.edu*

Luther has an online system, *my.luther.edu*, through which students can register for courses, print their class schedule, review your profile, print an unofficial transcript, etc.

*KATIE*

KATIE stands for knowledge and technology in education. It is an online learning management system. Students use this system for online course materials that teachers may post as well as various online components to both online and offline classes. Each professor’s use of KATIE is different and each class’ usage varies. Students will look to the professor in how to utilize this resource for each course. You can go to KATIE at *katie.luther.edu*.

Money

**U.S. Coins**

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On the front of the coin is President Lincoln. On the back is the Lincoln Memorial, located in Washington D.C. If you look closely, you can even see a little Lincoln sitting in the center of the building.

On the front of the coin is President Jefferson, the third president and primary author of the Declaration of Independence. On the back is his home, Monticello.

On the front of the coin is President Roosevelt. On the back is a torch representing liberty. President Roosevelt was chosen for the dime due to his support for the March of Dimes.

On the front of the coin is President George Washington, the first president. On the back of the coin is a bald eagle, the national bird.
Banks in Decorah

- **Decorah Bank & Trust (ATM on Campus)**
  www.decorahbank.com
  202 E Water St, Decorah, IA 52101
  (563) 382-9661
- **Fidelity Bank & Trust**
  www.bankfidelity.com
  801 S Mechanic St, Decorah, IA 52101
  (563) 382-2228
- **Northeast Security Bank**
  www.northeastsecuritybank.com
  106 E Main St, Decorah, IA 52101
  (563) 382-4284
- **Farmers & Merchants Savings Bank**
  www.fmsb4me.com
  1798 Old Stage Rd, Decorah, IA 52101
  (563) 382-3837
- **Viking State Bank & Trust**
  321 W Water St, Decorah, IA 52101
  (563) 387-0191
- **Bank of the West**
  www.bankofthewest.com
  120 W Water St, Decorah, IA 52101
  (563) 382-2991

Handling your Money

**Wire Transfers**

Wire transfers are used to send money electronically to another country. There are two services in Decorah where you may wire transfer money. Money Gram is a service found at Walmart in Decorah. A cashier can help you with the transfer at the customer service desk. There are different fees associated with different countries and different transfer speeds. You can find an estimate of the fees at walmart.moneygram.com/MGOWap/flows/home?execution=e1s1. The second option is peerTransfer. PeerTransfer is a web based service that is used by Luther to send funds internationally. This can sometimes be a cheaper option than Money Gram. You can use peerTransfer online at pay.peertransfer.com.

*If you are sending money by wire to Luther College, you will need the following information:*

Bank of the West
P.O. Box 4035
Concord, California 94524-4035

Bank Routing Number: 121100782
Account Number: 983002429
Account Name: Luther College
Reference Information: **Student’s Name and ID number**
Swift Code: BWSTUS66

If you have any further questions, you can contact Luther’s Office for Financial Services at 563-387-1015 or by email at finserv@luther.edu.
If you are receiving money by wire at Decorah Bank and Trust, you will need the following information:

Bank Information:
Swift Code: BBWIUS44
ABA# 075912479
Bankers’ Bank
7700 Mineral Point Road
Madison, WI 53717

Beneficiary: (This information is needed for proper credit.)
Decorah Bank & Trust Company
202 E Water Street
Decorah, IA 52101

Account Number: 073921695 (This number is also our bank’s routing number.)

Final Credit To: Your personal name, address, and account number

Please note, there is a $10 fee for incoming wire transfers.

Checks

How to Write a Check

[Diagram of a check with annotations]

Write the name of the person or company you’re paying. Never leave this line blank.

Date goes here. A check cannot be cashed before the date written here.

Write the amount of the check in numbers.

To help you remember why you wrote the check.

Sign here. (Just like a PIN authorizes you to use a debit card, a check cannot be cashed without your signature.)

