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WELCOME TO UW!

NO MATTER WHAT SIZE YOUR VISION, OUR HORIZONS ARE WIDE ENOUGH FOR YOU …

On behalf of the staff of the International Students and Scholars (ISS) staff, we extend a warm welcome to you! We hope that your stay at the University of Wyoming will be a rewarding one.

As a new member of our international community, your stay with us will begin with many questions concerning American customs, academic requirements, what there is to do here and how to get around. This handbook will help make your adjustment to living here easier. Some of the information will prove useful during the first few weeks of your stay. You may use other information throughout the entire time that you are at UW. We have attempted to make this handbook as comprehensive as possible, but everything cannot be covered in one publication. You are certain to come across questions or problems that are not addressed here. Because of this, we provide a knowledgeable and friendly staff to serve you at ISS. If you have any questions, please do not hesitate to contact us either by visiting our office or by giving us a call.

We also want to encourage you to take advantage of the many campus and community activities that are available. You will have the opportunity to make new friends and learn about the United States while sharing the international perspective you bring to the University of Wyoming. You can benefit our university a great deal and contribute in a meaningful way to the growth and education of others by taking time for such activities.

Best wishes in all of your endeavors while at the University of Wyoming!

Jill Johnson, Associate Director, Admissions

Ryan Goeken, Assistant Director, Admissions

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M-F 8:00 A.M. – 5:00 P.M. Academic Year Hours
M-F 7:30 A.M. – 4:30 P.M., Summer Hours

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FALL 2015

Please Note:
The information contained in this handbook is of a general nature and should not be regarded as legal advice. Specific action on legal issues should not be taken on the basis of any of the material contained in the handbook without the advice of an attorney.
INTERNATIONAL STUDENTS AND SCHOLARS

1. OUR MISSION

The mission of International Students and Scholars is to enhance and support the international dimension of the University of Wyoming and to participate in the creation of a culturally diverse learning environment by assisting persons involved in international exchange. We provide essential services and programs for students and scholars from other countries so that these members of the UW community can fully achieve their educational, professional, and personal objectives. ISS serves as an advocate for international education within the university and at the governmental level.

International Students and Scholars (ISS)

ISS promotes international educational exchange on the campus by:

1. Assessing the needs of international students and scholars, setting priorities, responding appropriately and evaluating their effect;
2. Coordinating and facilitating the National Student Exchange program;
3. Providing information on immigration regulations and procedures to ensure individual and institutional compliance;
4. Orienting international students and scholars to the policies and expectations of the University, the educational system, and the U.S.; and
5. Fostering an international dimension within the University and the community at large through specific programming activities.

The staff of International Students and Scholars recognizes that the international scholars, students, exchange students at UW are the reason for our office's existence. We strive to maintain an atmosphere that encourages student and scholar interaction and involvement, and to provide each individual with a consistent quality level of service.

The International Resource Center (IRC)

The International Resource Center (IRC) promotes international educational exchange through its services and programs. The mission of the IRC is to assist in creating an environment that is supportive and conducive to meeting the educational, intellectual, and social needs of the UW international population in particular as well as the campus community at large. The IRC is one of several services that are responsible for assisting in the campus wide facilitation of meaningful dialogue on the value and importance of human diversity.

The IRC, located in the basement of the Cheney International Center, provides opportunities for a wide variety of cross-cultural activities to enrich the experience of international education at UW. A study lounge/meeting room, international publications, and a student exchange library are available to meet all student needs. Ongoing programs include discussion sessions, a weekly informal coffee hour, foreign film series, foreign language conversation hours, workshops on American students studying abroad and seminars and materials relating to cross-cultural awareness and concerns which are available to individuals throughout the university. In addition, the facility serves as a regular meeting site for several international groups. Computers are also available in the center. The International Resource Center is open from 8:30-4:30 daily and all are encouraged to take advantage of the opportunities it provides.

2. ISS SERVICES

Immigration, Personal, Financial and Other Counsel*

International Students and Scholars advises non-immigrants on an individual basis concerning non-academic matters such as transfer of schools, extension of stay, work permission and practical training experience. We are professionally trained to offer you advice, counseling, and programs about academic, immigration and financial matters in the United States. Students and scholars also come to us for discussion and counseling regarding personal matters, such as problems with friendships, family, and roommates; cross-cultural misunderstandings; feelings of sadness, anger, and fear; concerns about returning home; and making life changes and choices. Also, we help you understand and deal effectively with the academic system and University requirements.

*Hours and Services

International Students and Scholars is open throughout the academic year (except University holidays) Monday through Friday from 8:00 a.m. to 5:00 p.m. During the summer months, we are open from 7:30 a.m. to 4:30 p.m. You can call or stop by to ask general questions. If our reception staff is not able to assist you with your concern, you will be asked to schedule an appointment with either the Immigration Coordinator or Director. If your question or concern will take more than 15 minutes, we suggest you inform the receptionist so a longer block of time can be reserved for you.
Orientation Programs
At the beginning of each academic semester, the ISS director conducts an intensive orientation program for newly arrived non-immigrants. You are strongly urged to attend the orientation program so you can learn about the many facets of academic study and day-to-day life at UW. The full orientation program includes tours, lectures, discussions, and question and answer sessions. The spring orientation program is generally more brief, covering the basic information that new students and scholars may need.

