

# International Student Resource Guide



2016-2017

# Table of Contents

Table of Contents .....	2
<b><u>Safety and Security</u></b>	
Emergency .....	5
University Police/Security .....	6
Personal Safety & Crime Prevention .....	7
Crime Reporting	
On-campus Housing Facilities	
On Campus and Other Places	
Tornado Warning	
Inclement Weather	
Sexual Assault Information .....	9
<b><u>Academic Support</u></b>	
2016-2017 Academic Calendar .....	14
Registration .....	16
Directions for Registering	
Change of Schedule	
Withdrawal from Selected Courses	
Withdrawal from the University	
Medical Withdrawal	
Reduction in Number of Credit Hours	
Tuition Refund Policy	
Keeping Good Grades .....	22
Academic Standards, Progress, and Appeals	
Academic Support on Campus .....	23
Expenses .....	24
Payment Policy & Payment Plans	
Payment Options	
Payment Methods	
How to Check Your Bill in the System	
Scholarships .....	27
Academic Integrity .....	29
University Honor Code	
Graduation and Records .....	30
Declaration of Candidacy for a Degree	
Commencement Ceremony	
Graduation with Honors	
Transcript	

**Campus Life**

Campus Life ..... 32  
    Exercise Classes  
    Intramural Sports  
    Club Sports  
    Student Activities, Commuter Services, and Leadership Development  
    Greek Life

Buford Center for Diversity and Service ..... 34  
    International Education  
    Intercultural Student Services  
    Service & Community Engagement

What to Do When You Get Sick ..... 35  
    Cosiano Health Center  
    Counseling Services

Printing Places ..... 37

**Transportation**

Free Shuttle Service Location and More ..... 38

How to Get an Ohio Driver’s License ..... 40

How to Buy a Vehicle ..... 42

Parking on Campus ..... 45

**Employment**

Career Services ..... 46  
    Career Planning  
    Internships and Placement  
    Student Employment  
    How to Obtain an On-campus Job

How to Get Your Social Security Card ..... 50

Tax Information ..... 53

OPT-CPT Eligibility ..... 54

**Community Life**

Family Services ..... 56  
    Childcare in Findlay  
    Findlay City Schools  
    Women’s Resource Center of Hancock County  
    Hancock County Family Center

Bank Information ..... 58

Food (How to Get Local Food) .....	60
<b><u>Housing</u></b>	
On- and Off- Campus Housing .....	62
Things to Know Before Looking for a House Leases	
Moving In .....	66
Utilities Utility Company Information Internet Service Renter’s Insurance Home Safety and Security	
On- and Off-Campus Mail .....	68
<b><u>IELP</u></b>	
IELP Student Information .....	72
IELP Faculty and Staff Contact Information Test of English as a Foreign Language Information IELP Student Complaint Procedure IELP Placement Appeal Form IELP Registration Information Sheet IELP Refund Information Other Important Information	
<b><u>Other information</u></b>	
Weather in Ohio .....	78
Who do I call? .....	79
How to get a SIM Card .....	88
Health Insurance .....	89
Undergraduate Graduate and Degree Completion	
Facts about Alcohol.....	90
Culture Shock and Homesickness.....	93
Things Not to Do in the U.S. ....	94
Graduation Bucket List .....	95

# Emergency

In the United States, people dial 9-1-1 in case of an emergency. You should dial 9-1-1 for emergencies such as fires or car accidents. If you dial 9-1-1 from any telephone, always identify the city and state you are calling from and your call will be sent directly to an emergency dispatcher. The dispatcher will send officers to your location immediately. The dispatcher will ask you the following types of questions.

*Dispatcher:* “9-1-1...What is your emergency?”

*Dispatcher:* “What is your address?”

*Dispatcher:* “What is the state of the injured person? Is the person conscious? Is the person breathing?”

*Dispatcher:* “Would you please stay on this line until officers arrive?”

Try to stay on the telephone until officers arrive. If you are in danger, report this to the dispatcher and leave the area immediately.

**9-1-1 is to be used for emergencies only. It is against the law to dial 9-1-1 if there is no emergency!**

If you use a University-owned telephone to dial 9-1-1, University Police/Security will send an officer to your location immediately.

911 will never call you demanding money. If you receive a phone call like this do not pay money and simply say, “No thank you” and immediately hang up. If you are unsure about a call or letter you can always come to the International Admissions and Services office.

Non-emergency phone numbers:

Findlay Police	419-422-3141
Findlay Fire	419-422-4242
University Police/Security	419-434-4799
Sexual Harassment Hotline	419-434-6777
Hancock County Crisis Hotline	1-888-936-7116
Open Arms Domestic Violence/Rape Crisis	419-422-4766
UF Counseling Services (daytime)	419-434-4526
National Suicide Hotline	1-800-273-TALK (8255)

# University Security

The Office of Safety and Emergency Management is located on the first floor of Lovett Hall. Lovett Hall is located on the southwest corner of Frazer Street and North Cory Street on the Main Campus.



The Office of Safety and Emergency Management provides the following services:

## ***Code Blue Emergency Phones***

If you have an emergency, use the “Red Push for Help” button on the blue light units. This will automatically send a call to the security office. A flashing blue light will accompany your call.



## ***Security Escorts***

Security escorts are available to anyone who calls 419-434-4799.

# Personal Safety and Crime Prevention

## Personal Safety and Crime Prevention

Personal safety is increased by following common sense guidelines which limit or reduce the possibility of becoming a victim of crime. Ninety percent of campus crimes are crimes of opportunity.

### On-Campus Housing Facilities:

1. Always lock the door to your room - day and night.
2. Don't let strangers, or someone with whom you are not well acquainted, into the building or your room.
3. Don't lend your keys to anyone.
4. Don't prop open the exterior doors of the residence halls. They are locked for your safety.
5. Engrave your valuable possessions with identifying information or leave things of great monetary or sentimental value at home.
6. Don't leave your books, backpack or purse unattended.
7. Know where to find residence life staff, phones or other safe areas.
8. Report any suspicious person or activity to residence life staff or University Police/Security. If you are a victim of crime, call Campus Security immediately. They can assist you.

### On Campus and Other Places:

1. At all times, be aware of your surroundings and of people approaching or following you.
2. Don't go out at night alone. Always go with a friend, a group or call for Campus Security to assist (x4799).
3. Use well-lit, public walkways. Avoid shortcuts that take you through dark or secluded places.
4. Know the locations of campus and public telephones.
5. Always lock your bike to a secure object. A U-shaped lock is best.
6. Always lock your car and keep valuables out of sight. Lock your case of CDs in the trunk.
7. Never leave your keys or your purse/wallet in your car while it is unattended, even for a few moments.
8. Never hitchhike, pick up hitchhikers or ride alone with someone you do not know well.
9. Never drink and drive or ride with someone who has been drinking.
10. Report suspicious or criminal activity to the Office of Safety and Emergency Management. If you are off campus, call the local police.
11. If you are a victim of a crime, call the Office of Safety and Emergency Management immediately, or if off campus, call the local police.

## Tornado Warning

When the siren is sounding or tornado is visually observed:

1. Go to an interior hallway on a lower floor, preferably a basement, and sit down.
2. Please close residence hall doors on your way out of the room. Take your room key with you.
3. Stay away from windows and doors.
4. Avoid auditoriums with large, unsupported roof areas and high walls.
5. Take cover under heavy furniture in the center of the building if there is no basement.
6. Cover head with available cushioning or with arms.

## Inclement Weather

During periods of inclement weather, the University of Findlay considers the safety of its employees and students of utmost importance.

During inclement weather, information on the status of University operations will be posted to the University website at [www.findlay.edu/offices/student/safetysecurity/Pages/Campus-Alerts/Weather-Related-Information.aspx](http://www.findlay.edu/offices/student/safetysecurity/Pages/Campus-Alerts/Weather-Related-Information.aspx).

The chart below describes the University policy in relation to city/county snow emergency classifications.

Weather Condition Classification by Public Agencies, such as County Sheriff's Office

Level	Description	University Plans and Operations
Level 1 Alert	Roadways are hazardous, drive with extreme caution.	Classes will be held and offices will be open to provide services.
Level 2 Advisory	Roadways are extremely hazardous with blowing and drifting snow and/or flooding. Only those who feel it is necessary to travel should be on the roadways.	Classes will be held and offices will be open to provide services.
Level 3 Emergency	Most roadways are closed and extremely hazardous/flooded. Violators may be cited.	The University of Findlay's President or designee will assess the situation and determine whether classes will be canceled and offices closed.



# **Sexual Assault Information**

## **What is Sexual Assault?**

Sexual assault is an umbrella term used to describe a wide range of forced and unwanted sexual activity, including kissing, exhibitionism, groping, and rape. Victims might be coerced into sexual acts through verbal or non-verbal threats or through the use of substances, such as alcohol or drugs. Sexual assault doesn't always involve physical contact – acts such as voyeurism and exhibitionism can still count as unwanted sexual attention.

Many victims know their assailant or rapist. Approximately two out of three sexual assaults are committed by an attacker that the victim knows. About 38 percent of rape incidents are committed by a friend or acquaintance of the victim. One in five women are victims of completed or attempted sexual assault while in college.

## **What is Consent?**

Consent must be informed (the person being acted upon knows what is happening) and mutual (both parties have input and both want to participate in a given sexual act.)

Consent is not implied, it should be a verbal voluntary, positive agreement between the participants to engage in specific sexual activity. Talk to your partner about what is comfortable for him or her every step of the way. Pay attention to both verbal and non-verbal communication - the absence of a "no" does not imply consent, nor does a prior sexual relationship. A person who is asleep or mentally or physically incapacitated by drugs or alcohol cannot give consent.

## **If you are sexually assaulted:**

- Get to a safe place away from your perpetrator as soon as possible.
- Call your local rape crisis center or victim service agency if you would like to obtain an advocate. Advocates may be present during any medical, police, or legal meeting. Advocates can help you navigate the medical and criminal justice systems as well as provide information and support.
- Seek medical attention – even if no outward injuries exist, it is recommended that individuals are examined by a medical professional. Forensic exams are done by specially trained nurses on campus or in the emergency room and are free for victims of sexual assault. (They do not have to go through the victim's insurance.) Exams may preserve crucial evidence should you choose to report, though reporting to police is not necessary in order to have an exam completed. You can further preserve evidence by not bathing, washing your hands, eating, or smoking until the forensic exam has been completed.
- Utilize resources for support such as counseling services or campus ministries.
- Consider reporting to the police and/or Office of Safety and Emergency Management.

## **Resources Available**

- 911-for police and/or ambulance
- Counseling Services - 307 Frazer St., 419-434-4526, a confidential service on campus that is NOT required to make a report to the University or police.
- Cosiano Health Center - 120 W. Foulke Ave., 419-434-4550, a confidential service on campus that is NOT required to make a report to the University or police.
- Campus Ministry - 1049 N. Main St., 419-434-5624, a confidential service on campus this is NOT required to make a report the University or police.
- Any other campus department, however they are required to report a sexual assault to the University.
- Open Arms - 419-422-4766 (24-hour crisis hotline) <http://www.openarmsfindlay.com>- They can assist with accompaniment while receiving medical treatment and/or legal services (advocacy), shelter, individual and group support, and a 24-hour crisis hotline.
- Office of Safety and Emergency Management - 201 Frazer St., 419-434-4799
- [www.RAINN.org](http://www.RAINN.org)

## **Your Rights on Campus**

- To be safe and free from a hostile environment
- To say “no” at any time
- To take legal action when a crime is committed against you
- To work with police, campus officials, and the prosecutor
- To be notified of counseling and other support services from the University and local resources
- To request reasonable changes in academic and living situations
- To have the same opportunity as the accused to have others present in any institutional disciplinary proceeding
- To unconditionally be notified of the final results of any institutional disciplinary proceeding

## **After an Assault: Recovery**

- Survivors often struggle with resuming their normal daily activities in the aftermath of a sexual assault. Work with physicians, counselors, and instructors to get the support needed to heal. Even after physical wounds heal, survivors suffer the risk of chronic emotional distress. Compared to other victims, rape survivors are 6.2 times more likely to develop PTSD, 3 times more likely to have a major depressive episode, 26 times more likely to abuse drugs, and 13 times more likely to abuse alcohol.

### Common Physical Aftereffects

- Jitteriness (someone who feels nervous or tense)
- Disrupted sleep patterns
- Muscle cramps or spasms
- No libido
- Aching at injury sites

### Common Emotional Aftereffects

- Anxiety
- Self-blame or guilt
- Rage
- Helplessness
- Emotional outbursts
- Constant worry

### Common Mental Aftereffects

- Inability to concentrate
- Depression
- Denial
- PTSD (Post Traumatic Stress Disorder)
- Suicidal ideation

Due to the seriousness of trauma that often comes with the fallout of an attack, it is extremely important for victims of sexual abuse to get professional help. You might not feel like you need counseling, however the emotional and mental aftereffects can suddenly catch up with you, especially during periods of high stress in your life as a student. There are many support systems in place to help you through this difficult period.

## **Increasing Safety for Yourself and Others**

- Make a plan. If you're going to a party, go with people you trust. Be a good friend. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe setting.
- Protect your drink. Don't leave your drink unattended, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.
- Know your limits. Keep track of how many drinks you've had, and be aware of your friends' behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.
- It's okay to lie. If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.
- Trust your instincts. If you notice something that doesn't feel right, it probably isn't.
- Know your resources. Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
- Stay alert. When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- Be careful about posting your location. Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- Make others earn your trust. A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
- Think about Plan B. Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?

- Be secure. Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

### **What to Do if Someone I Know Is Sexually Assaulted**

If someone you know is victimized, his or her reactions can vary. He or she might be angry, sad, or afraid. He or she might respond in ways that seem unusual to you – for example, your friend might laugh at seemingly inappropriate times or appear to have no reaction at all. In most cases of campus sexual assault, the victim is hurt by someone he or she knows or trusts and processing complicated emotions following an assault and deciding what he or she wants to do moving forward can take time. Here are some things you can do if someone discloses an assault to you:

- If you saw the attacker or witnessed any part of the assault, take detailed notes regarding the incident.
- Accompany the victim to the hospital and ensure they meet with medical professionals who specialize in sexual assault trauma.
- Listen. If someone discloses an assault to you, it means he/she trusts you enough to share this incredibly difficult story. Just listening with compassion can be incredibly helpful.
- Believe. Rather than asking a lot of questions, just let your friend know that you believe him/her and will support him/her as best as you can.
- Give options. Sexual assault is a crime of power and control. In order to give a sense of control back to your friend, allow him/her to carefully choose what option is best. He/she may not make the same decision you might make; however, only the victim can decide what a healthy process is for him/her. You can help them explore their options by suggesting available resources – medical, legal, on-campus, off-campus, friends, family, counselors, or any other support you can think of.

Take care of yourself. Hearing about an assault can be difficult, particularly when the victimization occurred to someone you care about. It is important that while you are supporting a friend, you are also taking care of your own physical and mental health.

### **Your Response Matters**

Don't worry about being perfect, but do recognize the importance of your role. Again, if someone discloses to you, it means they trust you enough to share this information with you. Be present and listen to what is being said and consider what you can do to support your friend. Sometimes your friend might not want to talk; sitting in silence can be just as powerful. Avoid asking questions like "Why did you go with him?" or "Did you fight back?" Questioning your friend's behaviors could make him or her feel as though the victimization was his or her fault, even though it wasn't and even if that's not your intent. Focus on offering your friend support and providing options so he or she can decide what is best.

# 2016 – 2017 Academic Calendar

## Fall Semester 2016

August 16	President's Breakfast and All-Campus Opening Activities
August 17	Fall faculty meeting and faculty development workshops
August 18	Residence halls open for students attending New Student Registration on August 18
August 18	Final registration session for new students
August 19	Residence halls open for new students who registered in summer
August 19-21	New Student Orientation (Arch Ceremony on August 19)
August 20	Residence halls open for upperclassmen
August 22	Classes begin for standard semester session
August 26	Last day to add a class or section for standard semester session *
August 29	Last day to drop a class or section for standard semester session*
August 29	Block 1 begins for online degree programs
September 5	Labor Day (No classes)
September 8	Student Organization Fair 6-8 pm Alumni Memorial Union
September 9-10-11	Fall Weekend College begins
October 10-11	Mid Fall Recess: No classes for standard semester sections
October 19	Report grades less than C in standard semester session classes
October 23	Block I ends for online degree programs
October 24	Block II begins for online degree programs
November 2	Last day to withdraw from standard semester session classes
November 18-19-20	Fall Weekend College, final meetings of session
November 23-27	Thanksgiving Recess (No classes)
December 9	Deadline for seniors to apply for May 2017 Graduation
December 9	Final class day for standard semester session
December 12-15	Final exams for standard semester session
December 18	Block II ends for online degree programs
December 21	Final grades due for all sessions by 9 a.m.

\*Withdrawals from a course after the session has started may incur financial liability. It is the student's responsibility to review the Tuition Refund Policy prior to withdrawal.