ABA/Routing Number
Account Number
Check Number

Seven hundred and fifty dollars and 50/100--

Grace Alger

Rent

https://bevonomics2010.wordpress.com/how-to-write-a-check/
If you write a check incorrectly and it cannot be used or if you need a blank check for direct deposit, make sure you void the check. Voiding the check assures that it cannot be used to withdraw money from your account. To void a check, simply write “VOID” in large letters over the entirety of the check. Make sure if it is for direct deposit purposes that you do not write void over the routing and account numbers.

If you write a check and there is not enough money in your account to cover the amount of the check, you have written what is called a “bad check.” The bank will charge between $18 and $25 for every bad check you write. There is also normally a penalty of $20 - $50 from the store that received the bad check. If you consistently write bad checks, you may be arrested. Be careful to keep track of your checking balance to avoid writing bad checks.

**Protecting Personal Information**

The United States Federal Trade Commission offers the following advice on how to keep your identity and personal information safe in the brochure “Identity Theft: What to Know, What to Do”:

- Read your bank, credit card, and account statements, and the explanation of medical benefits from your health plan. If a statement has mistakes or doesn’t come on time, contact the business.

- Shred all documents that show personal, financial, and medical information before you throw them away.

- Don’t respond to email, text, and phone messages that ask for personal information. Legitimate companies don’t ask for information this way. Delete the messages.

- Create passwords that mix letters, numbers, and special characters. Don’t use the same password for more than one account.

- If you shop or bank online, use websites that protect your financial information with encryption. An encrypted site has “https” at the beginning of the web address; “s” is for secure.

- If you use a public wireless network, don’t send information to any website that isn’t fully encrypted.

- Use anti-virus and anti-spyware software, and a firewall on your computer.

- Set your computer’s operating system, web browser, and security system to update automatically.
Debit Cards vs. Credit Cards

Credit
- Uses bank funds which you then pay back on a month by month basis.
- If you pay on time, it can help you establish a good credit history
- Some offer rewards like airline miles or cash
- Offers fraud protection
- Can dispute charges
- Can spend money you don’t have

Debit
- Withdraws funds from your own checking or savings account
- No monthly payments
- Can’t spend what you don’t have
- No fees
- Safer than carrying cash
- Easy access to cash

Cost of just paying the minimum

Cost of one semester’s textbooks:
$665.85*
MINIMUM

Cost of one semester’s textbooks:
$520
PAID IN FULL

*Calculated with 15% interest and paying a minimum payment of $15
Hot Tips for Financial Success

- **Keep Track**
  - Even that two buck latte can add up if you have it every day. Keep track of everything that goes in or out of your account. Also keep track of all bills and paychecks, when they come in and what the normal amounts are.

- **A Need is not a Want**
  - You need food to live; you want a brand new iPhone. Don’t buy on impulse. If you want something, wait a few days. If you still want it, see if you can budget it in.

- **Pay with Cash**
  - Handing over a fifty dollar bill will seem a lot more real than swiping a card. Budget out the cash that you need for the week. If you only allow yourself to spend the cash that is in your wallet at the time, you will not need to worry as much about going over your weekly budget.

- **Plan Ahead**
  - Set aside some money in savings for an emergency fund. This can save you financially if your car breaks down or you need to get home quickly. Also make sure that you are planning and saving for big expenditures that you know are coming. Need to buy a bunch of textbooks or pay processing costs for OPT? You know it’s coming, start saving now. This will save you from paying expensive interest fees on your credit card or living off of only ramen noodles for that month.

- **Credit Cards aren’t Free Cash**
  - Remember everything you spend on a credit card must be paid back with interest. That hundred dollar splurge now can turn into a two hundred dollar splurge later if you aren’t paying in full each month.

- **Don’t Spend More than What You Have**
  - If you don’t have it, don’t spend it.