Students should attend regular undergraduate and graduate orientations, in addition to the special international student orientation.

Liaison and Advocacy Services
ISS serves as a representative, advocate or spokesperson for non-immigrants in dealing with U.S. and international government agencies, other campus offices and departments, and community members. This service can often help you cut through many agencies' bureaucratic levels, serving as a "buffer" between you and those which with you must deal. In particular, ISS is the liaison between the Justice Department, the U.S. Citizenship and Immigration Services, State Department, and the United States Information Agency.

Certification Letters
ISS will, upon request, assist the Office of the Registrar in providing letters that certify your status, enrollment and/or tuition expenses. It generally takes one to three days to process certification requests, depending upon the time of year. Family invitation letters can also be prepared by ISS.

International Student Association (ISA)
As a UW international student, you belong to the International Student Association. This organization is also open to non-students, spouses, and dependents. ISA represents many nations and the United States. You can enjoy frequent activities such as the weekly International Coffee Hour, Film Festival, International Week, picnics, potluck dinners, and other informal get-togethers. Meetings are held throughout the year, and you are encouraged to become actively involved. In addition, ISA represents international students on ASUW. For specific meeting times, check the ISA website, or the weekly "Talking Stick" email.

Friendship Families Program
The "Friendship Families Program" was developed in response to a need within the community to, "provide international students attending the University of Wyoming with an opportunity to get together with a local family on a regular basis." The purpose of the program is to foster intercultural awareness, friendship, and understanding.

"Friendship Families" does not provide living arrangements for students, nor do they provide financial or academic support. They do provide international students with a chance to share occasional meals, and family oriented activities as well as serving as a forum to exchange ideas, customs, and individual differences. Perhaps most important, it is a chance for an international student to be matched up with, and become a part of, a local American family.

Interested international students, who wish to be a part of the "Friendship Families" program, are encouraged to complete a program application. The applications can be obtained through International Students and Scholars, Knight Hall, Room 241. Upon receiving a completed application, ISS will forward it to a committee of community members who will try to match the student with a local Laramie family. This is done on a space available basis. For more information, please contact International Students and Scholars at 766-5193.

“The Talking Stick”
In order to keep UW international students and scholars informed about changes in immigration regulations and procedures, University activities, meetings for various student groups, and items of a general interest, International Students and Scholars publishes a weekly electronic newsletter. "The Talking Stick" is published and sent to hundreds of UW students, faculty and staff each week during the regular academic year. It offers a very timely means for people to find out what is happening on campus and across our international community. To receive “The Talking Stick” simply call, or, e-mail International Students and Scholars, and give us your UW electronic mailing address and we’ll put you on our mailing list. From then on, you’ll receive interesting and useful information that will keep you better informed as an UW student/scholar. For more information, please contact International Students and Scholars at 766-5193 or email uwglobal@uwyo.edu.
GETTING STARTED

1. HOUSING

ON-CAMPUS HOUSING

Residence Life and Dining Services
Approximately 25 percent of all US students live in on-campus housing. Residence Life and Dining Services offers a variety of residence hall living options. When you are accepted for admission to the university, you are sent an Application for Residence Life and Dining Services Contract. Those wishing on-campus accommodations in the residence halls must return the application promptly. Priority for room assignments is based on the date the application is received. A refundable deposit of $100 must accompany the application. You may choose to reside in any one of six on campus residence halls. Crane hall is specifically reserved for graduate students or persons at least 21 years of age or older and provides an environment academically and socially enriching for mature students.

All rooms in Crane Hall are designed for single occupancy. Students may have a roommate if desired in Crane Hall, or any of the other residence halls. Room charges include utilities, local telephone, and basic cable TV service. Each residence hall room has two twin beds, a desk, chairs and built in drawers. Study lounges, computer ready rooms and convenient access to libraries and reference materials make residence hall living ideal for the serious student. Residence halls are affordable, safe, convenient, and definitely student-oriented.

Residents may choose from several board options offered in the Washakie Dining Center, or they may prepare some or all of their meals in kitchens located on every floor in Crane Hall. The Washakie Dining Center, located in the residence halls complex, offers residents a variety of board plans to suit most student needs.

Hall office staff are available 24 hours per day to answer questions, provide information, make change, sell stamps, and provide a variety of equipment for residents to check out.

The Washakie Center Computer Lab is located on the lower level of the Washakie Center. The lab is an integral piece of the Academic Enrichment Center. The facility features 27 state of the art computer work stations available to students during Washakie Center hours. The computer lab is also staffed by an Information Technology trained lab assistant to help with any problems that might occur.

Housing during the summer and between semesters is available. Storage units are provided over the summer months at no cost to continuing residents. For more information write for an application or contact Residence Life & Dining Services, Dept. 3394, 1000 E. University Ave., Laramie, WY 82071 or call 307-766-3175.

UW Apartments
The UW Apartments Office operates 537 one-, two-, and three-bedroom apartments for students, faculty and staff. The apartments are located at the east edge of campus and are accessible by car, bike, or foot. A free Union Express shuttle bus service is also provided to the Wyoming Union at five-minute intervals, and to the Classroom Building, from 7:00am to 6:00pm during the academic year.