# Spring Semester 2017

January 6-7-8	Winter Weekend College begins
January 8	Residence Halls open
January 9	Classes begin for standard semester session and Block I of online degree programs
January 13	Last day to add a class or section for standard semester session *
January 16	Martin Luther King Day (No classes)
January 17	Last day to drop a class or section for standard semester session *
March 5	Block I ends for online degree programs
March 6	Block II begins for online degree programs
March 6-10	Spring break for standard semester session classes
March 13	Report grades less than C in standard semester session classes
March 17-18-19	Winter Weekend College, final meetings of session
March 27	Last day to withdraw from classes for standard semester session classes *
March 31, April 1-2	Spring Weekend College begins
April 14-17	Easter Holiday (No classes)
April 28	Final class day for standard semester session
April 28	Deadline for seniors to apply for December 2017 graduation
April 30	Block II ends for online degree programs
May 1-4	Final exams for standard semester session
May 6	Undergraduate and Graduate Commencement
May 10	Final grades due for all sessions by 9 a.m.
May 19-20-21	Spring Weekend College, final meetings of session

\*Withdrawals from a course after the session has started may incur financial liability. It is the student's responsibility to review the Tuition Refund Policy prior to withdrawal.

# Registration

Approximately eight weeks into the semester, the Office of the Registrar sends registration materials to enrolled students. Students are issued a registration date based on their cumulative earned hours. Seniors register first to ensure that courses required for graduation are available to them. Registration is handled by the faculty adviser and runs for approximately 22 working days. Students are permitted to register via the adviser on or after their assigned registration date. New students must be accepted first through the Office of Admissions before meeting with their faculty adviser. Students with an outstanding balance will not be permitted to register.

## Directions for Registering for Classes

### Directions A: Financial Responsibility Statement

The online payment agreement promises that you will pay for classes you take. If you withdraw from classes before the semester begins, the online payment agreement will not charge you for the semester.

- a) Online, find [www.findlay.edu](http://www.findlay.edu).
- b) Select “links” in small print, top right corner.
- c) Select the “MyFindlay” icon.
- d) Under “select login” in top left corner, open “UFNet”.
- e) Login using your UF email username and password.
- f) Select “Financial Responsibility Statement” from the left-side menu.
- g) Read the agreement, then sign your name in the box at the bottom.
  - a. Your name must be signed exactly the same way as it appears at the top of the agreement.
  - b. Be sure you have the proper semester and year selected. Choose the semester you wish to register for, not the semester you are currently in.
- h) Click on the “I agree” button.

The screenshot shows the 'Financial Responsibility Statement' page on the myfindlay website. The page includes a navigation menu at the top with links for Home, Admissions, Financial Aid, Students, UF Intranet, Student Intranet, Employee Info, Access Portal, and My Pages. Below the navigation is a search bar and a 'Show search options' link. The main content area contains the title 'Financial Responsibility Statement' and a list of six numbered terms. Term 1 is a promise to pay. Term 2 states that billing information and Form 1098-T are available on the website. Term 3 explains that tuition, fees, room, and board are due one week prior to the start of the session, with an annual percentage rate of 18% and a \$2 minimum billing fee. Term 4 states that the student account balance must be paid in full, or the student must be current on an official payment plan. Term 5 states that if the account becomes delinquent, the student is responsible for all reasonable collection costs and attorney fees. Term 6 states that failure to attend class(es) does not constitute an official drop or withdrawal, and that the student is still responsible for paying any remaining balance. Below the terms is a statement: 'I hereby certify that I have read, that I understand, and that I agree to abide by the terms and conditions set forth in this agreement, and that I have had an opportunity to ask any questions I may have regarding these provisions. Questions? Contact the Student Billing Office at 413-434-4690.' This is followed by a prompt: 'Please enter your name below, select the term for which you want to register, and press the 'I Agree' button to continue. You must accept this agreement before you can register.' There is a text input field for the name, a dropdown menu for the term (currently set to 'WI/SP 2016'), and an 'I Agree' button.



## Directions B: Searching the course schedule

- a) Online, find [www.findlay.edu](http://www.findlay.edu).
- b) In the search box at the top of the page, enter “academic course schedule.” Click the search icon.
- c) Select “academic course schedule” from the list of search results.
- d) Select the “academic course schedule” link (center of page, blue letters).
- e) Set the program (undergraduate), year, and semester.
  - a. Set “list all classes” for best results.
  - b. Select “List all departments” for all classes the University offers. If you prefer, search department by department (search math classes, then computer classes, etc.)
- f) As you find classes of interest to you, note the course number and section, as well the days and hours.

### Academic Course Schedule UNDG FA 2016

[Click Here](#) to view the Academic Calendar.

**PROGRAM:** (See **Session Descriptions** below)

Graduate  
Undergraduate

**SESSION:**

Fall  
Spring  
Summer

**YEAR:** 2016

List All Classes  
Evening  
Internet  
Weekend

List All Departments Submit

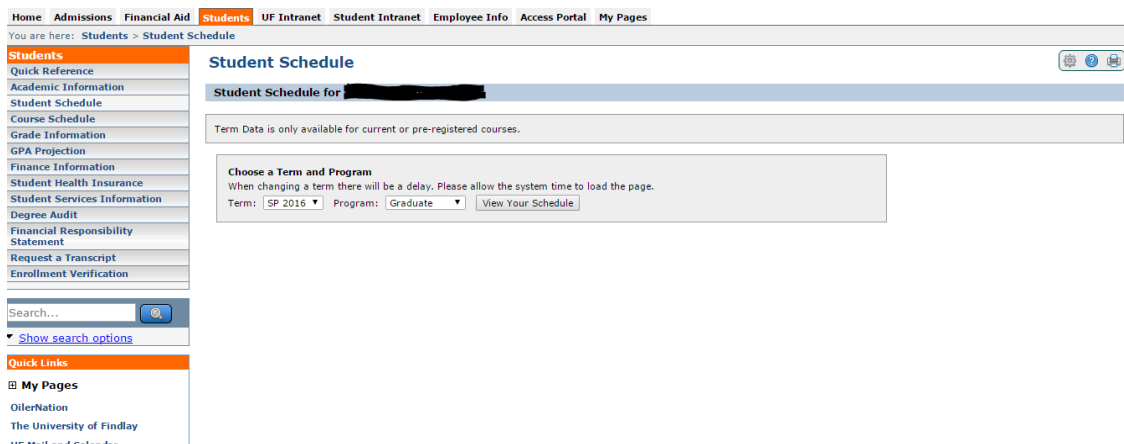
#### Session Descriptions

**Fall** : Classes start late Aug through December.  
**Spring** : Classes start January through April.  
**Summer** : Classes start May through early August.

If you have any questions about the Academic Course Schedule, please contact the [Registrar's Office](#) at 419-434-4556.

## Directions C: Checking your own personal student schedule

- a) Online, find [www.findlay.edu](http://www.findlay.edu).
- b) Select “links” in small print, top right corner.
- c) Select the “MyFindlay” icon.
- d) Under “select login” in top left corner, open “UFNet”.
- e) Login using your UF e-mail username and password.
- f) Select “students” from the top
- g) Select “student schedule”



### Directions D: Finding your textbook requirements

- Online, go to <https://shop.findlay.edu/>
- Select “textbooks” from right-side menu.
- Select “browse term” from center menu.
- Select the proper semester.
- Search for each class individually.



### Change of Schedule

Adjustments (add/drops) to schedules are completed by a student, by a faculty adviser, or by a member of the Oiler Success Center when the faculty adviser is unavailable. Adding a course, dropping a course, or changing from one section of the same course constitutes a change of schedule. Students may not add a course or change sections after the fifth class day of the standard 16-week semester without also receiving written permission from the instructor. For classes that are shorter than 16 weeks, a student will not be able to add a course or change from one section to another section of the same course after the third class day without receiving written permission from the instructor. Courses that are dropped by a student on or before the sixth day in a standard 16-week semester or on or before the third day for a short course will not appear on the student's transcript. Any courses dropped after the periods stated previously, but

before the last day to withdraw, will be shown on the transcript as a W. If schedule changes are not handled within the stated time limits, students are subject to receive a failing grade in the courses for which they are officially enrolled. Students will not receive credit for courses attended without official registration.

### **Withdrawal from Selected Courses**

Withdrawals made after the first six days but within the first 50 days of a semester are recorded as non-punitive Won a transcript. Students may petition for withdrawal after the first 50 days. If the petition is denied and students fail to complete the semester, they will receive F grades for unfinished courses. The Student Academic Standards Committee reviews all petitions for withdrawal made after the first 50 days. If a student leaves a course without following withdrawal procedures, he/she automatically receives an F grade. Courses that meet for only a portion of the semester (e.g., first or second half HPE activities) can be withdrawn from only up to midpoint of the duration of that course.

When a student has violated University rules, regulations, or policies of an academic nature the student will not be permitted to withdraw from the course.

### **Withdrawal from the University**

When a student withdraws from all classes during a semester, it is the University's responsibility to assign an official withdrawal date. For a student withdrawing while regularly attending classes, the withdrawal date is the date that the student notifies the Oiler Success Center of his/her intent to withdraw and/or begins the withdrawal process by completing a withdrawal form. If a student ceases attending classes without notice, the withdrawal date will be the student's last date of attendance or participation in a course-related activity, as documented by his/her University instructors.

Students wishing to withdraw from the University must follow the current withdrawal procedures. To withdraw from the University of Findlay, students must obtain a withdrawal form in The Oiler Success Center. This form must be completed along with an exit interview when the necessary signatures are obtained. Students who do not go through this formal withdrawal process may be charged a significant amount of money for tuition, fees and other costs. Once the session has started, the student is only eligible for a partial refund of tuition. Fees are non-refundable. Failure to attend class(es) does not constitute an official drop or withdrawal.

Immigration Reminder: Withdrawing from the University can cause you to lose your visa status. Please check with International Admissions before withdrawing from your classes.

### **Medical Withdrawal**

A. Appropriate action may be implemented when there is clear and convincing evidence that certain physical, psychological, or emotional health conditions interfere with the student's ability to function effectively in the academic environment. Essentially, a medical withdrawal acknowledges that the student's condition prevented her/him from completing current semester academic responsibilities. The severity and duration of the problem must be such that it should be unreasonable to expect the student to make up for missed class work.

B. When the health of a student is assumed to be as defined in paragraph (A) above, the Medical Withdrawal Committee consisting of the director of financial aid, director of the Oiler Success Center, director of Counseling Services and/or director of Health Services, registrar, accounts receivable manager, and the chair of the department in which the student's major resides will review the case; including any medical evidence or opinion available, and determine a recommended University action. The recommendation of the Medical Withdrawal Committee will be forwarded to the vice president for Academic Affairs and the vice president for Business Affairs for a final decision.

C. A medical withdrawal, if granted, may include the following:

1. A student being withdrawn from all course work (whether passing or failing). The student's transcript for the semester would indicate "withdrawn for medical reasons." The specific nature of the medical withdrawal is not indicated in order to protect the student's confidentiality. Under this circumstance, there will be a hold placed on the student's account for future registration until the student provides documentation to the Director of the Oiler Success Center that his/her medical condition has improved.

2. Classes, of the semester in question, would be withdrawn with the date proposed by the Committee. \*\*If Title IV funds are involved there would be a recalculation of these funds.

D. The decision to accept or deny a student's request for a medical withdrawal, once rendered by the vice president for Academic Affairs and the Vice President for Business Affairs will be sent to the student by the director of the Oiler Success Center.

Immigration Reminder: If you need to reduce your course load due to a medical condition, please talk to International Admissions. We can authorize a reduced course load in SEVIS to maintain your status if you have a written note from your medical doctor.

### **Reduction in Number of Credit Hours**

It is the student's responsibility to contact his/her adviser or the Office of the Registrar and OFFICIALLY drop the class(es) before the start of the session in order to receive a 100 percent refund. Once the session has started, the student is only eligible for a partial refund of tuition. Fees are non-refundable. Undergraduate students who add/drop class(es) but remain between 12-18 hours will not be entitled to a refund. Students should always retain a copy of all transactions related to adding or withdrawing from classes. Failure to attend class(es) does not constitute an official drop or withdrawal. It is recommended that a student drop and add courses of equal credit hours within the same business day.

**Because there are many alternate calendars among the academic programs, it is the student's responsibility to contact the Business Office at 419-434-4690 or [businessoffice@findlay.edu](mailto:businessoffice@findlay.edu) for dates and refund percentages not specifically listed within the Tuition Refund Policy.**

Immigration Reminder: Reducing your course load can cause you to lose your immigration status. Please talk to International Admissions before reducing your course load below full time.

## **Tuition Refund Policy**

In the case of students who reduce their number of credit hours **or** completely withdraw from all course work and **do not** receive Federal Title IV or state funds, the tuition is refunded on the following basis: (Calendar week is defined as Sunday through Saturday.)

### **Fall or Spring Semester (enrollment period 15 weeks)**

During the first calendar week of the semester	99%
During the second calendar week	50%
During the third and fourth calendar week	25%
After the fourth calendar week	0%

### **Weekend College (enrollment period 11-12 weeks)**

Within five days of the first class	99%
Day six through second weekend	50%
After second weekend	0%

Because there are many alternate calendars among the academic programs, it is the student's responsibility to contact the Business Office at 419-434-4690 or [businessoffice@findlay.edu](mailto:businessoffice@findlay.edu) for dates and refund percentages.

# Keeping Good Grades

## Minimum Progress

### University Undergraduate Student Minimum Progress

Students are expected to make normal progress toward meeting degree requirements. Failure to do so will result in academic warning, probation or suspension. Progress will be reviewed at the end of each semester. A change in a student's academic status will become effective at the point final grades are processed by the Office of the Registrar. The cumulative grade point average is based only on grades earned at the University of Findlay.

<b>SEMESTER HOURS</b> (credits attempted plus transfer credits)	<b>WARNING</b>	<b>PROBATION</b> (cumulative grade point average)	<b>SUSPENSION</b>
0.50—27.00	Below 2.20	Below 1.80	Below 1.60
27.01—45.00	Below 2.20	Below 2.00	Below 1.80
45.01 or more	Below 2.20		Below 2.00

**Please refer to the following link for additional information about academic standards, progress, and appeals**

For information please visit <http://catalog.findlay.edu/en/current/Undergraduate-Catalog/Academic-Standards-Progress-and-Appeals>

# Academic Support on Campus

Need	Office	Location	Notes
Help with English	ELL Support Center	FRST 306	
Advising and support for students; The Oiler Success Center can connect students with services all over campus! We can also answer questions about Starfish.	Oiler Success Center	First floor of Old Main (Room 122)	If a student is put on academic warning, probation, or suspension, he/she will work with the Oiler Success Center.  <a href="http://www.findlay.edu/offices/student/oilersuccesscenter/">http://www.findlay.edu/offices/student/oilersuccesscenter/</a> Phone: 419-434-5680
Writing Center: Help with writing assignments  Tutoring Services: Help with understanding of course material in content studies (math, history, science, etc.).  Study Strategies: Help with time management and various study skills to improve learning.	ASC (Academic Support Center)	Basement level of Old Main (Room 45)	<a href="https://oilernation.findlay.edu/offices/AcademicSupportCenter/Pages/default.aspx">https://oilernation.findlay.edu/offices/AcademicSupportCenter/Pages/default.aspx</a>
Help with a disability	Disability Services	Basement level of Old Main (Room 45)	Support services for students with permanent or temporary disabilities can be assessed by contacting the Office of Disability Services. Please call 419-434-5532 to schedule an appointment.
Testing Center	Disability Services	Basement level of Old Main (Room 45)	With a professor's approval, students can schedule a testing center appointment. The appointment must be made 24 hours or more in advance. Please call 419-434-5122 to schedule your appointment.

# Expenses

## Payment Policy and Payment Plans

Payment is expected in full one week prior to the start of the session, therefore, an itemized statement of charges is available in MyFindlay as soon as the student is registered. Students may elect to participate in the University of Findlay Ten-Month Payment Plan (full-time undergraduates only) or sign a Payment Agreement (available to all students) to make monthly payments. Time will not permit mailing of statements to students who register for courses near the start of the semester; however, in these cases, full payment will be required by the first day of classes. Financial obligations to the University must be handled promptly. Students facing a financial problem should contact the Office of Financial Aid before payment is due. Continued enrollment in a succeeding semester and the issuance of a diploma or transcript cannot be permitted until all financial obligations to the University have been satisfied. Payment in full or an official payment plan is required to use certain University facilities.