- **Embrace the Cheap College Student Life**
  - You are a college student. You are expected to live cheap and be a little poor. Take advantage of free concerts, lectures, and events on campus. Eat in the Caf. Splurge on the McDonald’s dollar menu. Share costs with friends by doing stuff together. The gourmet restaurants and splurges on state of the art technology will come after you get your dream job.
Taxes
If your income from the U.S. equaled or is more than the personal exemption, you must file a tax return. Income can include not only paychecks from employment but also scholarships, fellowships, practical training or even informal compensation received for labor. When you take a formal job in the United States, your tax liability is estimated and taken out of your paycheck. This estimation is looked over and completed by you on the W4 form which is given when you are first hired. Each year this estimate is compared against your actual tax liability and adjusted accordingly. This means that if too much was taken, the government returns that money to you. If not enough was taken, you will need to pay in to the government. The form on which this is figured out is called a tax return. All individuals in the United States are required to file their tax returns on April 15th of each year. International students will fill out the 1040NR-EZ or the 1040-NR. The LDC offers workshops each year to walk you through the process of filling out and completing your tax paperwork. You will want to watch for and attend these workshops each spring. Failing to file your taxes or filing them incorrectly can negatively impact visa and other applications down the road.

Staying Safe

Who to contact in an Emergency or to report an Incident

Calling 911

The emergency number in the United States is 911. On Luther’s campus, you will need to dial 9-911. This number will get you in touch with a dispatcher that will get you immediate help from police, medical services, or firefighters. Make sure this number is only used for instances that need immediate assistance, such as a dangerous situation or serious injury. When you reach the operator, they will ask questions about the situation and its location. Make sure that you stay on the call until all questions are answered, if at all possible.

Campus Security

Luther campus security staff is dedicated to make sure the Luther College is a safe environment for students. Luther security responds to all emergency situations and crimes that happen on campus. In the event of an emergency, crime, or policy violation, you may call campus security for help or to report an incident. The phone number for campus security is 2111.
Warnings and Alarm Systems

Weather Sirens

Each place has its own form of severe weather. In the Midwest United States, that weather is severe thunderstorms and tornadoes. To warn people of possible dangerous weather, sirens have been placed around the city of Decorah. These alarms will sound if there is a severe thunderstorm or tornado. Should you hear the sirens, seek shelter immediately. If time allows, go to the lowest level of the building, in a central room away from windows. Local TV and radio will give reports tracking the storm and announce when it has passed.

Alerts from Luther

Luther Security and Residence Life will occasionally bring students information on safety concerns that may impact students. This would include reports of incidents such as crimes or severe weather. These may be communicated by email or phone. Should you receive one of these alerts make sure that you follow all recommended precautions.

Making Safe Choices

Alcohol

Consumption of alcohol is illegal if you are under the age of 21. If you are of legal age and you choose to drink alcohol, make sure that you are abiding by all local laws. Do not purchase or give alcohol to others who are underage, do not drive a car while intoxicated, and do not drink to excess in public places. As an immigrant, the consequences for these actions have more repercussions than for a citizen. When making plans that involve alcohol, make sure that you have transportation, have friends that you trust at the event, and are abiding by all Luther guidelines if on campus. Remember that sexual consent cannot be given if one or more parties is intoxicated. Sexual encounters that happen when one or both people are drunk can result in sexual assault or rape charges. To review Luther’s alcohol policy go to http://www.luther.edu/studentlife/student-handbook/alcohol.
Sexual Assault

Sexual assault is a sad fact of our society. While you can never eliminate it, you can reduce the risk of being sexually assaulted.

- Use the buddy system
  - Go to social events with friends, check in with each other, and leave together
- Watch your drink
  - Never leave your drink unattended. Do not accept a drink that is not in a sealed container or you have not watched being made.
- Communicate your limits
  - No matter what your decision is, it is your decision. You have the right to say no at any time. Be clear about what you do and do not want and tell your partner. If they are worth your time, they will respect your decisions.
- Drink responsibly
  - Eat food before going out and drink water while you are out. Watch your intake and don’t drink too quickly. Make sure that you are not drinking to excess.
- Lock your door
- Trust yourself
  - If you feel uncomfortable, get out of the situation or tell someone you trust. It is better to be rude than unsafe.
- Keep your cellphone with you and charged and have enough money to get yourself home
  - This makes it easy to call friends or a cab to get a ride, if you are in a situation where you feel uncomfortable.