The Classroom Express bus services the Classroom building from 6:30 a.m. to 10:30 p.m. on university business days. This bus departs from the Express Lot, middle shelter, proceeds to South Downey Hall, proceeds to the Classroom building (Stop #3), travels to the Arena Auditorium (Stop #5) and then returns to the Express Lot, middle shelter. Departure occurs approximately every 10 minutes. After 6:10 p.m., the Classroom Express adds a stop at the Wyoming Union after the Classroom Building and then proceeds to East campus. After 6:10 p.m. the Classroom Express completes a loop in approximately 20 minutes. Please see the stop schedule for more details.

The apartments are convenient and offer affordable, clean, and comfortable student living. Apartment rent includes all utilities and basic extended cable. All of the apartments also include local telephone service. Apartments come furnished and unfurnished. Every apartment has a refrigerator, range and oven. There are washer and dryer hookups in some apartments, and the University operates coin-operated laundries in a variety of locations.

The Apartment Maintenance Shop’s full-time staff is employed to remove snow, mow lawn, and perform maintenance work as necessary for all apartments. They are available for 24-hour emergency maintenance service.

The apartments are close to shopping, tennis courts, the UW golf course, Laramie’s hospital and health care professional offices, grocery stores, restaurants, and other community services. Play areas for children are established in several locations within the apartment complex. Public schools are close to the apartments, and school buses pick up children in the complex.

A computer lab is available approximately 40 hours per week for residents with both Macintosh and IBM compatible computers and computer software. University Apartments offer educational, social, and recreational programs for residents. Ski trips, barbecues, holiday activities, children’s programs, and potluck dinners are a few of the events regularly scheduled. The apartment Community Center is available for use by residents for birthday parties, social and religious gatherings, and holiday festivities.

The UW Apartments Office sponsors the Home Child-Care Provider Program for children of student parents. Quality, subsidized child-care for infants and toddlers is available to all residents.
Dining Services

University Dining Services at Washakie offers an outstanding variety of meal plans and services for both the on-campus and off-campus student.

For students who choose to live in the Washakie Complex, the Washakie Dining Room offers three meal plan options. The Unlimited Meal Plan, the Any 15 Meal Plan, and the Any 12 Meal Plan. The Unlimited Meal Plan offers maximum convenience and flexibility with no restrictions on how many times you may enter the dining room each week. The Any 15 Meal Plan and the Any 12 Meal Plan limit the number of times you can enter the dining room each week to 15 and 12 respectively.

All students who select the Unlimited Meal Plan, the Any 15 Meal Plan, or the Any 12 Meal Plan receive $100, $75, and $50 respectively per semester in “PLUS dollars.” PLUS is a debit account on your University of Wyoming Campus Express ID card. PLUS dollars can be used at other locations on campus to purchase food items. PLUS is part of the meal plan package and can be used only to purchase food items. It does not have any cash value to the meal plan user.

…An important message to students NOT living in the Washakie Complex Residence Halls!! You can save time and money with any of the eight Washakie Dining Room meal plans. These meal plans are designed to fit a variety of schedules and budgets. All-you-can-eat meal plans start for as little as $453 per semester resulting in great savings for you in time and money. All meal plans offer these benefits:

- All-you-can-eat buffet style dining with unlimited seconds (except for special events).
- Endless refills on a wide selection of beverages.
- Make your own salad bar.
- Hot fast foods like tacos, hamburgers, hot dogs and pizza.
- Numerous desserts with unlimited servings. Special event dinners that offer steak, shrimp or prime rib.
- A soup and sandwich bar with a variety of breads, cheeses and meats.
- A convenient payment plan makes budgeting easy.

Meal Times…Convenient weekday operations provide continuous access to the Dining Room beginning at 7 a.m. each morning. Note that there are only two meal times on Saturday and Sunday.

<table>
<thead>
<tr>
<th>Meals</th>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00-11:00 AM</td>
<td>7:00-10:00 AM</td>
<td>7:00-10:00 AM</td>
</tr>
<tr>
<td>Brunch</td>
<td></td>
<td>10:00-1:00 PM</td>
<td>10:00-1:00 PM</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00-1:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soup &amp; Sandwich</td>
<td>1:30-4:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner (Mon-Thurs)</td>
<td>4:00-7:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner (Fri., Sat., Sun.)</td>
<td>4:00-6:00 PM</td>
<td>4:00-6:00 PM</td>
<td>4:00-6:30 PM</td>
</tr>
<tr>
<td>Late Night Snack (Sun. – Thurs.)</td>
<td>8:30 – 10:30 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Admittance…Entry into Washakie Dining Room is permitted by showing your WyoOne Student ID at the entrance. You must present your card for access to each meal.

Guests…Students are allowed to invite guests who live off-campus or do not have a dining plan to the Washakie Dining Center up to five times per semester for free. This is useful for family visits, or inviting off-campus friends to spend extra time with you over a free meal. Just let the person at check-in know that you are using a guest pass.

Box Lunches…Box lunches are available for students who cannot eat during regular meal hours due to class scheduling or field trips. To avoid missing meals, simply make arrangements during weekday business hours, 24 hours in advance, with the Food Service Office in Washakie.