## Payment Options

### 1. Ten-Month Payment Plan (Full-time Undergraduates Only)

- Available to students paying full-time undergraduate tuition and fifth- or sixth-year full-time pharmacy students in both fall and spring semesters.
- Participants must complete the Ten Month Payment Plan application and pay an annual participation fee. (See Undergraduate Charges and Fees.) The application and fee must arrive at the Business Office by June 30.
- Payments are due the first business day of each month from July 1 through April 1.
- Interest is waived on current accounts as long as payments are made on schedule. If a monthly payment is missed for any reason, the following will apply:
  - The entire remaining balance of the account is due within 30 days
  - A \$30 fee will be assessed to the account.
  - Interest of 1.5 percent per month (ANNUAL PERCENTAGE RATE: 18%) or a minimum \$2 billing fee, whichever is greater, will be assessed on the outstanding balance
- Participants must authorize an automatic deduction from a checking or savings account for each monthly payment.

### 2. Payment Agreement

- Available to all students.
- There is no participation fee.
- Participants must complete and return an official UF Payment Agreement to the Business Office prior to the start of each semester.
- For 15-week sessions, during the fall semester, four equal payments are due Aug. 1, Sept. 1, Oct. 1 and Nov. 1. During the spring semester, the payments are due Jan. 1, Feb. 1, March 1 and April 1.



- For shortened sessions, during the fall trimester, three equal payments are due Aug. 1, Sept. 1 and Oct. 1. During the winter trimester the payments are due Dec. 1, Jan. 1 and Feb. 1. During the spring trimester the payments are due March 1, April 1 and May 1.
- Interest of 1.5 percent per month (ANNUAL PERCENTAGE RATE: 18%) or a minimum \$2 billing fee, whichever is greater, will be assessed on the outstanding balance.

### **3. Federal Direct Lending Program**

The University participates in the Federal Direct Lending Program. Arrangements for loans should be made well in advance of each session so the money is available for payment of fees prior to the start of the session.

### **Payment Methods**

Student account payments are accepted by the following methods:

#### **1. Pay by Electronic Check**

Select the option for Electronic Check found at [www.findlay.edu](http://www.findlay.edu), Keyword: Payments Online. There is no fee to use this service.

#### **2. Pay by Mail**

Mail a check, drawn on a U.S.A. bank account, to the following address. Make checks payable to “The University of Findlay.” Be sure to provide the student’s ID number and full name.

The University of Findlay  
 Business Office  
 1000 N. Main St.  
 Findlay, OH 45840

#### **3. Pay In-Person during Business Hours**

Pay by cash or check at the Business Office which is located in Old Main. The office is open Monday through Friday from 8 a.m. to 5 p.m. Payments received after 4 p.m. are applied to the next business day.

#### **4. Pay In-Person after Business Hours**

Deposit checks in a sealed envelope in the drop box around the corner from the Business Office window. Be sure to provide the student’s ID number and full name.

#### **5. Pay Online by Credit/Debit Card**

Select American Express, Discover, MasterCard or Visa credit/debit card found at [www.findlay.edu](http://www.findlay.edu), Keyword: Payments Online. There is a service charge for the convenience of making online credit/debit card payments. The fee will be displayed for your review and acceptance before the payment is processed.

Students with delinquent accounts will have a mandatory waiting period before they can register, receive a transcript, or receive a diploma unless the entire balance is paid in full with certified funds (cash, bank money order or certified check.)

## 6. Pay by Wire Transfer

Wire transfer money using the following information:

Bank Name: Fifth Third Bank, 38 Fountain Square Plaza, Cincinnati, OH 45263 USA

Swift Code: FTBCUS3C

Routing #: 042 000314

Acct. Name: The University of Findlay

Account #: 722 54261

Be sure to include the student's ID number and full name

### How to check your bill in the system

Steps to check online:

- Log in to your MyFindlay account
- Click on the "Students" tab
- On the left side bar click "Finance Information"
- On the right side of the page you will see "My Account Balances"
- Under "My Account Info" there are two options to see your bill
  - My account balances
  - Course and Fee Statement
- Both options will give you your bill

The screenshot displays the MyFindlay website interface. At the top, there is a navigation menu with links for Home, Admissions, Financial Aid, Students (highlighted), UF Intranet, Student Intranet, Employee Info, Access Portal, and My Pages. Below the menu, the breadcrumb trail reads "You are here: Students > Finance Information". The main content area is titled "Finance Information" and contains a sub-section "My Account Info - My Account Balances". Under "My Account Balances", it shows "Grand Total \$0.00 Due" and two options: "Make A Payment" and "Course and Fee Statement". A left-hand sidebar lists various student services, including Academic Information, Student Schedule, Course Schedule, Grade Information, GPA Projection, Finance Information (with sub-links for Financial Aid Awards, Financial Aid Document Tracking, My Account Info, Payments Online, and MY 1098-T Info), Student Health Insurance, Student Services Information, Degree Audit, Financial Responsibility Statement, Request a Transcript, and Enrollment Verification.

# Scholarships

The University of Findlay offers the following scholarships to international students:

Name of Scholarship	G.P.A. Requirement	Scholarships Amount
Presidential Scholarship*	3.5 or higher	\$15,000 a year/renewable each year
Deans' Scholarship*	3.0 - 3.49	\$14,000 a year/renewable each year
Findlay Award*	2.5 - 2.99	\$10,000 a year/renewable each year
MBA Scholarship		\$2,000 over course of program
Environmental, Safety and Health Management Scholarship		\$2,000 over course of program
Graduate Scholarship		\$1,000
IELP		\$1,500 a year/renewable

\*Available to only undergraduate students.

Scholarships are available for fall and spring semesters only.

## **Endowed Scholarships**

Beginning sophomore year, students can continue to reduce the cost of their education by earning one or more of the University's endowed scholarships. Below are the scholarships available for specific majors and interests.

- Athletic Endowed Scholarships
- General Endowed Scholarships
- College of Business Scholarships
- College of Education Scholarships
- College of Health Professions Scholarships
- College of Liberal Arts Scholarships
- College of Pharmacy Scholarships
- College of Sciences Scholarships

### To apply for Endowed Scholarship

- Go to <https://oilernation.findlay.edu>
- Log in using your UF ID and password
- Drag your mouse to the "Office" tab
- Under "Office" click "Financial Aid"
- On the Financial Aid page, read the instructions before clicking the "Scholarship Application"

# Academic Integrity

## University Honor Code

Every student of the University will adhere to the following Honor Code:

“I will not knowingly engage in any dishonorable behavior, cheat, steal, lie or commit any act of plagiarism during any academic work, course or endeavor. If I observe an act which I believe violates the University’s Honor Code, I may, at my discretion, report it to the appropriate personnel.”

# Graduation and Records

## Declaration of Candidacy for a Degree

To graduate, a student must declare his/her intention to graduate and show the approval of the faculty adviser by completing an application for graduation and turning it in to the Office of the Registrar. This application is available in the Office of the Registrar and should be submitted six months prior to the expected graduation date. It is highly recommended, however, that this application be turned in prior to the end of the second semester of the junior year.

If a student's application for graduation does not accurately reflect the degree earned, the institution reserves the right to declare a student a candidate for a degree under one of the following three circumstances:

1. A student applied for graduation but failed to meet all major and/or minor requirements listed on the application. The institution reserves the right to adjust a student's application and award a degree for the major(s) and/or minor(s) earned six months after a student's last enrollment. Therefore, dropping the unearned major and/or minor from the student's application and awarding the degree based on at least one completed major.
2. A student applied for graduation but failed to meet all major and/or minor requirements listed on the application. The institution reserves the right to adjust a student's application and award a lesser degree two years after a student's last enrollment. Therefore, a student who has failed to meet the requirements of a bachelor's degree may be awarded an associate's degree if all associate degree requirements have been satisfied.
3. A student who has not applied for graduation but has satisfied all degree requirements may be awarded the degree one year after a student's last enrollment. Therefore, the institution reserves the right to declare a student a candidate for a degree and award the earned degree even if the student has failed to declare candidacy.

## Commencement Ceremony

The University of Findlay has one commencement ceremony each year, at the end of spring semester in May. Students who have completed all degree requirements; who are in the process of completing all degree requirements, or those who are within two courses of completing their degree program, have a 2.00 cumulative grade point average, and have registered for Findlay classes in the following semester in order to complete their degree may participate in the scheduled commencement ceremony.

Students who complete an application for graduation will be automatically assigned to participate in the first commencement ceremony that follows the semester in which their degree requirements are projected to be completed. Students are eligible to participate only in their assigned commencement ceremony.

## **Graduation with Honors**

Academic honors will be awarded based on the following cumulative grade point averages:

3.60 Cum Laude

3.75 Magna Cum Laude

3.90 Summa Cum Laude

To qualify for honors, a student must have attended the University of Findlay for a minimum of 50 semester hours of graded course work. (A minimum of 40 semester hours is acceptable for those students transferring with a previous cumulative GPA of 3.60 or high

## **Transcript**

A transcript is an academic record and will include only information of an academic nature. Disciplinary action is not recorded on the academic record.

Students must satisfactorily settle all financial obligations to the University before transcripts are released or diplomas awarded.

Requests to have academic transcripts sent to a third party must be in writing and must include the student's signature. Under no circumstances will a transcript or a copy of a transcript of work taken at another institution be released by the University of Findlay. Students should contact each school attended for copies of official records at that institution. A fee is charged for each official transcript.

# Campus Life

Whenever possible, students are encouraged to develop some outside interest or activity in addition to academic study. A well-balanced college career includes extracurricular involvement as well as classroom and laboratory work. Students have opportunities to join social fraternities, sororities and organizations; participate in intercollegiate and recreational sports; the Findlay bands and musical organizations; and a number of national and international honor societies. Both men and women students engage in the social activities centered in the Alumni Memorial Union, participate in broadcasting over Findlay stations, take part in University theatre productions, do staff work and writing for student publications, and enter into all the various extracurricular affairs of the campus.

To find out about events at UF you can find the comprehensive online calendar at <http://calendar.findlay.edu/>

## Exercise Classes:

Exercise classes are free and open to all UF students, faculty and staff. Several group exercise classes are offered each week as well as daily massages. Massages are by appointment only. Please call the equipment room desk at 419-434-5622 or X5622 to set-up your appointment. Exercise class schedules can be picked up from the front desk of the Student Recreation Center.

Classes offered are:

- Spinning
- Zumba
- Line Dancing
- Yoga
- Pilates
- Cardio Kickboxing
- Belly Dancing
- Massages

## Intramural Sports

The intramural activities program offers everyone an opportunity to enjoy their favorite sports in a laid back structured competition. Sports leagues are played over a four- or five-week period where teams compete twice a week.

For information about intramural activities you may visit the following link <https://oilernation.findlay.edu/Offices/recreationalservices/Pages/Intramural-Activities-and-Schedules.aspx> or contact the director of Recreational Services at [goldingb@findlay.edu](mailto:goldingb@findlay.edu).



## **Club Sports**

Club Sports were established in the fall of 2011 to promote and develop the interests and skills of their members in a particular sport. Clubs may be instructional, recreational, and/or competitive.

For more information about club sports you may visit the following link

<https://oilernation.findlay.edu/Offices/recreationalservices/Pages/Club-Sports.aspx>

## **Student Activities, Commuter Services, and Leadership Development**

The University of Findlay's Student Activities, Commuter Services, and Leadership Development offers a number of events and activities for students to participate in throughout the year. They are composed of social, leadership, philanthropic, and creative arts/entertainment. The office is located in the Alumni Memorial Union Office Suite 8-A: Phone number is 419-434-4606 and office hours are Monday through Friday 9 a.m. – noon and 1 p.m. – 5 p.m.

Interested in expanding your leadership skills while networking with national and internationally known presenters? Attend the T.O.O.L. Leadership series that takes place throughout the academic year.

Interested in networking with students and traveling for a weekend? Apply to go to the Annual Fall Leadership Retreat.

Interested in being a part of the Campus Entertainment series? Traveling to conferences? Expanding your resume? Meeting famous entertainers? Consider applying to be a part of the Student Activities Board.

Do you like music? Enjoy relaxing? Check out the Music Bach's Concert Series taking place throughout the academic year.

Want to learn about all the student organizations that are active on campus? Attend the Student Organization Fair!

For more information about getting involved in programming opportunities visit

<https://www.findlay.edu/offices/student/studentactivities/>

## **Social Greek Fraternities and Sororities**

UF has two national sororities (Phi Sigma Sigma and Sigma Kappa) and one national fraternity (Theta Chi). In addition, Greek Council serves as a governing body for the sororities and fraternity. Each semester, UF hosts several weeks of events to help introduce students to the Greek fraternity and sorority community.

Be sure to check out Greek life at the University of Findlay for potential new members, their families, and anyone who may be interested in learning more about Greek life on our campus. For additional information about Greek life visit

<https://www.findlay.edu/offices/student/studentactivities/Greek-Life-at-UF>

# Buford Center for Diversity and Service

The Buford Center for Diversity and Service was dedicated in honor of the late Desmond V. Buford in 2008. The purpose of this center is to foster a campus environment that acknowledges and respects the value of diversity and the role of service to others. The Buford Center houses three offices: the Office of International Education, the Office of Intercultural Student Services, and the Office of Service and Community Engagement. It is open Monday through Friday from 8 a.m. to 5 p.m. and is located at 1222 N. Cory St.

## **International Education**

The Office of International Education (OIE) provides support, leadership, and management of the University's study abroad programs and its international exchanges and partnerships. OIE provides assistance to faculty, staff, and students as they work to develop intercultural competence and become world citizens prepared to lead, learn, and serve in our global community. Those interested in learning more about international programs and activities both on campus and throughout the world are encouraged to contact OIE at [internationaleducation@findlay.edu](mailto:internationaleducation@findlay.edu) or 419-434-5467.

## **Intercultural Student Services**

The Office of Intercultural Student Services enhances the campus culture by guiding, nurturing and supporting intercultural learning as well as promoting academic and social growth for all students on campus. The office offers a variety of mentoring programs, leadership development opportunities, and cultural explorations and all are welcome to join in to learn and celebrate our community's rich diversity. For more information, please contact the office at 419-434-6799.

## **Service and Community Engagement**

The Office of Service and Community Engagement's mission is to integrate service within the University to strengthen the larger community. The Office of Service and Community Engagement serves as the link between the campus and the community, and as such coordinates volunteer opportunities, co-curricular service-learning opportunities, and academic service-learning courses for students, faculty, staff, and community members. For more information, please contact the Office of Service and Community Engagement at [volunteer@findlay.edu](mailto:volunteer@findlay.edu) or 419-434-6671.

# What to Do When You Get Sick

## Cosiano Health Center (On-campus clinic)



The Cosiano Health Center is a free, walk-in clinic devoted to providing health care for the University of Findlay student. Any student, regardless of insurance status, may use the clinic's services. Free services include general health assessments, over-the-counter medications, and various diagnostic tests, as well as first aid and wound care. The Center also offers a variety of immunizations at cost.

The Womankind Clinic is staffed by a nurse practitioner who offers yearly exams to the University's female students. Physicians are available by appointment. The Cosiano Health Center is staffed with registered nurses who provide fast, thorough care for students in need.

Hours:

Monday through Friday, 9 a.m. to 4 p.m.

(Closed on holidays and breaks.)

Summer hours (mid-May through first week of August) Monday and Thursday 9 a.m. - noon

The goal at The Cosiano Health Center is to make sure each student is healthy and well cared for while they are away at school.

If you are sick during non-clinic hours and need non emergent care—Physician’s Plus (Urgent Care) located at 3949 N Main St # A, Findlay, OH 45840. Phone: 419-423-2051

Or for emergencies— CALL 911 or go to Blanchard Valley Hospital Emergency Room located at 1900 S. Main St. Findlay, Ohio 45840

If you have questions you may call: 419-434-4550 or email at [cosiano@findlay.edu](mailto:cosiano@findlay.edu).

### **Counseling Services (On-Campus)**

The University of Findlay’s Office of Counseling Services is committed to fulfilling the University’s overall mission of equipping students for meaningful lives and productive careers through the provision of professional services, including individual, group, and couples psychotherapy; psychopharmacology; crisis prevention; drug and alcohol programs; outreach; and consultation. It is our guiding philosophy that all persons be accepted for who they are and be challenged to reach their potential for personal growth and change in an open, supportive atmosphere in which individuals feel free to express feelings and communicate problems.

The office is located on campus, services are confidential and free, and most importantly, they understand college issues firsthand. Whether its homesickness, relationships, depression, family issues, anxiety, eating concerns, substance abuse, anger, trust, or self-esteem.

UF Counseling Services staff members are trained, licensed professionals offering confidential, free services, because they want you to get the most out of college and the most out of life! Call 419-434-4526 for more information or to schedule an appointment.

# Printing Places

## Oiler Print

The University of Findlay has two options available to print on campus.

- You are able to print in computer labs when you provide a current, valid campus ID and log into your UFNet account.
- There are several print stations around campus for your convenience. These stations allow you to use your personal computer (Windows and Mac) to print documents from anywhere on campus. Only black and white printing is available at this time.

Print release stations are located in:

- AMU – Fireside lounge (near the vending machines)
  - BCHS
  - NMI
  - Shafer Library (2)
  - Davis Street Building (2)
  - Old Main - Oiler Success Center
  - UF Village
- After installing the software (see the link below), you will have a new printer installed and will be able to print remotely on campus. UF Remote Access will be required to print from off campus.