In any sexual situation, make sure that you have consent. Consent is not the lack of a no, but a clear yes. Cornell College gives the following advice on how to “Reduce the Risk of Committing Sexual Assault”.

- Listen carefully. Take time to hear what the other person has to say. If you feel s/he is not being direct or is giving you a “mixed message,” ask for clarification.
- Don’t fall for the cliché “if they say no, they really mean yes.” If your partner says “no” to sexual contact, believe them and stop.
- Remember that sexual assault is a crime. It is never acceptable to force sexual activity, no matter what the circumstances.
- Don’t make assumptions about a person’s behavior. Don’t assume that someone wants to have sex because of the way they are dressed, they drink (or drink too much), or agree to go to your room. Don’t assume that if someone has had sex with you before that they are willing to have sex with you again. Also, don’t assume that if your partner consents to kissing or other sexual activities, they are consenting to all sexual activities.
- Be aware that having sex with someone who is mentally or physically incapable of giving consent is rape. If you have sex with someone who is drugged, intoxicated, passed out, or is
otherwise incapable of saying no or knowing what is going on around them, you may be guilty of rape.

Discrimination, Harassment, and Sexual Misconduct

All information has been taken verbatim from the Student Life Handbook “Discriminatory and Harassing Conduct Policies and Procedures” and “Sexual Misconduct Policies and Procedures” sections. For more information, you may go to the sections in full at www.luther.edu/studentlife/student-handbook/.

What is Discrimination?

“Discrimination occurs when an individual is treated adversely because of membership in one of the legally protected groups under federal or state law. Discriminatory practices based on bias against a person’s age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status are prohibited.

What is Harassment?

“Harassment occurs when unwelcome conduct based on an individual’s membership in a protected group unreasonably interferes with the individual’s work or educational environment. It includes verbal, visual, or physical conduct where such conduct may have the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.”

What is Sexual Misconduct?

“Sexual misconduct refers to all forms of inappropriate sexual communication or behavior, including that which takes the form of sexual harassment, stalking, non-consensual sexual activity, sexual exploitation, dating violence, and intimate partner violence.”

How to Report and Get Help for Discrimination, Harassment, and Sexual Misconduct

On-Campus “Mandatory Reporting” Resources: An individual may make a complaint to one of the Mandatory Reporting Sources listed below. If the complaint is made verbally, the Complainant may or the Mandatory Reporting Source will follow up with a written complaint document. The College will take responsive action, which may include discipline of the offending student (e.g., suspension, expulsion and so on) in accordance with the College’s internal disciplinary procedures according to the procedures listed below.

The following mandatory reporting individuals and offices are specially designated by the College to receive complaints of misconduct and are equipped to follow up on allegations. The College
encourages reports to be made directly to the following individuals or offices. These individuals and offices will respond to allegations with respect for the privacy of those allegedly involved in the incident, to the extent possible while still responding appropriately to the allegations:

Harassing Conduct Officers: Andrew Bailey, Main 119, x1697; Mark Johns, Campus House 105, x1347; Kathryn Reed, Jenson-Noble 171, x1315.

Title IX Coordinator: Matt Bills, Main 28, x1189

Student Life Office (Deans and Student Conduct Coordinator), Dahl Centennial Union 266, x1020

Hall Directors/Area Coordinators/Resident Assistants, residence halls

Residence Life Office, Dahl Centennial Union 124A, x1330

Safety and Security Office, Dahl Centennial Union 129, x2111 (24 hours, seven days/week)

The College retains the right to act upon any information that comes to its attention. A complainant who desires emotional support only in a confidential setting is encouraged to contact one of the confidential resources listed below.