Sick Trays…We are happy to help anyone who becomes ill by letting a roommate, friend, or RA deliver meals during the illness. Bring a sick tray form from the Hall Director or other authorized personnel and the person’s Campus Express ID card to the Line Supervisor or Student Supervisor to receive the sick tray.
**Special Attention**…Special attention from our professional staff ensures that you will receive dining pleasure each time you visit Washakie Food Service. Menus are planned and coordinated to provide an optimally balanced and nutritious diet. For individuals requiring special diets, our in house Registered Dietitian is available by appointment for discussion and counseling.

WASHAKIE WORD is printed weekly and contains a current menu listing. Brief articles of interest and special event schedules are also found in the WASHAKIE WORD. This newsletter is delivered electronically.

The daily menu will be printed on the “MENU BOARD” which is located on the landing at the entrance to the Dining Room. Specific daily menu information can be obtained by calling the Washakie Menu line at 766-FEED (766-3333) anytime of the day. A menu for your personal use is printed weekly in the WASHAKIE WORD newsletter.

**Employment Opportunities**…International students! If you prefer a job that offers variety, good pay, flexible work hours, an opportunity to meet people and teamwork, pick up an employment application in the University Food Service Office. International students may work up to 20 hours per week while classes are in session and provided it is not their first semester at the University. For more information call 766-4340.

**OFF-CAMPUS HOUSING**

Most international staff members and some students, reside off-campus. That means they live in housing that is not owned or maintained by the University of Wyoming. There are a variety of living accommodations that are available near the UW campus area. Through the local newspaper, Laramie Daily Boomerang, you can find up-to-date listings of furnished and unfurnished apartments, rooms and houses for rent, lease or sale. In addition, there are off campus housing opportunities listed on bulletin boards in the Wyoming Union, Knight Hall and some departments or other areas throughout the campus.

**When Choosing a Residence in Laramie, You Should Consider the Following:**

- Set your priorities! What is most important to you? Costs? Having your own room? Being within walking distance to the University? Having cooking facilities? Having direct access to laundry facilities? Having a quiet place to relax? Having storage for a bicycle or car?
- Make an initial contact! Select several possibilities from housing listings, and make appointments with the appropriate landlords or managers. If your spoken English is not adequate, have a friend or, someone from your country whose English is better, help you make a checklist of important information. Ask them to go with you to make sure you understand the answers thoroughly. **PLEASE NOTE:** The University of Wyoming does not inspect properties listed or interview potential landlords in the community. Any and all contracts negotiated are the private responsibility of the parties involved, and the university cannot intervene in, or mediate, disputes.
- Negotiate the price or the terms if you think it appropriate. Make the security/cleaning deposit! **READ THE LEASE BEFORE SIGNING, AND ASK QUESTIONS ABOUT ANYTHING YOU DO NOT UNDERSTAND.** Ask for everything to be put in writing. It is usually not a good idea to accept verbal agreements. Keep all receipts and a copy of the lease for your records.

**Preventing Problems between the Landlord and Tenant**

In this society, problems between landlords and tenants, while infrequent, tend to become adversarial. Disputes arising from unreasonable behavior may be hard to avoid, but many others could be avoided with a little planning in the beginning.

You and a potential landlord may want to use the following checklist when renting an apartment or house:

- Be sure the dwelling meets your needs and fits your budget. Do not rent more than you can comfortably afford.
- Before you move in, walk through the property with the landlord and carefully inspect for defects and damage. Prepare a list of any damage, both of you should sign and date the list. This will help ensure you are not charged later for damage that was present before you moved in.
- If the landlord agrees to make repairs, ask those to be put in writing.
- Confirm who will be responsible for utility costs, including water, gas, cable, and electricity.
- Ask the exact amount of any required damage or cleaning deposits. In the case of a cleaning deposit, establish whether it is refundable. Also, ask the landlord to explain his or her definition of a “clean apartment.” This should be done so you will know what to expect from the landlord to get your cleaning or damage deposit back when you move out. Be sure to ask how long it will take to get you damage or cleaning deposits back.
- The landlord should be responsible for the repair and maintenance of the premises, which remain under his/her control such as hallways, stairways, fire escapes, and outside walkways. The landlord should also be responsible for the elimination of pests (i.e. insects, mice, etc.) from all public areas. You, however, may be held responsible if your actions caused the damage or pests.
- Be sure you understand all the landlord’s rules and regulations and are comfortable with them. If there are written rules, read them carefully. Pay particular attention to restrictions concerning noise, pets, parking, and overnight guests.
- Most rental agreements and leases may be either oral or written. If the landlord uses a written agreement, be aware of it and read it before you sign. If you think changes should be made in the agreement, write them legibly and initial each one, requesting the landlord to do the same. It is legal to make changes in a formal document. Also, be sure all blank spaces in the form agreement are filled in.
- Consider investing in homeowner’s or apartment insurance. The premiums of renter’s insurance are usually very low: most renter’s policies are really homeowner’s policies that are modified to fit the need of tenants. The landlord does not carry insurance on your belongings.
If you have questions about a form or agreement you are being asked to sign, discuss them with an attorney. There is a student’s attorney in the Wyoming Union.