After sending the print job you will need to log into the print release station (listed above) with your UFNet username and password to release the print job. You will not be charged until the job is released. Print jobs are automatically deleted if not printed in 24 hours.

Passwords longer than 14 characters will not work with print release at this time.

\* <https://helpdesk.findlay.edu/support/solutions/articles/5000632789-oilerprint-printing-on-campus>

# Free Shuttle Service Location and More

The University of Findlay has a free shuttle service available which goes to Walmart, Meijer, and the Findlay Village Mall.

The shuttle service runs every week except major holidays, and if there is a cancelation on any given day there would be an email sent out. The shuttle service leaves from the AMU main entrance every hour for drop-offs.

Shuttle drops-offs at	4, 5, 6, 7 p.m. (Tuesday and Thursday)
Shuttle picks up at	4:30, 5:30, 6:30, 7:30 p.m. (Tuesday and Thursday)
Walmart drop-off at	Noon, 1, 2, 3, 4, 5, 6 p.m.
Walmart pickups	12:30, 1:30, 2:30, 3:30, 4:30, 5:30, 6:30 p.m.

Tuesdays      Meijer  
4 – 8 p.m.  
2200 Tiffin Ave, Findlay, OH

Thursdays      The Findlay Village Mall  
4 - 8 p.m.  
1800 Tiffin Ave, Findlay, OH

Saturdays      Walmart Supercenter  
Noon – 7 p.m.  
1161 Trenton Ave, Findlay, OH

## Transportation

Transportation pickup service from Toledo Express Airport is approximately \$150 and \$30 from the Findlay Greyhound Bus Station. Prices are subject to change. This charge is payable at the time of service.

## Metro Cab service

From Detroit Airport (DTW) to Findlay (sedan)- \$240  
From Detroit Airport (DTW) to Findlay (SUV)- \$314  
From Toledo airport to Findlay(sedan)- \$344  
Students can pay by cash or card (no pre-paying required)  
Phone number 734-997-6500

## Accurate Cab - located in Findlay

Local cost \$10 within Findlay  
Findlay to Detroit - \$240 one way  
Findlay to Toledo - \$120 one way  
Findlay to Columbus - \$240  
Phone number 419-424-0150

**Megabus (megabus.com)** – two locations in Toledo, Ohio for pick up and drop off. Megabus is an option for transportation from Toledo to Chicago and other close metropolitan areas.

**Hancock Area Transportation Services**

**HATS**

Bus Service Hours:

**PHONE# 419-423-7261**

Monday – Friday

7:15 a.m. First Pick Up

9:45 p.m. Last Drop Off

Saturday Hours

7:15 a.m. First Pick Up

4:30 p.m. Last Drop Off

Office: 440 Scott Ave. Findlay, OH 45840

Hours: Mon. – Fri.: 8 a.m. – 4:30 p.m.

Sat. – Sun. Closed

Fare Rates:

Zone 1: City of Findlay - \$1.50

- Trips with a pick up and or drop off in Findlay City area.

Zone 2: Hancock County - \$2.50

- Trips with pick up and/or drop off in Hancock County, but outside of Findlay City area.

Zone 3: Out of County

- Fares vary and trips are coordinated. Call for details.





# How to Get Your Ohio Driver's License

If you are interested in getting your Ohio driver's license you may go to the Ohio License Bureau at 8210 County Road 140 in Findlay and pick up the Motor Vehicle Laws booklet. You will need this to learn the Ohio motor vehicle regulations and traffic signs.

## Temporary Permit

An applicant may go to any driver exam station to take the knowledge and vision screening to begin the temporary permit process. Prior to testing, applicants must provide proof of: full legal name, date of birth, and Social Security number (if assigned).

Once the knowledge test and vision screening are passed, the applicant can proceed to a deputy registrar license agency to purchase a TIPIC within 60 days of passing the test.

## Test Failure

Applicants who fail the knowledge test must wait at least 24 hours before retesting. There is no limit on how many times the knowledge test can be taken.

## TIPIC Restrictions

- Once a driver is issued a TIPIC, he or she can practice driving only if accompanied by a licensed driver age 21 or older

A non-renewable/non-transferable Ohio driver license or ID card will be issued with the same expiration date as the document issued by USCIS or four years, whichever is sooner (regardless of federal grace periods extending the expiration date).

A non-renewable/non-transferable Ohio driver license allows an individual to drive in Ohio and other states, but cannot be renewed in Ohio or transferred to another state.

Applicants must present current USCIS documents and proof of Ohio residency at each ID card or license issuance. Common acceptable documents used for proof of legal presence:

- **Attending school:** valid passport, visa, I-94, DS2019 or I-20 and proof of Social Security number (if ever assigned)
- **Employment:** valid Employment Authorization Card (EAD) and proof of Social Security number (if ever assigned) OR valid passport, visa, I-94, I-797 with acceptable employment case type and a letter from employer on letterhead dated within last 60 days and proof of Social Security number (if ever assigned)



## **List of Driver Training Schools**

Master and Sylvania Driving School, 444 Cherry St., Findlay, Ohio 45840, 800-580-9555

Drive Time Driving Instruction, LLC 2469 S. Main Street, Findlay, Ohio 45840, 419-424-0112

Cruisin' 2 Driving School, 1665 Tiffin Ave. Suite A4, Findlay, Ohio 45840, 419-422-3852

## **Driving and Skills Test**

Once a driver is confident with their capabilities and all requirements have been met, a road test can be scheduled:

- Online at [www.ohiodrivingtest.com](http://www.ohiodrivingtest.com)
- By contacting a driver exam station [www.bmv.ohio.gov/locations.aspx](http://www.bmv.ohio.gov/locations.aspx)
- By calling 614-752-7600

The applicant must present his or her TIPIC, and if under age 18, the applicant must present a driver education certificate. Applicants also must provide a vehicle in good condition for testing. An inspection will be performed before the test begins.

The road test has two parts: driving and maneuverability. During the driving test the following will be performed:

- Stop and start
- Turn around and back up
- Perform turns
- Use vehicle turn signals
- Drive in the correct lane
- Maintain a safe following distance

The maneuverability test has two parts:

- Forward through markers
- Backwards through markers

## **Test Failure**

Upon failure of a driving or skills test, the applicant must wait seven days before retesting. After the fourth failure, the applicant must wait six months before he or she will be allowed to retest.

# How to Buy a Vehicle

## Types of Used Cars

There are plenty of used cars for purchase, and several ways to generally categorize them. When you begin your shopping process, consider these options:

- Certified pre-owned (CPO) vehicles—The purpose of CPO programs is to alleviate concerns about the condition of a non-new vehicle. Still, the inspections, repairs, and warranties involved in each program vary greatly.
- “Second tier” vehicles—These cars may not be the biggest sellers on the lot, but can still be reliable—and much cheaper—regardless of their less-popular manufacturers.

## Shop for a Used Car

### *Online Forums*

If you love to do research or have a decent amount of car-related knowledge, you may have good luck looking for a used car on websites like Craigslist.

Peer-to-peer car buying and selling websites are another option. These sites essentially act as a middleman between buyer and seller. The process is similar to using Craigslist, but sales are typically more regulated by the website.

There are other less active online options, as well. Many websites will offer used car listings, which will allow you to search for vehicles based on factors like:

- Car mileage
- Make
- Model
- Proximity to you

### *In Person*

Of course, there are other ways to track down used cars for sale, including:

- Used car lots
- Used car sections of a dealership
- Newspaper or magazine classified ads

## **Negotiating Used Car Prices**

Your number one ally at the negotiation table is information. Make sure you have a solid idea of the vehicle's general value, including:

- The Blue Book value. The Kelley Blue Book is one of the most common references for used car values.
- Prices of vehicles with similar:
  - Makes
  - Model years
  - Miles

The specific price of the car will depend on other variables, like the condition the car is in and the vehicle's history.

## **Buying from Dealers**

There may be several different factors in play when you purchase a used car from a lot or dealership, as opposed to a personal sale. Dealers usually have more information about and experience in vehicle sales and will typically stick to a bottom line.

Dealerships will usually also consider other elements when in negotiations with you, such as:

- A trade-in car, if you have one
- Down payments vs. monthly payments
- Auto warranties

## **Paperwork Required to Buy a Car in Ohio**

When buying a car in Ohio, you will need to ensure the seller provides you with certain documents in order to get the car signed over to you and registered in your name with the Ohio Bureau of Motor Vehicles (BMV).

If you buy a car from a dealership, they'll usually handle this paperwork for you.

## **Title Paperwork for Ohio Car Buyers**

You'll need several documents from the seller to transfer ownership to you and get the car registered. Be sure the seller gives you:

- The vehicle title, which must:
  - Be signed by all owners listed on the title
  - Notarized
  - List the purchase price of the vehicle. If it doesn't, you'll need a bill of sale instead
- The Odometer Disclosure Statement (Form BMV 3724)
- A bill of sale IF:
  - You buy the car from a dealer  
OR
  - You buy the car from a private seller AND the purchase price is NOT listed on the title certificate.

You must take the title to your Ohio county clerk's office to have it titled within 30 days from the date of purchase. The title fee is \$15, and you'll have to pay sales tax on the vehicle purchase price.

### *Ohio Vehicle Registration Paperwork*

Once the vehicle is correctly titled, you can transfer your registration and license plates or apply for a new vehicle registration in person at your local Ohio BMV office.

You will need the following documents:

- Vehicle title
- Odometer Disclosure Statement (Form BMV 3724)
- Bill of sale, if applicable
- Registration fees:
  - \$34.50 for a passenger car
    - Fees vary for trucks, motorcycles, and other vehicles.

Transfer fee is \$4.50 if you are transferring car registration and license

# Parking on Campus

All registered students are permitted to have a car on campus. Cars must have a parking permit hanger. In order to obtain a parking permit hanger, students should go online to <http://www.myfindlay.edu/ics> and log in using their e-mail user name and password. Click on the **UF INTRANET** tab. Next, click on **ONLINE PARKING PERMIT REGISTRATION**. Complete the form accurately and then click **SUBMIT**. Students can then pick up their parking permit hanger at the security office during the first week of classes. Students should display the parking permit hanger on the rear view mirror of their car.

All University parking lots are striped by color. Yellow striped spaces are reserved for faculty and staff. Green striped spaces are reserved for commuters. White striped spaces are reserved for resident student parking.

Visit <https://www.findlay.edu/offices/student/safetysecurity/> for more information on parking on campus, bicycles/personal transportation, and visitor parking.

# Career Services

## Career Planning

The Office of Career Planning provides the opportunity for students to assess their career interests and explore the major programs and career fields that are best suited to their individual strengths through counseling, career classes, workshops, and career information resources. The office also provides academic advising for freshmen who are undeclared/undecided majors and currently enrolled students who are changing majors

## Internships and Placement

Internships enable students to acquire “hands-on” experience related to their degree, increase their marketability for future job placement, and enhance their preparation for graduate and professional programs. Internship opportunities are available locally, regionally and nationally.

The Office of Internships and Placement offers students and alumni assistance with their internship and job search. The Office of Internships and Placement offers assistance with résumé and cover letter writing, interview preparation, advice on employment issues, job search tips, and job trend information. The Office of Internship and Placement invites employers of all industries to recruiting events such as job fairs, information sessions, mock interviews, class presentations and on-campus interviews.

For additional information, e-mail [internship.placement@findlay.edu](mailto:internship.placement@findlay.edu) or call 419-434-4665.

## Student Employment

The Office of Student Employment offers assistance to students seeking part-time, temporary, or summer employment. Services offered include an online job posting service of on-campus and off-campus available positions, an online job referral system for on-campus positions, part-time and summer job fair offerings, professional skill building workshops, and assistance with community service work-study placement. Students interested in these services may log on to CASH Network located on the Student Intranet accessed through the MyFindlay site.

## How to obtain a campus job

### On-Campus Positions

Students must first be registered for classes and have completed an online Student Employment Application in order to apply for campus positions. The Student Employment Application is available on the C.A.\$H. Network located on the Student Intranet accessed through [my Findlay](#).

Before you start the process you would need to go the Human Resource office and take your I-20 and passport. HR will need you to fill out a couple of documents in order for you to be able to apply for on-campus jobs. **After that you can follow these steps to apply:**

Step I - Log into MyFindlay

Step II - Student Intranet

Step III – Welcome to Student Employment

Step IV – Go to CA\$H network tools and select Student Employment application

Once you click this you will be taken to an application that you will need to complete. Make sure you read each heading correctly and answer all questions, upload your resume, and fill in your availability. Once this is done click submit.

Step V – Go back to Step III

Step VI - Go to CA\$H network tools and select on-campus job listing

Step VII – Please thoroughly read the requirements for positions and make sure you meet them before applying.

(Do not apply for jobs that you do not qualify for)

International students can only apply for on-campus jobs which say “**Exempt - Yes**”

Step VIII – Apply for job

## **Regarding On-campus Jobs**

### **What types of campus jobs are available?**

On-campus opportunities include a variety of positions in almost every department, administrative office and auxiliary area. Positions include clerical assistants, faculty assistants, grounds keeping staff, tutors, food service workers, lab assistants, housekeeping staff, barn and farm workers, note takers, library assistants, athletic assistants, University ambassadors, technology assistants, and security workers just to name a few.

### **What do campus jobs pay?**

Most on-campus jobs pay the State of Ohio minimum wage. A limited number of jobs that require specialized skills or greater responsibility may have a beginning pay which is slightly higher.

## **I am a student studying here on an F-1 Visa. Do I have any restrictions for working on campus?**

Students studying here on an F-1 Visa may not work more than a total of 20 hours per week during the academic term. This is a combined total if more than one job is worked. A work-week is defined as Sunday-Saturday. During official break periods of the University, F-1 students may work up to 40 hours per week, but never more than 40 hours. Official break periods are defined as the winter break starting in mid-December and lasting until the beginning of spring semester in January; the one week of spring break which is usually in early March; and summer which begins when the spring semester ends in early May until fall semester begins approximately the third week of August.

## **Finding On-Campus Employment**

### **Q: Will I be assigned a job upon beginning classes?**

**A:** No. It is the student's responsibility to complete an application on the Student Employment C.A.\$H. Network. The C.A.\$H. Network is located on the Student Intranet accessed through "MyFindlay". Once the application is processed by the Student Employment Office, the student must apply for specific jobs posted on the C.A.\$H. Network. Supervisors review the job applications they receive and make their selections.

### **Q: How do I find a work-study position or other part-time job?**

**A:** The Student Employment C.A.\$H. Network contains an online database of available part-time on- and off-campus positions. You may access these postings and the C.A.\$H. Network through the Student Intranet located on "MyFindlay". The Student Employment Office also hosts job fairs for students seeking on- and off-campus part-time employment. Watch the student employment web site, Blackboard, campus bulletin boards, campus TV, and your email for information on upcoming job fairs.

### **Q: How soon can I apply for a Fall on-campus position?**

**A:** Fall semester positions begin to post on Aug. 1. At that time, students may visit the C.A.\$H. Network to complete an application, and begin to apply for posted positions.

### **Q: How long will it take for me to get a job?**

**A:** That is something that cannot be predicted. Keep in mind, the more jobs you are willing to apply for, the greater your chances of quickly securing a job. Keep your application current and include all work or volunteer experience. Double check all spelling and grammar – it does make a difference! It is important that you remain diligent in your job search. Check the C.A.\$H. Network frequently - every two to three days - for newly added positions and continue to apply for new positions until you secure a job.



**Q: I'm not sure I want to work first semester. Does this mean I won't be able to get a job until next year?**

**A:** Some students may wish to get accustomed to campus life before making a commitment to working on campus. The largest number of on-campus openings does occur at the beginning of and early in the fall semester, however, jobs will post throughout the year as departments' needs change and students graduate or leave positions. Therefore, there is opportunity to find jobs all during the year.

**Q: If I chose to wait until second semester, when should I apply for on-campus jobs?**

**A:** Positions posted at the beginning of the fall semester will require immediate occupancy. Therefore, if you are not interested in working until second semester, it is best to wait until mid-October to submit your application, search for open positions, and apply to these positions. Positions for second semester usually begin posting late October/early November and will continue posting into second semester.

**Q: How soon will I know if I am selected for a job?**

**A:** Each department has their own timeline for reviewing applications and hiring students. Departments will contact students using the contact information listed in the application. Make sure to check your UF email account daily. If a job is still posted, the department has not completed the hiring process.

# How to Get Your Social Security Card

A Social Security Number (SSN) is a unique, 9-digit number for taxpayer identification, income reporting and record keeping purposes. Social Security numbers are assigned to people who are authorized to work in the United States. The Social Security Administration (SSA) issues the SSN. In Findlay, the SSA is located at 1720 E. Melrose Ave.

If the University of Findlay has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements then you can get a Social Security number.