On Campus Confidential Resources: The following on-campus individuals are designated as confidential resources; they will seek to maintain information received as private and will not share confidential information with College officials or others, unless required to do so by law. This means that information shared with these individuals does not result in an investigation or remedial action. A student who wishes to have the College take responsive action should make a report to a Mandatory Reporting source (see above):

Campus Pastors/Catholic Chaplain, College Ministries, Center for Faith and Life, x1040

College Licensed Mental Health Counselors, Counseling Service, Larsen Hall, x1375

College Nurses/Physicians, Health Service, Larsen Hall, x1045

Decorah Area Confidential Resources: Students may also choose to seek out confidential counseling or support off campus. Information shared with these resources is not reported to the College. Resources include:

Winneshiek Medical Center, 901 Montgomery St., Decorah, 563-382-2911

Riverview Center Sexual Assault Hotline, 563-380-3332

Decorah Police Department, 400 Claiborne Dr., Decorah, 563-382-3667
What to do if you are accused of Discrimination, Harassment, or Sexual Misconduct

If you have been criminally charged (You have been contacted by the police.):

- Contact a lawyer before talking to the police. You have the right to tell the police that you wish to remain silent until you speak to your lawyer. The police themselves are also able to offer you a lawyer. You will want to ask for one as soon as possible.

If you have been reported as violating Luther College policy (You have been contacted by someone from Luther.):

- A staff member will contact you to set up an appointment to talk to you as part of an investigation into the allegations. The only exception is if staff members are present at the moment the alleged violation occurred, at which point, they may talk to you immediately.

- Before the meeting, the LDC advises that you:
  o Read the policy in full, so that you understand what violation you are being accused of and the procedure Luther will take. The website for the student handbook, which includes the policies, can be found at www.luther.edu/studentlife/student-handbook/.
  o Set up an appointment with Matt Bills. He can be contacted at 563-387-1189 or bills@luther.edu. He is the Title IX Coordinator at Luther. He would be able to explain the procedure and answer any questions that you might have during the process.
  o Decide whether or not you would like to bring a support person. You are allowed to bring one person to the meeting. This person is not allowed to talk or participate in the meeting. They are only there for your support. You may bring whomever you wish as a support person.

Appendix

Luther Acronyms

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<thead>
<tr>
<th>AHD</th>
<th>Assistant Hall Director</th>
<th>LDC</th>
<th>Luther Diversity Center</th>
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<tbody>
<tr>
<td>CAF</td>
<td>Co-curricular Activities Fee</td>
<td>NCAA</td>
<td>National Collegiate Athletic Association</td>
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<tr>
<td>CFA</td>
<td>Center for the Arts</td>
<td>NRH</td>
<td>Noble Recital Hall (in Jenson-Noble Hall of Music)</td>
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<tr>
<td>CFL</td>
<td>Center for Faith and Life</td>
<td>OA</td>
<td>Outreach Assistant</td>
</tr>
<tr>
<td>CRH</td>
<td>Center Recital Hall (in CFL)</td>
<td>RA</td>
<td>Resident Assistant</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
<td>SAC</td>
<td>Student Activities Council</td>
</tr>
<tr>
<td>ELCA</td>
<td>Evangelical Lutheran Church in America</td>
<td>SASC</td>
<td>Student Academic Support Center</td>
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<tr>
<td>FPO</td>
<td>Faculty Post Office</td>
<td>SEVIS</td>
<td>Student and Exchange Visitor Information System</td>
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<tr>
<td>GPA</td>
<td>Grade Point Average</td>
<td>SPO</td>
<td>Student Post office or Mail Center</td>
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<td>HD</td>
<td>Hall Director</td>
<td>USCBP</td>
<td>Bureau of Customs and Border Protection</td>
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<td>ID</td>
<td>Identification Card</td>
<td>USCIS</td>
<td>U.S. Citizenship and Immigration Services</td>
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<tr>
<td>KWLC</td>
<td>Luther College radio station</td>
<td>USICE</td>
<td>U.S. Immigration and Customs Enforcement</td>
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Works Cited