**Renter’s Checklist**
The following is a list of questions to keep in mind when looking for an apartment:

- What are the conditions of the lease?
- If there is no lease, what are the terms of the tenancy?
- How much is the security/damage deposit? How is it returned? And when?
- Whom do you call for repairs?
- What are the building security arrangements?
- Will you be allowed to make interior alterations (paint, install shelves, hang posters, etc.)?
- Are the kitchen and bathroom facilities complete?
- Are the electrical outlets safely installed?
- Where is the fuse box or circuit breaker?
- What provisions are made for fire safety?
- What utilities are included in the rent? Is a cable hook up included?
- What kind of heat is provided, and is the cost of the heat included in the rent? If not, how much extra, on the average, per month will be needed?
- When and where is garbage picked up?
- Are there laundry facilities in the building?
- If you have a car, where can you keep it?
- How much closet/storage space is there?
- What are the landlord’s policies on pets? Parties? Noise? Children?

**Definitions of Terms**

**Apartment (apt.):** A living unit that usually includes a kitchen, bathroom, living room, and bedroom(s) in an apartment building.

**Apt. in house:** Same as above but an apartment located in a house has usually been converted from single living space.

**Condominium:** A building in which each apartment is owned by separate individuals.

**Efficiency:** A room with a private entrance and cooking facilities, but not separate kitchen. An efficiency usually has a private bath (also called a “studio apartment”).

**Furnished house:** Includes refrigerator, stove, beds, chairs, desks and a couch. An entire house may be rented by a group of students who split the cost equally.

**Landlord/landlady/manager:** The person who owns or manages a house or an apartment.

**Lease:** A binding legal document signed by both the landlord and the tenant, specifying the rent and duration that the apartment or house will be rented.

**Non-smoker:** An individual who does not smoke cigarettes, cigars, or a pipe of any type.

**Roommate(s):** A person or persons with whom one shares living quarters.

**Security or damage deposit:** An amount of money, normally equal to a month’s rent, payable to the landlord before moving in.

**Sublet:** A procedure by which the legal tenant of an apartment rents the same space to someone else.

**Tenant:** A renter.

**Townhouse:** An apartment building, usually with an entrance into each separate apartment from the street; it may be one or two levels.

**Unfurnished:** Usually includes a refrigerator and a stove but no other furnishings.

**Utilities:** Gas, electricity, garbage collection, and water.

**Housekeeping in America**

Although you may be familiar with the material in this section, it can serve as a quick reference. You will discover that there are hundreds of products found in stores that are labeled “cleaning agents.” To help you understand which products to use for which purposes, we have listed some brand name products and their selected uses. If you have questions about buying a product, you should read the information on the label or ask friends or the store personnel.

**CAUTION—KEEP ALL CLEANING AGENTS OUT OF THE REACH OF CHILDREN! MANY CONTAIN POISONS.**

**DO NOT MIX VARIOUS CLEANERS** in hopes of getting something that will work better or clean more quickly. Certain compounds will release poisonous chlorine gas when mixed.

**ALWAYS READ THE INSTRUCTIONS** on the package before using a new product.

**Laundry Suggestions**

- **Washing machines:** Products you will find in the U.S. include: All, Tide, Cheer, Dynamo, Era, Bold, Yes, Fresh Start and Fab.
  
  Please note: There are liquid as well as powdered detergents. The advantage of liquid detergents is that they dissolve better in water—especially when washing with cold water. **ALWAYS** pour detergent in the washing machine while it is filling with water and **BEFORE** adding your laundry. Be sure to follow instructions on the package about the amount of detergent to use.

- **Hand washables:** Silks, woolens, or delicate fabrics may last longer when washed with Woolite, Delicate, Ivory Snow, or Dreft. Ivory snow and Dreft are recommended for cloth diapers as well.
• It pays to compare the prices of all the different cleaning products in the supermarkets. Some carry their own brand names of certain products. Generic products are usually the cheapest of all. They carry no brand name and are packaged in white boxes or containers with black lettering. This applies to all products.

• **Bleaching laundry**: Clorox, Purex or any generic liquid bleach should **ALWAYS** be diluted in water. **NEVER** pour directly on fabric. Bleach helps whiten clothes and remove stains. Like any product, be sure to follow the directions on the container.

• **Removing spots and stains**: You will find household cleaning agents such as Spray-n-Wash and Shout in most grocery stores. Follow the instructions on the label.

### Laramie Laundry Options

<table>
<thead>
<tr>
<th>Name &amp; Address</th>
<th>Hours</th>
<th>Dry Cleaning</th>
<th>Coin-Op Machines</th>
<th>Clothing Alterations</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Street Laundry</td>
<td>7:30 a.m. – 9:00 p.m.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1265 N. 3rd Ave., 745-3939</td>
<td>7 days a week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Down to Earth Dry Cleaners</td>
<td>7:00 a.m. – 6:00 p.m. M-F</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>655 N. 3rd Ave., 745-3333</td>
<td>9 am – 1:00 pm Saturdays</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snowy Range Laundry</td>
<td>7:30 a.m. – 9:00 p.m.</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2275 Snowy Range Rd 745-9456</td>
<td>7 days a week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spic &amp; Span Laundromat</td>
<td>7:30am-9:00pm</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>272 N. 4th 745-3939</td>
<td>7 days a week</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coin operated washers and dryers are also available for residence hall residents in the basement of each residence hall. Residents living in married student apartments have access to coin operated washers and dryers in that complex.