## **For on-campus employment:**

To apply for a Social Security number you need to do the following:

- Secure employment
- Pick up the *Social Security Employment Verification form* from the International Admissions office and have completed by supervisor
- Complete an *Application For A Social Security Card Form SS-5 (from the International Admissions office)*; and
- Show your original documents (detailed below) proving your:
  - Immigration status;
  - Work eligibility;
  - Age; and
  - Identity.
- Take your completed forms and original documents to the local SSA office.

## **For off-campus employment such as CPT or OPT:**

To apply for a Social Security number you need to do the following:

- Secure employment
- Complete an *Application For A Social Security Card Form SS-5*; and
- Show your original documents (detailed below) proving your:
  - Immigration status;
  - Work eligibility;
  - Age; and
  - Identity.
- Take your completed forms and original documents to the local SSA office.

### **Immigration status**

To prove your immigration status, you must show the Social Security office the current U.S. immigration document, I-94, Arrival/Departure Record, issued to you when you arrived to the United States. If you are an F-1 or M-1 student, you also must show your I-20, Certificate of Eligibility for Nonimmigrant Student Status. If you are a J-1 or J-2 exchange visitor, you must show your DS-2019, Certificate of Eligibility for Exchange Visitor Status.

### **Work eligibility**

For on-campus employment only, you will need to obtain the *Social Security Employment Verification Form* from the International Admissions and Services office and have it completed by your supervisor. You will need to have this form signed by the Associate Director of Immigration and Services or the Assistant Director of International Admissions and Immigration.

### **Age**

You must present your birth certificate if you have it or can easily obtain it. If not, SSA can consider other documents, such as your passport or document issues by DHS, to prove your age.

### **Identity**

The SSA can only accept certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information and preferably a recent photograph. Social Security will ask to see your current U.S. immigration documents.

Acceptable immigration documents include your:

- Form I-551 (includes machine-readable immigrant visa with your unexpired foreign passport);
- I-94 with your unexpired foreign passport; or
- Work permit card from DHS (I-766 or I688B).

**All documents must be either originals or copies certified by the issuing agency. The Social Security office cannot accept photocopies or notarized copies of documents.** They also cannot accept a receipt showing you applied for the document. They may use one document for two purposes. For example, they may use your DHS work permit as proof of both work eligibility and identity. However, you must provide at least two separate documents.

The Social Security office does not require you to have a Social Security number before you start work. However, the Internal Revenue Service requires employers to report wages using a Social Security number. While you wait for your Social Security number, your employer can use a letter from the Social Security office stating that you applied for a number.

### **Once you receive your Social Security number by mail you must:**

- Provide a copy of your Social Security card to the International Admissions and Services office. The International Admissions and Services office will update your information and provide a copy to the Human Resources office.

\*The office of Human Resources will not generate a paycheck until your Social Security has been provided.

**Identity Theft and Your Social Security Number**

Be careful with your Social Security card and number. Show your card to your employer when you start a job so your records are correct. Provide your Social Security number to your financial institution (s) for tax reporting purposes. Keep your card and any other document that shows your Social Security number on it in a safe place. DO NOT routinely carry your card or other documents that display your number. For more information visit

<https://www.socialsecurity.gov/pubs/EN-05-10064.pdf>

**For more information and to find copies of any Social Security publications you can visit their website at [www.socialsecurity.gov](http://www.socialsecurity.gov) or call toll-free 1-800-772-1213.**

# Tax Information

## **Tax Information**

Each year, the United States Internal Revenue Service (IRS) requires that all workers file a tax return, which is due on April 15 of the following year. As a nonresident alien, you are also required to file a tax return, which is sometimes called Form 1040NR or Form 1040NR-EZ.

Every nonresident having Ohio-sourced income must file. Examples of Ohio-sourced income include, but are not limited to, the following:

- Wages earned in Ohio;
- Ohio lottery winnings;
- All Ohio casino gaming winnings;
- Income or gain from Ohio property;
- Income or gain from a sole proprietorship doing business in Ohio; and
- Income or gain from a pass-through entity doing business in Ohio.

## **Filing a Tax Return**

If you worked on campus you will receive a W-2 form. The W-2 is a tax document that you will need in order to file a tax return with the United States Internal Revenue Service (IRS). With this document you may be able to get back some of the tax money that you paid to the U.S. government the previous year.

If you are uncertain how to file a return, the Findlay-Hancock County Public Library provides a service to help prepare your documents. The VITA program is a free service for UF students. The service begins on Feb. 1 and runs until April 16. Available hours for this service are Monday-Thursday from 10 a.m. to 6 p.m. and Friday and Saturday from 10 a.m. to 3 p.m. You must make an appointment by dialing 211 or calling Toll free 1-800-650-4357. They will accept walk-ins on Saturday only.

When you go to your appointment take all of your immigration documents with you (passport, visa, I-94 card, I-20) as well as your W-2. You might receive a 1042S tax document or a 1098T tax document. If you do receive them, take them as well.

The library is located at 206 Broadway St., in downtown Findlay. The phone number is 419-422-1715.

# OPT-CPT Eligibility

## **Curricular Practical Training**

F-1 students must receive authorization before beginning off-campus employment. Curricular Practical Training (CPT) is available to F-1 students who have been lawfully enrolled on a full-time basis for at least one academic year (registered for classes for nine months). CPT must be an integral part of an established curriculum.

## **Who Qualifies for CPT?**

A student must have been registered for classes for nine months, must be in F-1 status, must be enrolled on a full-time basis (before completion of studies) and employment must be an integral part of an established curriculum in the student's course of study. Students in IELP are ineligible for CPT.

## **Duration of CPT**

CPT employment must be renewed every semester/quarter. Any new employment periods must be updated prior to the ending date of the previous employment period. The student must be registered full time for CPT to be approved for the next session. If the student works full time (over 20 hours) more than 365 days (12 months), that student will lose their Optional Practical Training (OPT). The student can work part time (20 hours or less) until completion of studies without losing his/her OPT.

## **What do you do?**

Visit the Internship and Placement Office to begin the paperwork. Once your job has been verified and approved, International Admissions and Services will issue you a new I-20 for work authorization. Remember you cannot start working until you have your new I-20 in hand.

## **Optional Practical Training**

### **What is OPT?**

Post-completion OPT is a benefit for international students who have completed a course of study. Students may work up to 12 months after the completion of a program. Students in certain programs may apply for a 17-month extension to their OPT.

The employment must provide practical training experience in your field of study.

Students are eligible for 12 months of OPT for each level of education they complete. One year for bachelor's, one year for master's and one year for a doctorate.

### **Who qualifies for OPT?**

Students on an F-1 (student) visa who are not "out of status". Students who have been in full-time student status for at least nine months at the University of Findlay and who have completed their program of study.

**What do you do?**

It is best to anticipate the date you wish to begin OPT by 90 days and apply EARLY! You may apply up to 90 days before you complete your studies.

Visit the International Admissions and Services website under Forms to begin the OPT Application. Once you have prepared and gathered your documents, make an appointment to see the associate director of Immigration and Services to complete your application.

# Family Services

## Childcare in Findlay

Studying while taking care of your child(ren) is not a problem. Findlay provides options where kids will be safe, learn, meet other kids, and have some fun while you are attending your classes.

The following are some childcare options close to campus:

*1. One Amazing Place (0.5 miles from University)*

Address: 207 E. Foulke Ave., Findlay, Ohio 45840

Contact Phone: 419-420-0424

Description: One Amazing Place is a licensed child care center in Findlay, Ohio. It has maximum capacity of 177 children. The center accepts children ages of: infant, toddler, preschooler, and school age. The provider may also participate in the subsidized childcare program.

License Number: 502198

Days of Operation: Monday - Friday

Enrolled in Subsidized Child Care Program: Yes

Type of Care: Full Time Center

Additional Information: Quality Rating: 1 star; Provider first licensed on 02/20/1996; Rated 1 Star.

District Office: Ohio Dept. of Job and Family Services (ODJFS) - Division of Child Care

District Office Phone: 877-302-2347 (Note: This is not the facility phone number.)

*2. Sunshine Child Care Center (1.0 miles from University)*

Address: 115 Ely Ave., Findlay, Ohio 45840

Contact Phone: 419-422-0213

Description: Sunshine Childcare Center is a licensed child care center in Findlay, Ohio. It has maximum capacity of 105 children. The center accepts children ages of: toddler, preschooler, and school age.

License Number: 500235

Days of Operation: Monday - Friday

Enrolled in Subsidized Child Care Program: No

Type of Care: Full Time Center

Additional Information: Provider first licensed on 01/18/1988;

District Office: Ohio Dept. of Job and Family Services (ODJFS) - Division of Child Care

District Office Phone: 877-302-2347 (Note: This is not the facility phone number.)

*3. Around the Clock (1.2 miles from University)*

Address: 920 McManness Ave., Findlay, Ohio 45840

Contact Phone: 419-423-5967

Description: Around the Clock, Inc. is a licensed child care center in Findlay, Ohio. It has maximum capacity of 63 children. The center accepts children ages of: infant, younger toddler, older toddler, preschooler, and school age. The provider may also participate in the subsidized child care program.

License Number: 503383



Days of Operation: Monday - Friday, Sunday  
Normal Open Hours: Midnight to 11:55 p.m.  
Enrolled in Subsidized Child Care Program: Yes  
Type of Care: Full Time Center  
Additional Information: Quality Rating: 3 stars; Provider first licensed on 06/02/2004; Rated 2 Star.  
District Office: Ohio Dept. of Job and Family Services (ODJFS) - Division of Child Care  
District Office Phone: 877-302-2347 (Note: This is not the facility phone number.)

In addition to childcare options, the city of Findlay also offers resources to those that need assistance with supplies, such as diapers or items for expectant mothers.

### **Findlay City Schools**

For those that have school age children you can contact 419-425-8275 for school registration information.

### **Family Resource Center of Northwest Ohio**

#### What is the Family Resource Center?

The Family Resource Center agencies help Hancock County residents who need assistance in obtaining food, shelter, clothing, medical care, legal aid, dental, and other needs. If you need assistance or to find out more about the services offered you may visit the center at 1800 N. Blanchard St. in Findlay or contact via phone at 419-425-5988 or email [info@hancockfamilycenter.org](mailto:info@hancockfamilycenter.org).

# Bank Information

## How to Open a Bank Account in the U.S.

As an international student studying in the United States, having a U.S. bank account will make managing your finances significantly easier. With a U.S. bank account, you can deposit your financial aid awards, loans, and stipends—all of which are typically paid by check—as well as money from home.

## Why Have a U.S. Bank Account

With a bank account, you can pay all of your bills by check and manage your bill payments online. In addition, many banks issue debit cards with a MasterCard or Visa emblem, which enables you to use the card to make purchases anywhere that accepts credit cards.

## Types of Bank Accounts

There are two main types of bank accounts in the U.S. They are:

### Checking Accounts

These allow you to frequently deposit and withdraw money. They are a great way to pay your monthly bills. When you open a checking account, it usually comes with a checkbook and a bank card. There are usually minimum monthly balances and service fees, and these vary depending on the type of account you open. Most international students only need a checking account, which they use for managing living expenses while at school

### Savings Accounts

These are for long-term deposits for accruing interest. The interests, minimum balances, and service fees will vary from bank to bank. As an international student, you will probably not need a savings account.

## How to Choose a Bank

There are many banks around campus. Some options are Huntington Bank, Chase Bank, and Fifth Third Bank.

You will want to compare services and costs of several different banks before choosing one at which to open a bank account. Find out whether the bank offers interest on checking accounts, what the interest rate is for savings accounts, and whether the account offers overdraft protection. You will also want to find out how long it will take to “clear” a check, meaning how long from the time you deposit a check in your account until you are allowed to withdraw the funds. Generally, wired funds are available immediately, but the hold on checks (local, out of state, and foreign) varies by state and by bank, and can be several days to a week or even longer.

## **How to Open a Bank Account**

Although many banks advertise that you can open an account over the phone or online, you should plan to open an account in person. As an international student, you do not fit neatly into any category set by U.S. banks, and it will be easier to deal with any complications in person. In addition, it's always useful to establish a face-to-face relationship if you require additional services. When you go to the bank to open a bank account, you will need to bring:

- Your full name, home address, home telephone number, your campus telephone number, and your college address (letterhead showing the local address – i.e. utility bills or apartment contract)
- Unexpired passport
- I-20, DS-2019 or I-797 approval notice
- Any secondary form of identification (such as: your passport, your Student ID card, birth certificate, state driver's license, or a letter from the International Students and Scholars Office)
- Enrollment verification letter from your school

You will also need the funds you want to deposit and open the account with. Every bank has slightly different requirements, so make sure you ask beforehand so you don't forget something you need.

# How to Get Local Food

International students may miss their home cooked food when they come to the University. Findlay has some options of where you can get food similar to home. We have multiple restaurants like Indian and Chinese. Below is a list of restaurants in and around Findlay.

## **Indian:**

Punjabi Kitchen - 15085 Flag City Drive, Findlay, OH 45840,  
419-424-9700

## **Chinese:**

Q Q Garden - 1331 N Main St, Findlay, OH 45840, 419-427-8801  
Hunan Garden – 1949 Tiffin Ave. #7, Findlay, OH 45840, 419-420-1689  
Royal Buffet – 2551 Tiffin Ave. Findlay, OH 45840, 419-420-0888  
New China – 113 S. Main St. Findlay, OH 45840, 419-423-3831

## **Korean:**

Asian Grill – 1813 Tiffin Ave. Findlay, OH 45840, 419-420-8080

## **Japanese:**

Japan West – 406 S Main St, Findlay, OH 45840, 419-424-1007  
Hokkaido – 1219 W. Trenton Ave. Findlay, OH 45840, 419-427-0888

## **Thai restaurants:**

Jack & Jin Thai Restaurant – 1406 N. Main St., Findlay, OH 45840, 419-427-2526  
Thai House Restaurant – 124 E. Sandusky St. Findlay, OH 45840, 419-424-1855

## **Mexican:**

La Charrita – 3210 N. Main St. Findlay, OH 45840, 419-422-8226 \*show your UF ID and get 10% off of your bill (does not include alcohol).

## **Greek:**

Greek Garden – 321 S. Main St. Findlay, OH 45840, 419-422-0808

## **Lebanese food:**

Cedar Valley Café – 1132 Tiffin Ave. Findlay, OH 45840, 419-425-8866

## **Irish food:**

Logan's Irish Pub – 414 S. Main St. Findlay, OH 45840, 419-420-3602

## **Italian:**

Bistro on Main – 407 S. Main St. Findlay, OH 45840, 419-425-4900

These are just some of the restaurants around Findlay. If you're looking to buy groceries then we suggest Walmart, Meijer or Kroger. Kroger has an international section and their sushi is good as well. If you're looking for spices you can check in these locations since they have a section with international spices. If you can't find them there, here are a few places where you can find Asian spices and groceries in and around Findlay:

Jin and Dave's Asian Grocery – 419-424-3789  
426 Tiffin Ave, Findlay, OH 45840

B & T Asian Market – 419-423-1548  
130 N. Main St, Findlay, OH 45840

Middle East Market – 419-531-3999  
4623 W. Bancroft St, Toledo, OH 43615

Deepam India – 419-843-1552  
7406 W. Central Ave, Toledo, OH 43617

Toledo Market – 419-539-4262  
3410 Dorr St, Toledo, OH 43607

# On- and Off-Campus Housing

At the University of Findlay we have a housing office to assist students in finding a place to stay for either the academic year, for undergraduates, or the full year, for graduate students. However, there are also a few other options for international students looking to find housing before they land in the U.S.

## On Campus

While college-owned housing tends to be more expensive than off-campus housing, on-campus housing has several advantages for international students: Essential utilities such as electricity and internet are already set up; maintenance teams are readily available to take care of any repairs; and students will be surrounded by a large community full of students who are also starting college.

If you're considering on-campus housing, you would need to get in touch with the **Office of Student Affairs** in Old Main 105B. There are many different types of housing styles available for our students. Some of these styles are:

**Resident style housing:** Eight residence halls are located throughout the main campus.

**Apartment-style housing:** Popular for upper-class students, apartment style housing at UF offers five unique options. They include the UF Cottages, UF Townhouses, Oiler Pointe (substance-free living), Group Housing, and the newest housing option Derrick's Square.

Any information for on-campus housing can be received from the office of Student Affairs. Sometimes getting an on-campus house for international students can take time. If you are interested in on-campus housing we recommend you act on it as soon as possible. The International Admissions office will guide you if you're unable to do so.

## Off Campus

There are a few options available to help assist you in finding off-campus housing:

- The International Admissions and Services offices provides an updated housing list and this can be picked up in the office every semester.
- The International Admissions and Services office has a student housing information board where current students post their information if they need a roommate or a place to live.
- Another indispensable resource for finding off-campus housing is using the website [Craigslist](#). On Craigslist people post city-specific classified advertisements. You can use Craigslist to search for apartments or a room in a house already being leased either for a temporary, short-term lease or for the full year

### **Things to know before looking for a house.**

While looking for off-campus housing, find out how far the place you are considering is from the University and if public transportation is available and accessible. Google provides extensive maps of the U.S. and you can use it to check what transportation options you have to and from UF.