### Garbage Collection

**IMPORTANT!** Do not throw garbage into the sink drain unless it is equipped with an electrical garbage disposal unit. Garbage and trash is collected once a week depending upon where you live in Laramie. Garbage should be placed in plastic bags or trash cans for pick up. Check [http://www.cityoflaramie.org/index.aspx?NID=294](http://www.cityoflaramie.org/index.aspx?NID=294) for the day and location of pick up in your neighborhood. The paper or plastic bags you receive at the grocery store are ideal to use inside your garbage containers in the house, but not for external pick up. If you do not have a trash can, use garbage bags, such as Hefty or Glad. They can be purchased at any hardware, grocery or discount store.

### Living Area Cleanliness

When you visit a local hardware, grocery or discount store, you will notice the wide variety of cleaning products. This is another example of the concern for cleanliness in this country. Maintaining appropriate cleanliness in the home helps keep away insects. If you live on campus, for maintenance or insect extermination, call the University Apartments Maintenance at 760-3130. If you live off campus, first contact your landlord. If you are not satisfied, contact a commercial exterminator. You can find one in the Yellow Pages of the telephone book under Pest Control. Ask for an estimate before any work is begun. Remember that exposed food or dirty pots and pans attract bugs, cockroaches and mice. Furthermore, landlords may use your security deposit for clean up or the extermination of pests.

### Laramie Service and Utility Hook-up

#### Electricity/Power

**Who:** Rocky Mountain Power  
1-888-221-7070 (Customer Service)  
1-877-548-3768 (Outages/Emergencies)  
customerservice@rockymtnpower.net

**How:**  
1. The power company will ask for the following:  
   a. your name  
   b. your previous address  
   c. your place of employment:--tell them you are a student  
   d. your I.D. passport number  
2. A deposit may be required.  
3. Electric service available when customer signs up.

#### Natural Gas

**Who:** SourceGas  
416 South 3rd, 742-2358  
1-800-563-0012

**How:** Gas will be hooked up anywhere from one day to two weeks after you call. It depends upon the work schedules. There is no deposit required.

#### Cable Television (For People Living Off-campus)

**Who:** Charter Communication  
243 Superior Court (888) 438-2427
1. An installation fee is required at the time you sign up for service. There may be additional costs if you want or require more services.
2. It may take 5 to 15 working days before your cable is installed. Again, you will need to make an appointment for cable hook-up and you, or your spouse must be present at the time of installation. Any person other than yourself or your spouse must have your written permission to stand in for you during the installation. You must also have written permission from your landlord or the owner of the premises if pre-existing wires are not there and holes need to be drilled in the house to install the cable wiring.

2. TRANSPORTATION

On-Campus Shuttle Bus Services
Free shuttle bus service operated by TransPark (766-9800) is available to students, faculty, and family members throughout the campus. The shuttle runs only on UW class days and is available early in the morning until late afternoon. Current schedules, services and routes are available online at http://www.uwyo.edu/tap/transit/.

UW Parking Permits
University of Wyoming students, faculty and staff may park on campus provided they have authorization to do so. As parking space is limited, authorization is provided only through the purchase of a Parking Permit available through the Transportation and Parking Services Department. The permits can be purchased online per semester, or per academic year:

1. Go to www.uwyo.edu/tap and select “purchase permits” under the heading “ONLINE SERVICES”;
2. Log in as a student and continue following the prompts to purchase either and “R” or “C” permit, available to students.*

*NOTE: “R” permits are only available to students living in campus dorms or housing, and the “C” permit will only allow you to park near shuttle stops off campus so that you can conveniently take a bus to campus. Neither will allow you to park in any parking lot reserved for faculty/staff, “A,” which are located closest to campus.

You will be given a Parking Permit with a letter of instruction. Display the Parking Permit in your front windshield and you can park in any parking lot on campus that corresponds with the letter on your permit. The Transpark will provide you with a brochure of parking regulations as well as information on the location of campus parking areas. Park only in lots that correspond to the letter on your Parking Permit or you will be ticketed. Tickets are usually about $20 per citation. Do not park in a handicapped zone unless you have a handicapped sticker and UW Parking Permit. Do not park in front of curbs that have been painted yellow. You can be ticketed for both offenses. Do not park in residential zones marked by signs on the streets surrounding campus; these streets are blocked from student parking to protect the residents of Laramie, and tickets are very expensive. For more information contact Transpark at 766-9800.

Bicycles
If you have a bicycle, it is recommended you register it with the University Police north of campus. If your bicycle is lost or stolen, it may be much easier to find and identify if it has been registered. The cost for registering a bicycle is a one time fee of $5 (pay with a check only, they do not accept cash). Registration fairs are often held at the beginning of each semester outside the Wyoming Union for your convenience.

Bicycle regulations are available from the University Police.

Automobiles and Driving in the United States
At UW, specific bicycle routes or paths have been laid out throughout the campus. Please adhere to those designated routes. Do not ride your bicycle on the sidewalk as it is dangerous for both riders and pedestrians. It is also illegal and you can be ticketed for it. Become familiar with the regulations, as both the Laramie Police Department and the University Police can and will issue tickets to those who ignore the regulations.