When looking for an apartment, ask friends and fellow students if they know of a good apartment. Sometimes they will know someone who is moving out of a good apartment or may be moving themselves. Such desirable apartments are rarely advertised because they are rented very quickly.

Apartments for rent are often described using cryptic language and abbreviations. You will need to learn to decode apartment listings in order to find a place that meets your needs.

Rental costs depend primarily on the size, condition, and location of the apartment, and whether utilities are included. Larger apartments and apartments which are closer to the school or shopping will cost more.

The first distinguishing characteristic is the size of the apartment. The different sizes are defined as follows:

- **Sleeping Room.** A sleeping room is a single room, usually furnished, located in a private home, with a shared bedroom and kitchen. This is the least expensive option, but provides little privacy.
- **Efficiency.** An efficiency is a single room with a private bathroom. The room will include a small alcove that serves as a kitchen and should provide a stove, refrigerator, sink, and cabinet space.
- **Studio.** A studio is somewhat larger than an efficiency, and has a separate kitchen and eating area.
- **One, Two, or Three Bedroom.** Regular apartments include a separate kitchen, bathroom, living room and/or dining room, and the number of bedrooms advertised.

The next important consideration is what is included in the rent and what isn't:

- **Utilities.** If the advertisement says that utilities are included, that usually means electricity, heat/gas, and water/sewage, but not telephone or cable TV. If the advertisement doesn't specify any utilities, assume that you will be responsible for paying for them. Heat will cost you an extra \$500 to \$1,000 a year and electricity a similar amount. If heat is included, this sometimes means that the landlord controls the temperature, not you. Water and sewage fees are usually paid by the landlord, except if you are renting a house.

- **Furnished or Unfurnished.** A furnished apartment will include a bed, chest of drawers or dresser, a couch or sofa, and a dining room table and chairs. A furnished apartment will also include a stove and refrigerator. An unfurnished apartment will include a stove and refrigerator but nothing else. A furnished apartment may cost you an extra \$50 a month.

Tip: Graduating students often sell their furniture to incoming students. Most apartments are rented unfurnished.

- **Parking.** If you intend to own a car, an apartment that includes a garage or off-street parking is better than one that doesn't. It is sometimes difficult to find a parking space on the street, especially if many students with cars live nearby.

You should also ask whether there are any laundry facilities. In apartment buildings there is usually a coin operated washer and dryer, but not always.

Common abbreviations include: incl (included), elec (electricity), 1 1/2 baths (one full bathroom and one with just a toilet and sink), a/c (air conditioning), w/w (wall to wall carpeting), h/w (hardwood floors), dw (dishwasher), furn (furnished), cpt (carpeted), gar (garage for a car), yard (includes a backyard), eff (efficiency), immed (available immediately), fp or frplc (includes a wood-burning or gas fireplace). A security building has a locked front door in addition to locks for each apartment.

## Leases

A lease is a written contract between the tenant (you) and a landlord which allows you to use a dwelling for a designated period of time in exchange for monthly rent payments. The lease outlines the restrictions on the use of the dwelling and the responsibilities of tenant and landlord. A lease is a legal document and should be read carefully before signing.

The lease should specify at least the following:

- The amount of the monthly rent and when it should be paid. The lease might mention how the rent will increase in subsequent years.
- Whether utilities are included in the rent, and if so which ones. Heat and electricity are the most important.
- The time period covered by the lease, usually one year.
- Restrictions on the number of unrelated people who may occupy the dwelling.
- The amount of the security deposit, which must be paid *in addition to* the first month's rent when you sign the lease. The security deposit can be as much as twice the monthly rent. If you have a pet, there may be a separate security deposit for the pet if the landlord allows pets. The deposit will be refunded at the end of the lease if the apartment is left in good and clean condition. If not, the landlord will use the security deposit to cover the cost of cleaning and repairing the apartment. Accordingly, if there are any problems with the apartment they should be noted on the lease, so that you will not be held responsible for them when you move out of the apartment.



- Restrictions on pets, children, and noise. Many landlords do not permit pets because of the potential for damage and noise. The lease may also contain a provision prohibiting noise from musical instruments, stereo systems, loud parties, and other sources.
- Landlord responsibilities, such as repairs to heating and plumbing facilities and fire or water damage that wasn't caused by the tenant.
- A clause about terminating the lease. This clause will describe the penalties to the tenant for breaking the lease. Such penalties can range from forfeiting the security deposit to being responsible for the remaining rent.
- A clause about subletting. This clause will either allow or forbid the tenant from subletting the apartment to another person during the term of the lease. It is best to have a lease that permits subletting. If you decide to move to a different apartment before the end of your lease, subletting allows you to rent the apartment to someone else. Otherwise you will be responsible for the rent for the remainder of the lease.
- A clause about eviction proceedings. This clause describes the rights of tenant and landlord should the landlord want to force the tenant out of the property during the term of the lease. The most common reasons for an eviction include failure to pay the rent when due or causing significant damage to the property.

If the lease includes a wear and tear clause, this allows the landlord to charge you for repainting the apartment at the end of the lease.

Read the lease carefully before signing. If you don't understand part of the lease, ask the landlord or a friend to explain it to you. Don't be afraid to cross off provisions with which you disagree just because it is a printed form. Both you and the landlord must initial any changes to the printed lease. If the landlord promises to make certain repairs or there are pre-existing problems with the property, attach a list to the lease and have the landlord sign it. The list should include all problems, including leaking faucets, clogged drains, stains on the walls and rugs, peeling paint, cracks and holes in the walls and ceiling, non-functional kitchen appliances, and anything else you notice.

Most states have laws which do not permit you to sign away your rights, so clauses which have you waive the provisions of specific laws are usually void. Clauses which talk about money, dates when things happen, restrictions on the use of the property, and other clauses mentioned above, however, tend to be binding. If you have any questions about any clause, ask before you sign, not after.

When you pay for the rent and security deposit, get a receipt. Get a separate receipt for the rent and security deposit. It is best to pay the rent by check, and to use a separate check for the security deposit. You will need this at the end of the lease in order to recover your security deposit. To get your security deposit returned when you move out, return the key to the landlord and provide a forwarding address. We recommend sending this by certified mail, return receipt requested, so that you have proof the key and forwarding address were received by the landlord. The landlord then has 30 days to return your deposit or send you a list of the repairs, their actual cost, and any money left in the security deposit.

# Moving In

## Utilities

If the rent does not include utilities, you will have to get the utilities turned on when you move in. The landlord can provide you with the name and telephone numbers of the gas, electric, and telephone companies that service your apartment. They may be able to schedule service over the phone, or they may require you to visit their offices. If you don't have a good credit history, they may require you to pay a security deposit. The security deposit will be refunded (with interest) after one year if your bills are paid promptly.

The gas and electric companies typically provide two payment options. The first requires you to pay the full amount due each month. The other lets you pay an estimated budget amount each month, with any difference being reconciled at the end of the year. Some people find this more convenient, since gas and electricity bills can otherwise vary considerably during the summer and winter months.

Most utilities have programs that allow you to have the monthly bill automatically deducted from your bank account. You still receive a copy of the bill, but save the cost of a stamp to mail in the payment.

## Utility Company Information

AEP (American Electric Power) 800-672-2231

Time Warner Cable (cable, internet, phone) 800-617-4311

AT&T internet and TV services 855-293-7676

AE Curbside (trash collection) 419-422-7771

Hancock disposal (trash collection) 419-306-4250

## Internet Service

Your school may provide dialup numbers that let you access the campus computer network and the Internet from home using a computer with a modem. Otherwise, the telephone company or any of a large number of Internet Service Providers (ISPs) can provide unlimited internet access at modem speeds for fees of about \$20 a month. Internet service allows you to browse the web and to send and receive email. If your friends and family back home have access to email, sending email can be one of the most cost effective methods of communicating.

High speed internet access is available in many major U.S. cities. There are two main methods of providing high speed access, one using the telephone wiring (ADSL) and one using cable television wiring (cable modems). Both provide high bandwidth incoming and somewhat lower bandwidth outgoing by using the wiring's underexploited transmission capacity. The incoming bandwidth is at least twenty times faster than modem speeds. Of the two, ADSL is a bit more secure and will ultimately provide higher bandwidth.

## **Renter's Insurance**

Many students obtain renter's insurance to insure their possessions against fire or theft. The landlord is not responsible for your belongings if they are destroyed in a fire or stolen. Most renter's insurance policies also protect you if someone is injured while in your apartment or if you cause significant damage to the apartment. You can obtain a renter's insurance policy by calling an insurance company listed in the Yellow Pages of the telephone directory. The cost will be between \$100 and \$300 a year. Ask for replacement value coverage, so that the insurance covers the cost of replacing the item, not just its depreciated value.

## **Home Safety and Security**

If you are renting you may ask your landlord to do the following:

- Install smoke detectors if there are none in your home. If you have gas heat, you may want to request them to buy a carbon monoxide detector as well.
- Change the locks after moving in. You don't know who may have kept a copy of the old keys.
- Install window stops or locks on all the windows, especially if your apartment is located on the first floor.

# On- and Off-Campus Mail

## **On-Campus Mail:**

Students residing on campus receive their mail at the Postal Services located on the ground floor of Old Main. Each residential student is assigned a mailbox that they retain for as long as they reside in on-campus housing.

## **On-campus housing includes the following:**

- UF Cottages
- UF Townhouses
- Oiler Pointe
- Derrick's Square
- Group housing
- Phi Sigma Sigma Sorority House
- Sigma Kappa Sorority House
- Theta Chi Fraternity House
- Bare Residence Hall
- Deming Residence Hall
- Fox Residence Hall
- Lovett Residence Hall
- Morey Residence Hall
- Myers Residence Hall
- UF Haven
- UF Village

## **To find your mailbox number and combination you have to:**

- Log in to your MyFindlay account
- Go to Students tab
- On the left side options click "Students Services Information"

## **Hours and Location**

*Location:* The Postal Service is located in the basement of Old Main in Room 17.

### *Hours - School Session:*

Monday - Friday 8 a.m. - 5 p.m.

Saturday 9:30 - 11:30 a.m.

Monday and Wednesday 5-7 p.m. a student is available to hand out packages.

\*\*\*No other services are available from 5-7 p.m. \*\*\*

*Hours - Summer:*

Monday - Friday 8 a.m. - 5 p.m. CLOSED noon-1 p.m. for lunch

*Other Important Times:*

To ensure on time delivery of any outgoing packages and letters; please bring them to the postal services by the following times:

3 p.m. UPS and FedEx cutoff time

3:30 p.m. USPS cutoff time.

All packages and mail should arrive by 11:30 a.m. on weekdays and 9:30 a.m. on Saturdays.

**Addressing Mail to Students on Campus**

If you live on campus and someone wants to send you something you will want to address your packages and letters as in the sample below.

Mom and Dad  
Street  
City State Zip

Student's full name

The University of Findlay \*(Student box number)

1000 N. Main St.

Findlay OH 45840

First-class letters, magazines, and home newspapers are delivered to your mailbox on the day they arrive. If you receive a package, we will email you upon arrival.

If someone is sending you money or other valuables, it is best to have them send it in a way that you will have to sign for the items. We suggest [UPS](#) and [FedEx](#).

**Services Available:**

- FedEx
- UPS
- Post Mail

**Things to remember:**

- All students can send packages or letters anywhere in the world using the Postal Services on campus.
- If students send out large packages, the package should be boxed up and ready to end out.
- Students need to bring a valid UF ID if they are sending or receiving a package.
- Sending fees are based on what you are sending.

**Off-Campus Mail:**

Students who live off campus need to use their current home address in the U.S. Mail will be sent to the current address on file. Students will be informed by email if they receive mail at the International Admissions Office. Students can receive their mail by providing their ID card to the International Admissions Office during work hours.

**Post Office in Findlay***Address:*

229 W. Main Cross St., Findlay, OH, 45840

*Contact Numbers:*

Phone: [419-423-1264](tel:419-423-1264)

Fax: 419-423-3514

TTY: 877-889-2457

Toll-Free: 1-800-Ask-USPS® (275-8777)

*Retail Hours*

Monday-Friday 8:30 a.m. - 5 p.m.

Saturday 9 a.m. - Noon

Sunday Closed

*Bulk Mail Acceptance Hours*

Monday-Friday 10 a.m. - 3:30 p.m.

Saturday-Sunday Closed

*Pickup Services Hours*

Monday-Friday 8:30 a.m. - 5 p.m.

Saturday 9 a.m. - Noon

Sunday Closed

*Lobby Hours*

Monday-Sunday 12:01 a.m. - 11:59 p.m.

*P.O. Box Access Hours*

Monday-Sunday 12:01 a.m. - 11:59 p.m.

*P.O. Box Delivery Time*

Monday-Saturday 10 a.m.

Sunday Closed

*Last Collection Times*

Monday-Friday 5:30 p.m.

Saturday 3 p.m.

Sunday Closed

*Self-Service Kiosk Availability*

Monday-Sunday 12:01 a.m. - 11:59 p.m.

*Carrier Facility Hours*

Monday-Friday 8 a.m. - 5 p.m.

Saturday 8 a.m - 4 p.m.

Sunday Closed

*Global Express Guaranteed® Hours*

Monday-Friday 8:30 a.m. - 5 p.m.

Saturday 9 a.m. - Noon

Sunday Closed

\*This facility does not process U.S. Passports applications or renewals. Check nearby locations below.

**\*\*It is important for students to update their change of address. In order to do that, students need to use the “Links” on the main page of the University webpage, and then update in “My profile”.**

# IELP Faculty and Staff Contact Information

Before visiting a faculty member, please consult the faculty member's course syllabus for information on office hour times and on rules for making appointments. Many faculty members also provide daily schedules and office hour times outside their office doors.

If an appointment is made, students should be polite to the faculty member in two ways. First, students should arrive at the faculty member's office on time. Second, students should arrive prepared to quickly ask questions to gather necessary information.

<b>Name</b>	<b>E-mail</b>	<b>Phone</b>	<b>Office</b>
Beck, Don	<a href="mailto:dbeck@findlay.edu">dbeck@findlay.edu</a>	4836	1114 Cory Rm. G
Laverick, Erin	<a href="mailto:knoche@findlay.edu">knoche@findlay.edu</a>	4831	1114 Cory Rm. A
Mott, Greg	<a href="mailto:mott@findlay.edu">mott@findlay.edu</a>	4833	1114 Cory Rm. F
Romick, Susan	<a href="mailto:romick@findlay.edu">romick@findlay.edu</a>	4725	1114 Cory Rm. E
Welch, Jamie	<a href="mailto:jwelch@findlay.edu">jwelch@findlay.edu</a>	4834	1114 Cory Rm. H
Farmer, Sean	<a href="mailto:farmers@findlay.edu">farmers@findlay.edu</a>	4437	316 Frazer Rm. C
Violette, Erin	<a href="mailto:violette@findlay.edu">violette@findlay.edu</a>	4835	316 Frazer Rm. D
Schrecengost, Joanna	<a href="mailto:schrecengost@findlay.edu">schrecengost@findlay.edu</a>	5780	1114 Cory Rm. C
Gensler, Amanda	<a href="mailto:gensler@findlay.edu">gensler@findlay.edu</a>	5913	1114 Cory Rm. B
Donovan, Cathy	<a href="mailto:donovan@findlay.edu">donovan@findlay.edu</a>	4711	323 College St.
Kinn, Jennifer	<a href="mailto:kinnj@findlay.edu">kinnj@findlay.edu</a>	4830	1114 Cory Lobby
Kawamura, Hiro	<a href="mailto:kawamura@findlay.edu">kawamura@findlay.edu</a>	4619	323 College St.
Suman, Judi	<a href="mailto:suman@findlay.edu">suman@findlay.edu</a>	4827	1114 Cory Rm. I
Elnoor, Hibah	<a href="mailto:elnoory@findlay.edu">elnoory@findlay.edu</a>	4432	1114 Cory Rm. D
White, Kathy	<a href="mailto:white4@findlay.edu">white4@findlay.edu</a>	5738	316 Frazer Rm. A
Federici, Sherri	<a href="mailto:federici@findlay.edu">federici@findlay.edu</a>	5738	316 Frazer Rm. A
Xia, Yu	<a href="mailto:xiay@findlay.edu">xiay@findlay.edu</a>	5851	Frost 301A

## Test of English as a Foreign Language Information

The Test of English as a Foreign Language (TOEFL) is a commercial English test designed and administered by the Educational Testing Service (ETS) in Princeton, New Jersey.

1. ETS offers the internet Based Test (iBT) to international students at test centers by appointment. The iBT is considered a universal test. This means that a student's score may be accepted by any institution of higher education in North America. For complete information on the iBT, students should visit the web site <http://www.toefl.org/>.

For more information about the iBT, please visit Mr. Don Beck in his office at 1114 N. Cory St., Room G. Students may also call Mr. Beck at 419-434-4836 or send e-mail to [dbeck@findlay.edu](mailto:dbeck@findlay.edu).