Like many other students, you may want your own car while at the University. Owning a car can be convenient as it permits you to take trips that otherwise may be impossible. However, as an international student who will be in the U.S. for a relatively short time, you may find the problems of purchasing and maintaining a car outweigh the conveniences. A car is expensive to maintain (required insurance is costly), difficult to drive in Wyoming winters, and difficult to park in the University area. In addition, when you are ready to leave the U.S. and sell the car, you will probably be offered a lot less than you paid for it. In other words, you can expect a car to cost you a lot of money over a short period of time. For these reasons, we do not encourage you to buy a car.

If you are determined, however, to purchase a car, please read the following information carefully. When it comes to purchasing a car, our first and foremost suggestion is DON’T RUSH INTO IT! If you take your time, there are many things you can do that will not only save you money, but also insure the car you buy will be a good one. NOTE: If you love to bargain, this is the time to practice the art!

THE USE OF SEAT BELTS AND CHILD RESTRAINTS FOR ALL CAR OCCUPENTS IS REQUIRED BY LAW IN WYOMING AND MOST STATES IN THE UNITED STATES!

Buying a New or Used Car
Although a new car will most likely give you fewer problems than a used one, it will be far more expensive. A new car begins to depreciate the moment you drive it away from the dealership. If you buy a new car and sell it 12 months later, you can expect to face a
substantial loss. Since the major loss in value takes place in the first year of new car ownership, we do not recommend international students, faculty and staff, who will be in the United States for a short time, buy a new car.

**Used Cars**

Remember, there is always risk in buying a used car, but its value depreciates less than a new car over the same period. If, however, you are fortunate to find a good one, you should have dependable transportation.

Begin the process of buying a used car by reviewing the latest issues of "Consumer Reports" (normally published in April) usually found in a library’s periodical section. This issue will have a section on "Good Bets in Used Cars" that not only includes a list of best used car buys (listed by price range and size), but also a list of models to avoid.

Next, begin to look for a car in the price range you can afford. There are two options available to you: first, to buy directly from an individual owner (see local or regional newspapers, or searching online in the University of Wyoming “classifieds” under [http://www.uwyo.edu/publicrelations/communications/uw-classifieds.html](http://www.uwyo.edu/publicrelations/communications/uw-classifieds.html)) or, second, to buy from a reputable automobile dealer. Although you may save money buying directly from a private owner, we suggest, instead, you purchase your car from a dealer who can give you a FULL guarantee. With this guarantee, repairs are free or minimal for a specified period of time. Beyond that, there is a charge for repairs or a maintenance contract.

**Several Helpful Suggestions**

- When buying from an individual, pay no cash until you have obtained a signed and notarized title.
- Check the guarantee; make sure you know what is and what is not covered and compare dealers’ guarantees.
- Bargain; don’t assume the listed price is the one you must pay.
- Examine the car’s paint finish carefully. Many times, cars are repainted to conceal damage from an accident. If possible, avoid buying a car that has been repainted. Check under the hood or in the trunk to make sure the exposed body paint there matches the exterior paint. Ripples in the paint could indicate the car has been in an accident and the resulting bodywork may have been less than satisfactory. Take the automobile for a test drive. It’s to your advantage to conduct a road test or test drive of any car you wish to buy. An ideal road test lasts about 30 minutes and includes driving in town and on the interstate highway. Notice how easily the car slips in and out of gear; check the acceleration; try the brakes several times; and generally see how well the car handles.
- Check the tires to see if there is uneven wear on them.
- Have a qualified mechanic inspect any used car prior to your buying it. Expect to pay a minimum fee for such an inspection, to include a compression check.

**New Cars**

Buying a new car is a fascinating, often complex experience. Not only will you be faced with different makes of cars, but each manufacturer will also offer you a wide range of sizes and models. This is further compounded by the opportunity you will have to select from many additional options: engine size, transmissions, type of brakes (manual or power), steering (manual or power), tire types, air conditioning, seat designs, automatic speed controls, mirror types, radio/stereos, trims, air bags, and colors. Such options can add $1,000 or more to the base price of a car, so select your options with care.

If you decided to buy a new car, we suggest the following:

1. Check magazines such as "Consumer Reports", “Car and Driver”, “Road and Track”, and other publications on cars to see which car makes and models are recommended and why.
2. Once you have decided on the specific make and model you want and the options you’d like, find out what is the actual cost of the car to the dealer, by looking through "Consumer Reports" or one of the other publications designed for that purpose. Then negotiate up from the base price rather than down from the sticker price on the car. You may be able to get it for $200 to $300 above the dealer's cost which will save you more than 20 percent, a substantial amount. While you can expect to pay for transportation of the car from its manufacturing location, don't let the dealer add "dealer preparation charges" on to the cost. This is their responsibility. And don't be pressured into your decision.

**Car Insurance**

Insurance is required to register your car. Depending upon your age, sex, and driving record, the cost can vary from approximately $300 to $900; men under 25 will be charged the highest amount, women will be charged less. You may want to discuss insurance with several companies since, under certain conditions, costs may vary. Also, some companies may charge a fee for making out a policy. According to Wyoming state law:

"ALL MOTORISTS ARE REQUIRED TO PRODUCE PROOF OF LIABILITY INSURANCE WHEN STOPPED BY A LAW ENFORCEMENT OFFICER. A PERSON CONVICTED OF OPERATING A VEHICLE WITHOUT LIABILITY INSURANCE IN EFFECT WILL BE REQUIRED TO FILE AND MAINTAIN PROOF OF FINANCIAL RESPONSIBILITY FOR THREE YEARS. FAILURE TO DO SO WILL RESULT IN SUSPENSION OF DRIVER'S LICENSE AND DRIVING PRIVILEGES."