**Disclaimer:** International students should understand that iBT scores over 61 (500 ITP) for undergraduate students and iBT scores over 79/80 (550 ITP) for graduate students do not guarantee academic success at the University of Findlay.

**Important Note to ALL IELP Students:** IELTS and TOEFL scores must be presented by Friday, August 26<sup>th</sup> by 9 a.m. in the IELP house (1114 N. Cory St.). Students with conditional admission to



the MBA or MS in Environmental Health and Safety Program, who submit scores after this date may be allowed to take one graduate course in the second block concurrently with their IELP courses. This is at the graduate and IELP program director's discretion.

## **IELP Student Complaint Procedure**

It is important for all faculty and staff to work promptly, effectively and fairly with student complaints. A student may use the student complaint policy to voice any complaints, problems or concerns with an IELP policy and/or violation of teaching practices. In addition, if a student believes the integrity of their program, instructor, and/or coursework are at jeopardy; the student can choose to file a written complaint with the director of the IELP, Dr. Laverick. Please visit the administrative assistant, Mrs. Jennifer Kinn, to obtain a copy of the student complaint procedure and form.

Prior to filing the written complaint it is important for the student to take the preliminary measures in order to maintain a respectable level of communication.

### **Step One:**

Students must discuss concerns with the instructor. Visit your instructor after class, during office hours, or email to set up an appointment. Address your concerns directly with the instructor.

*Faculty, staff, and students are co-responsible for maintaining communication with each other.*

### **Step Two:**

After unsuccessfully resolving a concern with an instructor, please visit your advisor. Visit your advisor during office hours or email to set up an appointment. It is important to explain your situation with your advisor and to discuss earlier measures to resolve the concern.

### **Step Three:**

If the concern is not resolved in step two, please see the director of the program, Dr. Laverick. Visit during Dr. Laverick's office hours or email to make an appointment to address your concerns.

Before contacting Dr. Laverick:

1. Please visit the administrative assistant, Jennifer Kinn, and ask to fill out a *formal complaint form*.
2. When the formal complaint form is complete, an appointment will be made with Dr. Laverick to discuss the concern and she will review your written complaint prior to the meeting.

**Step Four:**

After a *formal complaint form* has been filled out and an appointment has been made with the director, the student will have a meeting with Dr. Laverick. The *formal complaint form* is a preventative measure to ensure the student has adequately expressed his/her concerns in writing.

The steps listed above are to ensure the proper chain of command is properly communicated with for student concerns. The IELP maintains respect towards all students, faculty, staff, and the objectives and goals of the Intensive English Language Program at all times.

IELP Placement Appeal Form

Student's Name: \_\_\_\_\_ ID # \_\_\_\_\_  
\_\_\_\_\_ (Semester) \_\_\_\_\_ (Year)

Placement level: \_\_\_\_\_

Online writing score: \_\_\_\_\_

Accuplacer score: \_\_\_\_\_

Diagnostic scores:

Listening \_\_\_\_\_

Grammar \_\_\_\_\_

Reading \_\_\_\_\_

Communication \_\_\_\_\_

Composition \_\_\_\_\_

Briefly explain why you are appealing your level of placement:

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

*Please turn this form into Dr. Erin Laverick by the last day of the second week in the semester.*

## IELP Registration Information Sheet

Name \_\_\_\_\_ Nickname \_\_\_\_\_

UF ID # \_\_\_\_\_ Home Country \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Circle your advisor's name: Dr. Kawamura      Dr. Laverick      Mr. Mott      Mrs. Romick  
   Ms. Welch      Mr. Beck      Ms. Farmer      Mrs. Violette  
   Mrs. Schrecengost  
   Other \_\_\_\_\_

Please respond to the following questions with an "X".

1. What are your plans for the next semester?

\_\_\_\_\_ I plan to continue my studies at the University of Findlay.  
\_\_\_\_\_ I plan to transfer to another university or college.  
\_\_\_\_\_ I plan to return to my home country.  
\_\_\_\_\_ Other? \_\_\_\_\_

2. Which of the following best describes your plans for course registration next semester?

\_\_\_\_\_ I am certain that I will register for next semester.

In which level will you enroll? \_\_\_\_\_ Advanced \_\_\_\_\_ Intermediate \_\_\_\_\_ Beginning  
\_\_\_\_\_ Split Levels: These levels are \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_ I plan to register, but I must wait.

\_\_\_\_\_ I must speak with my parents or sponsor.  
\_\_\_\_\_ I must confirm my financial situation.  
\_\_\_\_\_ I must extend my I-20.  
\_\_\_\_\_ Other \_\_\_\_\_

3. What are your longterm plans?

\_\_\_\_\_ I plan to finish the IELP only.  
\_\_\_\_\_ I plan to complete the IELP and complete an undergraduate degree.  
\_\_\_\_\_ I plan to complete the IELP and complete a master's degree.  
\_\_\_\_\_ I do not plan to earn a degree, but I will be here for \_\_\_\_\_ more semesters.

## **IELP Refund Information**

1. Fall IELP is \$7,300 ( $\geq 12$ hrs) or \$561 per credit hour for ENIN classes:

Classes start: Aug. 22, 2016

Students who are registered and drop on or before Aug. 21, 2016 will receive 100 percent refund of fees and tuition and will be charged the \$2,500 administrative fee.

Students who are registered and drop between Aug. 22, 2016 and Aug. 27, 2016 will be charged 1 percent tuition, all general service fees and the \$2,500 administrative fee.

Students who are registered and drop on or after Aug. 28, 2016 and Sept. 3, 2016 will be charged 50 percent tuition, all general service fees and the \$2,500 administrative fee.

Students who are registered and drop on or after Sept. 4, 2016 and Sept. 17, 2016 will be charged 75 percent tuition, all general service fees and the \$1,825 administrative fee

Students who are registered and drop on or Sept. 18 will be charged 100 percent tuition and all general service fees.

2. In association with the change in ENIN refund dates, the Student Health Insurance waiver will be accepted through Sept. 1, 2016. It opens in MyFindlay as soon as the student registers.

Here is the calendar for ENIN classes:

Wk. 1	August 22 – August 27	99%
Wk. 2	August 28 – September 3	50%
Wk. 3 & 4	September 4 – September 17	25%
Wk. 5	September 18 and after	0%

## **Other Important Information**

**No Shows and Two-day Drops:** Students are required to attend the first day of class. If a student is absent on the first day of class, it is his/her responsibility to email his/her instructors ahead of time. If a student does not communicate with his/her instructors and does not attend classes during the first week, s/he will be dropped from his/her classes, putting him/her out of status. If a student is out of status, s/he may not study at the University of Findlay and must go to International Admissions and Services immediately. Students who arrive late and are dropped from their classes will not be allowed to reregister.

**Final Exams:** Students are required to follow the University of Findlay's final exam schedule. Students are NOT allowed to travel before final exams. Students who choose to travel early will not be allowed to take their final exams and run the risk of being placed on academic suspension.

**Registering for Classes and Paying Fees:** New students are expected to register during orientation and pay their tuition up front. If a student decides to leave the University of Findlay, s/he will not have his/her tuition refunded. In addition, s/he will be charged a \$2,500 administrative fee to transfer to another university.

# Weather in Ohio

Ohio in general provides a year-round variety of weather, but there are certain regions that may be more comfortable during specific seasons. Generally, the summers are warm and the winters are cold.



Fall (September-December) tends to be the sunniest season of the year throughout the state. September is quite nice, during which time leaves are changing and the weather is mild. In Findlay the average high for this time of year is 63 degrees Fahrenheit with an average low of 44 degrees Fahrenheit.



The winter (December-March) months can be cold and produce large amounts of snow, but there are plenty of activities, such as sledding and snow skiing, to keep you busy during this time of year. The average temperature in January is 33 degrees Fahrenheit and 20 degrees Fahrenheit.



During the spring months (March-June) you will begin to see flowers poking out of the ground and trees will begin to bloom. Spring is a beautiful time of year with an average high of 61 degrees Fahrenheit and a low of 40 degrees Fahrenheit.



During the summer (June-September) the average high temperature is in the middle to high 80's with a low in the middle 60's. Summers in Ohio are filled with parks, cookouts, festivals, parades, swimming, and much more.

# Who do I Call?

Have questions?

Use this Reference Guide to contact areas on and off campus that can help.

Academic Advising – graduate and undergraduate	Oiler Success Center, Old Main 122, x4527
Academic record, enrollment schedule	Registrar’s Office, basement Old Main, x4556, x4552 Available online to students at <a href="http://www.oilernation.findlay.edu">www.oilernation.findlay.edu</a> 419-434-4556/419-434-4552
Academic skills development	Academic Support Center, Old Main, x4697 Oiler Success Center, Old Main, x5680
Access codes - for making off campus phone calls	Business Office, Old Main, x4804
Address change, off campus	Student Affairs Office, Old Main, x4570
Admissions - undergraduate, graduate and transfer students	Admissions Office, 1315 N. Main St., x4732
Admissions - international students	International Admissions and Services, 1214 N. CorySt., x4558
AIDS/HIV	Free testing, Cosiano Health Center with current UF ID (First Thursday, Sept-May when Health Center is open, 9 a.m.-11 p.m.) 419-434-4550 or x4550 Hancock County Health Department, contact Missy for appointment , 419-424-7105 Ohio AIDS/HIV hotline 800-332-2437 National AIDS/HIV hotline 800-342-2437 (Deaf access 800-243-7889)
Alcohol/drug education programs/counseling resources	Counseling Services, 307 Frazer St., x4526
Alcoholics Anonymous	Findlay area, 1-888-683-9768 Alcohol abuse 24-hr. hotlines, 800-222-0469, 800-274-2042
Alumni and parent relations	419-434-4516
The arts (theatre, choir, band, orchestra, art exhibits)	Campus - Egner 200, x4531; Art Exhibits - GFAP, x4777 Local - The Arts Partnership, 618 S. Main St., 419-422-4624; Marathon Center for the Performing Arts, 419-424-2787

Academic coach for student athletes	Oiler Success Center, x5680
Athletic director	Koehler Fitness and Recreation Complex, x4663
Bill payment (tuition, fees, etc.)	Business Office, Old Main, x4690
Blood drives	American Red Cross, 125 Fair St., 419-422-9322
Bookstore	1330 N. Main St., x4561
Box Office - theatre, choral music and band	Marathon Center for the Performing Arts, 419-424-2787
Box Office - athletic events	Koehler Fitness and Recreation Complex, x6684
Cable television issues	ITS, x4848
Café a la Cart	300 Davis St. Lobby, x5375
Campus events/activities	Facilities scheduling and events, AMU, x6942 Office of Student Activities, Commuter Services & Leadership Development, AMU 8-A, x4606 Recreational Services Department, FRC SRC, x4842
Campus Ministry	Pastor Matt Ginter, 1049 N. Main St., x5624
Campus Program Board	See student activities board
Cancer issues	Blanchard Valley Hospital, 1900 S. Main St, 419-423-4500 Cosiano Health Center, 120 W. Foulke Ave., x4550 Cancer Patient Services, 1800 N. Blanchard St., Suite 120, 419-423-0286
Car registration	Office of Campus Security and Emergency Management, Lovett Hall, x4799
Career counseling	Career planning, Oiler Success Center, Old Main 122, x4615 Office of Internships and Placement, Old Main x4665
Career advising and choosing majors	Career planning, Oiler Success Center, Old Main 122, x4615
Catering services	Sodexo, AMU Office #45, x4645
Cave	AMU, x4611
Check cashing up to \$50	Business Office, Old Main, x4690
Community service opportunities	Service and community engagement, Buford Center for Diversity and Service, 1222 N. Cory St., x6671



Commuter students	Office of Student Activities, Commuter Services & Leadership Development, AMU 8-A, x4606
Complaints about academic/administrative matters	Oiler Success Center, Old Main 122, x4068
Computer labs	Computer lab, BCHS 107, x6997 Computer lab, Davis 182, x5552 Computer lab, Davis 196, x4878 Computer lab, Old Main 215, x4882 Computer lab, Old Main 309, x4883 Computer lab, Old Main 311, x5833 Computer lab, Brewer 115, x4820
Computer problems	Technology Support Services, x4357
Computer repair services	3C Computer Repair The Village 1144B, 419-434-5782, <a href="mailto:3crepairs@findlay.edu">3crepairs@findlay.edu</a>
Concert and Lecture Series	Information - Marie Louden-Hanes, x4504
Conversation Tables Program	Intensive English Language Program Office, 316 Frazer St., x4830
Copy services	Print Services, basement Old Main, x4599
Counseling services/resources	Counseling Services, 307 Frazer St., x4526
Course offerings and schedule of classes	Registrar's Office, basement Old Main, x4556 (or online)
Crisis Hotline	Text "START" to 741-741 Counseling Services, 307 Frazer St., x4526 Hancock County Crisis Hotline, 1-888-936-7116 National Suicide Prevention Talk Line, 1-800-273-8255
Derrick's Hangout	Koehler Fitness and Recreation Complex, x5611
Dining Services	Café a la Cart, 300 Davis Street Lobby, x5375 Catering, AMU Office #45, x4645 The Cave, AMU, x4611 Derrick's Hangout, Koehler Fitness and Recreation Complex, x5611 Henderson Dining Hall, Main Office, x4542, Kitchen x4811, x5642 Jazzman's Café, AMU, x6906
Diplomas	Registrar's Office, basement Old Main, x4556, x4552

Disability concerns	Disability Services, basement Old Main, x5532
Disability transportation	Disability Services, basement Old Main, x5532 H.A.T.S - 419-423-7261
Discrimination	Human Resources, 2nd floor Croy, x6964
Domestic violence shelter	Open Arms Domestic Violence Shelter, 419-422-4766
Drop/Add courses	Registrar's Office, basement Old Main, x4556, x4552 Academic advisor of the student Oiler Success Center, Old Main 122, x5680
Employment after graduation	Office of Internships and Placement, Old Main, x4665
Employment while a student, summer employment	Student Employment Office, Career Services, 2nd floor Croy, x5338 Office of Internships and Placement, Old Main, x4665
Facilities requests/schedule meeting rooms	Facilities Scheduling and Events Office, AMU, x6942
Fall Family Weekend	Wolfe Center for Alumni, Parents and Friends, x4795
FAX machine	Print Services, basement Old Main, x4599
Financial Aid	Financial Aid Office, Old Main 116, x4791, x4792
Financial Aid - outside sources	www.fastweb.com www.OhioMentor.org www.finaid.org www.ed.gov www.schoolsoup.com www.scholarshipexperts.com
Financial services (not all available are listed)	Fifth Third Bank, 419-424-8470 * ATM at AMU First Federal Bank, 419-422-4422 * ATM at Bookstore First National Bank, 419-429-6000 Hancock Federal Credit Union, 419-424-0163 * ATM by Health Center Huntington Bank, 419-424-4000 Key Bank, 419-423-3212
Findlay Greens	Office in UF Village 1144A, <a href="mailto:findlaygreens@findlay.edu">findlaygreens@findlay.edu</a>
Fingerprinting and background check services	University Police/Security Office, Lovett Hall, x4799
Fraternity recruitment	Office of Student Activities, Commuter Services and Leadership Development, AMU 8-A, x4606

General information (UF)	“0” for operator, 1-800-472-9502, 419-422-8313
Graduate students	Office of Admissions, 1315 N. Main St., x4732
Graduation	Registrar’s Office, basement Old Main, x4556, x4552
Greek life/Greek Council	Office of Student Activities, Commuter Services and Leadership Development, AMU 8A, x4606
Health Department, Findlay City	419-424-7441
Harassment (See “Discrimination” and “Sexual Harassment”)	Human Resources, 2nd floor Croy, x6964
Health services (on-campus)	Cosiano Health Center, 120 W. Foulke Ave., x4550
Henderson Dining Hall	Office x4542, Kitchen x4811, x5642
Homecoming	Wolfe Center for Alumni, Parents and Friends, x5687
Honors courses/college eligibility	Honors Program, Michael Edelbrock, x6994; Sandra Earle, x4482
Hospital - Blanchard Valley Hospital	General - 419-423-5153 Emergency Room - 419-423-5206
Housing - domestic students	Student Affairs, Old Main, x4570
Housing - international students	International Admissions and Services, 1214 N. Cory St., x4558 Student Affairs, Old Main, x4570
Housing (listings of off-campus rentals)	International Admissions and Services, 1214 N. Cory St., x4558
ID card replacements	Card Office, AMU Lounge, x4458
Information Center	AMU, x4457
Insurance, student health	Business Office, Old Main, x4690 Cosiano Health Center, 102 W. Foulke Ave., x4550
International students	International Admissions and Services, 1214 N. Cory St., x4558
Internships and Co-op	Office of Internships and Placement, Old Main, x5506
Intramural sports	Intramural sports, recreational services, Koehler Fitness and Recreation Complex, x4842
Jazzman’s Café	AMU, x6906

Judicial matters	Student Affairs, Old Main, x4570
Koehler Fitness and Recreation Complex (FRC)	Front desk, x4340
Language lab	Language lab, Davis 185, x4878
Leadership development	Office of Student Activities, Commuter Services & Leadership Development AMU 8-A, x4606
Lesbian, gay, bisexual, transgender, questioning, allied	LGBTQA Resource Center, 215 W. Foulke Ave. Office of Intercultural Student Services, 1222 N. Cory St., x6967 Student Affairs, Old Main, x4570 Counseling Services, 307 Frazer St., x4526 UNITED Student Organization, 215 W. Foulke Ave., x6955
Libraries	Shafer Library, x4627 (on campus)
Libraries, cont.	Findlay-Hancock County Public Library, 206 Broadway, 419-422-1712 Black Heritage Library, 817 Harmon St., 419-423-4954
Local activities in Findlay	Riverside Park and 13 other park locations: <a href="http://www.findlayohio/government/city-departments/parks-and-rec/parks-and-facilities">www.findlayohio/government/city-departments/parks-and-rec/parks-and-facilities</a> The Cube, 3430 N. Main, 419-423-8533 Findlay Village Mall, 1800 Tiffin Ave., 419-423-8732 Marathon Center for the Performing Arts, 419-424-2787 Rolling Thunder Skating and Family Fun Center, 2225 Keith Parkway, 419-422-7227 Sportsman's Lanes, 616 Trenton Ave., 419-422-9757 Shady Grove Driving Range and Miniature Golf, 15733 U.S. Rt. 224 east, 419-422-7494 Swing Time Sports Center, 901 E Bigelow Ave., 419-427-9464 The Findlay Hancock County Alliance. <a href="http://www.findlayhancockalliance.com">www.findlayhancockalliance.com</a> Convention and Visitors Bureau website <a href="http://www.visitfindlay.com">www.visitfindlay.com</a>
Lost and found	University Police/Security Office, Lovett Hall, x4799
Movies	Off campus - Carmike Cinemas, 906 Interstate Dr., 419-423-7414

Multicultural programming, resources, and support	Intercultural Student Services, 1222 N. Cory St., x6967 International Admissions and Services, 1214 N. Cory St., x4558 International Education, 1222 N. Cory St., x5467 Office of Student Activities, Commuter Services and Leadership Development, AMU 8-A, x4606 Student Activities Board, AMU 8-A, x4606
Museums and historical sites	Black Heritage Library and Multicultural Center, 817 Harmon St., 419-423-4954 Dewald Funk House, 345 East St, 419-421-0411 Hancock Historical Museum 422 W. Sandusky St., 419-423-4433 Mazza Museum of International Art from Picture Books, x5521
Notary Public	Business Affairs, Old Main, x4521
Oiler Mart	AMU, x6549
Oiler Success Center	Old Main 122, x4068
OilerWELL	The Cosiano Health Center, x5816
Orientation	International Students - International Admissions and Services, 1214 N. Cory St., x4558 Domestic Students - Admissions Office, 1315 N. Main St., x4732
Parking	Office of Campus Safety and Emergency Management, Lovett Hall, x4799
Payments	Business Office, Old Main, x4690
Performing Arts at UF	Information, x4531
Poison Control Center	1-800-589-3897
Post Office	Postal Services, basement Old Main, x4839
Public transportation	Accurate Cab of Findlay, 419-424-0150 H.A.T.S - 419-423-7261
Publicity postings	Facilities scheduling and events, AMU, x6942
Pulse, The	Campus newspaper, x4621
Radio, student	WLFC radio station, UF Village, x4747, 419-434-9532

Rental properties	Physical Plant, x4544
Residence life issues	Student Affairs, Old Main, x4570
Re-admission, graduate and undergraduate students	Admissions, 1315 N. Main St., x4732
Recreational services	Koehler Fitness and Recreation Complex, x4842 Front desk, Koehler Fitness and Recreation Complex, x4340 Equipment room, Student Recreation Center, x5622
Rig, casual on-campus dining	UF Village, x4156, <a href="mailto:rig@findlay.edu">rig@findlay.edu</a>
Safety and security matters	Office of Campus Safety and Emergency Management, Lovett Hall, x4799 Findlay Police Department, 419-424-7150
Schedule of courses	Registrar's Office, basement Old Main, x4556 or online
Sexual assault crisis and safety education	Counseling Services, 307 Frazer St., x4526 Open Arms, 419-422-4766
Sexual assault nurse examination – Cosiano Health Center	After hours on-call nurse, 419-788-4584 During office hours, x4550
Sexual harassment hotline	x6777
Sexually Transmitted Infections (STI's)	Ohio STI hotline, 800-332-2437 Cosiano Health Center, 102 W Foulke Ave., x4550
Sodexo campus service	See dining services
Sorority recruitment	Office of Student Activities, Commuter Services & Leadership Development, AMU 8-A, x4606
Student activities board	AMU Office 8-A x4739
Student employment	Student Employment Office, 214 Croy, x5338
Student Government Association	SGA Office, AMU 11, x4849
Student help	Oiler Success Center, Old Main 122, x5680 Info Center, AMU Lounge, X4457
Student organizations and honor societies	Office of Student Activities, Commuter Services and Leadership Development, AMU 8-A, x4606
Study abroad/international programs	International Education - Buford Center for Diversity and Service, 1222 N. Cory St., x5467

Study skills development	Academic Support Center, Old Main, x4697
Suicide hotline	National Suicide Prevention Talk Line, 1-800-273-8255 Hancock County Crisis Hotline, 1-888-936-7116 Counseling Services, 307 Frazer St., x4526
Support groups	Contact Counseling Services for listings and availability, x4526
Telephone issues	ITS, x4848
Testing center	Academic Support Center, Old Main #45, x5122
Tickets, athletic	Koehler Fitness and Recreation Complex, 2nd floor, x4663
Tickets, movie	Student Activities Board, AMU 8-A, x4606
Tickets (theatre, music, cultural events)	Marathon Center for the Performing Arts, 419-424-2787
Tours, campus	Admissions Office, 1315 N Main St., x4732
Transcripts	Registrar's Office, basement Old Main, x4556, x4552
Tutoring services	Academic Support Center, Old Main, x4697
UF Bulletin Board (Channel 22) Advertising	Marketing and Communication, x4520
UF TV – Student-run TV station	Egner, x5909
University Advancement	UF Pavilion, x5334
Village Café	UF Village, x4097 or <a href="mailto:villagecafe@findlay.edu">villagecafe@findlay.edu</a> The Rig, UF Village, x4156
Voicemail issues	ITS Help Desk, x4848
Volunteer programs	Office of Service and Community Engagement, Buford Center for Diversity and Service, 1222 Cory St., x6671
Withdrawal from the University	Oiler Success Center, Old Main 123, x4068
Winebrenner Theological Seminary	Undergraduate, graduate, doctoral Registrar, x4200 or <a href="http://www.winebrenner.edu">www.winebrenner.edu</a>
Women's issues	Cosiano Health Center, x4550+, Womankind Clinic - Shirley Cole
Writing Center	Academic Support Center, Old Main, x4697

# How to Get a SIM Card?

There are several SIM card options that you can utilize; either at a store or through purchasing online.

SIM card stores in Findlay:

- AT&T: Mobilizing Your World  
<https://www.att.com/>
- Verizon: Can you hear me now? Good  
<http://www.verizonwireless.com/>
- Boost mobile  
<https://www.boostmobile.com>
- Walmart
  - T-Mobile: <http://www.t-mobile.com/>
  - Straight Talk: <https://www.straighttalk.com/wps/portal/home>
  - Virgin: <https://www.virginmobileusa.com>
  - Verizon: <http://www.verizonwireless.com/>
  - Cricket: <https://www.cricketwireless.com/>
  - Net10: <http://www.net10wireless.com/>
  - Tracfone: <http://www.tracfone.com/>
  - MetroPCS: <https://www.metroPCS.com/>
  - Walmart SIM card: [http://www.walmart.com/browse/cell-phones/sim-cards/1105910\\_1072335\\_1097404](http://www.walmart.com/browse/cell-phones/sim-cards/1105910_1072335_1097404)

Online options are endless, but here are the top three popular SIM cards that you might want to consider.

1. Lycamobile: Cheapest International Calls from the USA  
<http://www.lycamobile.us/en/>
2. Straight Talk: Best Phones, Best Networks, Half Cost  
<https://www.straighttalk.com/wps/portal/home>
3. T-Mobile: Uncarrier  
<http://www.t-mobile.com/>



# Health Insurance

- All traditional full-time undergraduate students attending the University of Findlay and carrying 12 or more credit hours per semester; nine credit hours or more for summer session are eligible and will be automatically enrolled in the Student Health and Accident Insurance Plan.
- Undergraduate students who do not desire this coverage must waive coverage as a result of completing the Health Insurance Waiver by Sept. 1 for the fall semester or through Feb. 1 for first-time students in the spring semester. The Health Insurance Waiver is located online in [MyFindlay](#). After these dates, the student is enrolled in the policy, and it CANNOT be waived.
- Students who waive the coverage are not eligible to enroll in the plan until the start of the next plan year.
- An undergraduate student who withdraws or drops to part-time enrollment prior to Sept. 1 (fall) or Feb. 1 (first-time spring student) will not be included in the plan.
- Graduate students carrying six credit hours or more may be eligible and included in the plan by request only. Coverage for graduate students is effective one business day after the premium is paid for the remainder of the plan year.
- Degree completion students carrying 12 credit hours or more in two blocks (one semester) may be eligible and included in the plan by request only. Coverage for degree completion students is effective one business day after the premium is paid for the remainder of the plan year.
- Graduate and degree completion students may enroll in this plan through Sept. 1 for the fall semester or through Feb. 1 for first-time students in the spring semester by completing the [Graduate and Degree Completion Enrollment form](#).
- The plan year runs Aug. 1 through Aug. 1.

The University of Findlay recommends that all students review the [Student Health and Accident Insurance Plan coverage and benefits](#). Students may contact the Business Office with any questions regarding enrollment in this plan

# Facts about Alcohol

## Physiological Facts of Alcohol

- Absorbed through stomach and small intestine lining
- Eating beforehand is helpful to reduce the amount of alcohol absorbed
- About a .02 BAC increase for each drink for a 160 lb. man
- 1 drink per hour is eliminated
- Only time will allow level to come down once in bloodstream

## Rules/Legal Issues

- Legal drinking age is 21 or face legal charges
- No alcohol allowed on campus
- Driving a vehicle Blood Alcohol Concentration (BAC) legal limit is .08 or face legal charges

## Standard drinks

- 12 ounces of beer with 5 percent alcohol content
- 5 ounces of wine with 12 percent alcohol content
- 1.5 ounces of distilled spirits with 40 percent alcohol content



## Binge Drinking

- Occurs after 5 drinks for men and 4 drinks for women in about 2 hours.

Binge drinking is associated with many health problems, including—

- Unintentional injuries (e.g., car crashes, falls, burns, drowning)
- Intentional injuries (e.g., firearm injuries, sexual assault, domestic violence)
- Alcohol poisoning
- Sexually transmitted diseases
- Unintended pregnancy
- Children born with fetal alcohol spectrum disorder
- High blood pressure, stroke, and other cardiovascular diseases
- Liver disease

- Neurological damage
- Sexual dysfunction, and
- Poor control of diabetes.

### Alcohol Poisoning

- confusion
- vomiting
- seizures (fits)
- slow breathing (less than eight breaths a minute)
- cold, clammy, pale-bluish skin
- Low body temperature (hypothermia)
- Passing out (unconsciousness) and can't be awakened

### What to do if signs of alcohol poisoning are present

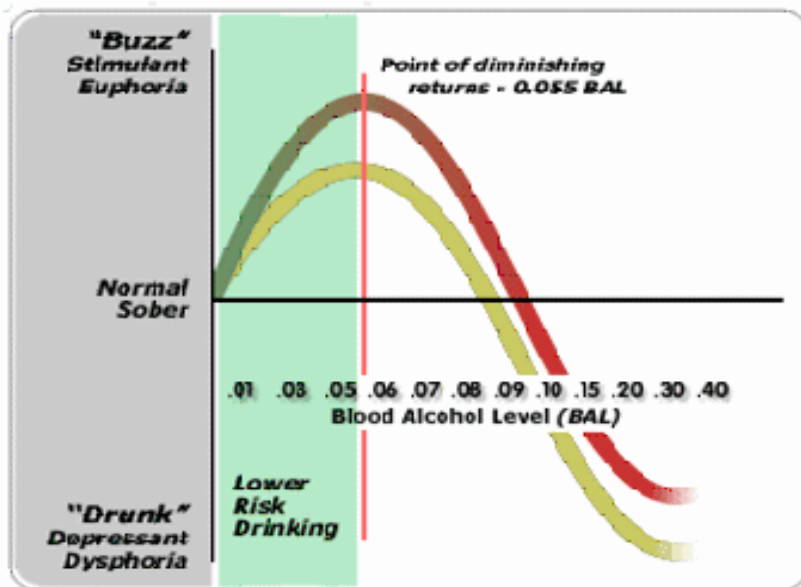
- Contact 911 or security x4799
- Don't leave an unconscious person alone.
  - Because alcohol poisoning affects the way your gag reflex works, someone with alcohol poisoning may choke on his or her own vomit and not be able to breathe. While waiting for help, don't try to make the person vomit because he or she could choke.
- Help a person who is vomiting.
  - Try to keep him or her sitting up. If the person must lie down, make sure to turn his or her head to the side — this helps prevent choking. Try to keep the person awake to prevent loss of consciousness.

### Alcohol lower risk guidelines

- Never leave a drink unattended or accept an open beverage from anyone.
- Designate a sober driver.
- Eat before you drink and while you are drinking.
- Set a limit and stick to it!
- Avoid chugging alcohol and drinking games.
- Alternate alcoholic beverages with water, and be sure to drink plenty of water to keep your body hydrated.
- Pace yourself. Drink slower and eat in between alcohol drinks. It takes the body 60-90 minutes to fully feel the effects of alcohol on a full stomach.
- Always remain with at least one friend.

It's safest to avoid alcohol altogether if you are:

- Taking medications that interact with alcohol
- Managing a medical condition that can be made worse by drinking
- Underage
- Planning to drive a vehicle or operate machinery
- Pregnant or trying to become pregnant



# Culture Shock and Homesickness

You may feel homesick, as do many students, however for international students it is more difficult to deal with. Students from this country may be able to return home for a visit to help alleviate their homesickness. International students are often not able to do this. This means that you may need more support than domestic students. You may need to talk to someone in confidence about how you are feeling. The University of Findlay provides counseling services and they are available to help free of charge. Counseling Services is located at 307 Frazer St. or you can call 419-434-4526.

## **Ideas to overcome homesickness:**

- Don't spend all your time in your room
- Bring items that bring you comfort
- Explore your surroundings
- Stay healthy
  - Eat a healthy diet
  - Sleep regularly
  - Exercise daily
  - Avoid smoking and drinking
  - Drink more water
- Stay in touch with friends and family

## **Tips to adjust to culture shock:**

- Realize culture shock may happen and can last a full semester.
- Give yourself time to adjust to your new life
- Expect things to be different
- Things will improve! Ask for advice when needed.
- Have a sense of humor
- Explore and get to know Americans and the community.

# Things Not to Do in the U.S.

1. Do not drive using your country's license. You must be an Ohio licensed driver to operate a vehicle.
2. Do not drive without car insurance. It is illegal to drive any motor vehicle without insurance.
3. Do not work off campus. Working off campus is illegal if you are not either CPT or OPT students.
4. Do not carry your passport as a form of identification, unless you are going out of the country.
5. Do not travel outside the country before getting your I-20 signed. Make sure your I-20 is signed when you are traveling to another country.
6. Do not drop out of college. It is a violation of your agreement. The US government has an electronic system called [SEVIS](#) that tracks whether international students are attending college or not. If you want to drop out of college for whatever reason, consult your international student advisor for advice.

# Graduation Bucket List

- Go to the Findlay Reservoir
- Take a walk down Main Street
- Go to a UF sporting event
- Get involved in clubs and organizations
- Go to a theatre performance
- Go to a UF horse show
- Visit the Findlay-Hancock County Public Library
- Go Bowling at AMF
- Go to the Cube and Marathon Diamond
- Visit the Hancock Historical Museum
- Visit Riverside Park
  - Walking
  - Picnic
  - Canoeing
  - Paddle boats
- Go to Flag City Balloon Fest
- Try Dietsch Brothers chocolate and ice cream
- Go to the Hancock County Fair
- Join or watch the Halloween parade on Main Street
- Go to Riverbend Recreation Area for sledding, snowboarding, or cross country skiing
- Try the historical Wilson's Sandwich Shop
- Drink coffee at George House
- Attend a play/musical at the Fort Findlay Playhouse
- Attend open mic nights on Friday nights at Coffee Amici, 328 S. Main St. Findlay