**Car Registration**

When you purchase a car from a dealer, arrangements will be made for you to obtain a title for a new car through a Statement of Origin or a used car through a properly notarized, lien free, assigned title. If you purchase the car directly from an owner, be sure to get a properly notarized, lien free title. A seller is required by law to deliver a proper title to the buyer at the time of sale or delivery of the vehicle. If a lien appears on the title, it must be released, creating a "lien free" title. Have this process completed prior to your purchase of the vehicle.
There is a charge for releasing the lien. You must obtain a title in your name from the County Clerk's office in the Albany County Courthouse, located between 5th and 6th Streets, Grand and Ivinson Avenues.

**REMEMBER TO KEEP THE NEW TITLE IN A SAFE PLACE BECAUSE YOU WILL NEED IT WHEN YOU SELL THE CAR.**

Once you receive your title, you must obtain license plates and registration from the County Treasurer's Office, in the Courthouse. You must provide proof of insurance for the vehicle to complete this process. The cost of registration will vary depending upon the vehicle's make, model, and year. At this time you will also have to pay sales tax on the car's purchase price and provide a bill of sale.

**Steps to Follow After Buying a Car**

The following are the basic steps you must take after the purchase of your car, assuming you purchased your car from an individual.

**STEP 1:**
**Purchase**

a. The owner will sign and have notarized his or her copy of the TITLE and give it to you.
   1. Make sure the owner does not have a lien on the car (owe money.) The first part of the TITLE will specify if there is a lien.
   2. If the owner does not have the TITLE, it is probably held by a lending institution.

b. Pay no money before the title is signed and notarized.

c. Obtain a receipt for the purchase or a Bill of Sale.

**STEP 2:**
**Insurance**

a. All automobiles must be insured. Insurance is costly but if you have a Wyoming driver's license it may not be quite as expensive. Show your insurance agent the following:
   1. Driver's license
   2. Title or registration of vehicle
   3. Deposit for the insurance

b. Get a verification of insurance from the insurance agent. If the agent can't give you a temporary insurance policy card, make sure you get the policy number. You will need this when you register the car.

c. Discussing your insurance needs with a qualified agent is a must. Be sure to ask about the wide variety of coverage available (i.e. collision, comprehensive, body injury liability, property liability, personal injury and protection--sometimes referred to as no fault.)

**STEP 3:**
**Registration**

a. Go to the County Clerk's Office at the Courthouse and take your:
   1. Properly signed and notarized, assigned title.
   2. Receipt of purchase or a bill of sale.
   3. Vehicle Identification Number (VIN) inspection if the title is currently from another state. (The VIN inspection is done by the Sheriff's Office by appointment or during specific hours.) Please call and make arrangements for your inspection with the Sheriff's Office in the basement of the Courthouse at 721-2526.

b. The Clerk's Office will:
   1. Issue a new title for the vehicle in your name.

c. Go to the County Treasurer's Office at the Courthouse and they will:
   1. Charge you a 6% sales tax on your purchase.
   2. Give you a Car Registration Certificate.

**STEP 4:**
**Getting a Driver's License**

a. As an international student attending the University of Wyoming, you do not have to obtain a Wyoming driver's license if you possess a valid driver's license from another state in the U.S. or a valid license from your home country.

b. If you wish to obtain a Wyoming driver's license you must go to the Driver's License Office at 3411 S. 3rd, 745-2225 and
   1. Successfully complete a written test that includes information outlined in the booklet "Wyoming Rules of the Road" booklet (available from ISS.)
      a. Identification of traffic signs by shape, color or symbol.
      b. Identification of signals and pavement markings.
      c. Information on traffic laws, safety rules, accident prevention and vehicle equipment.

Then, you will need to:

d. Complete a vision screening to determine whether or not you meet the minimum visual requirements to operate an automobile.

e. First time applicants, who have never been licensed in Wyoming, or any other state, will be required to pass a driving test. All other applicants may be required to pass a driving test consisting of usual driving maneuvers to demonstrate their ability to operate a motor vehicle safely. The applicant must provide a vehicle licensed and properly equipped for the driver license classification they are seeking.

f. Pay license fee of $20.00.
3. SAFETY

Automobile Safety

Items to Keep in Your Automobile
As distances between destinations can be great and your car can break down, it is suggested you carry the following items in the trunk for emergencies.

- Blankets and/or sleeping bags
- One pound or more of candy or other high energy food
- Water
- Safety candles (open window slightly)
- A coffee can converted into a heater. (Put 3-4 holes near the bottom of the can so when the candle is lit and put inside the can, heat can escape to warm feet and hands. Use outside.)
- Matches stored in waterproof bag or container
- Tire chains
- Shovel
- Booster (jumper) cables
- Tire jack
- Tow rope or chain
- Window scraper with brush
- First aid kit
- Flashlight

Safety tips for driving in all conditions can be found in the "Wyoming Rules of the Road", available at the Driver's License office.

Driving Safety
School buses are bright yellow/orange. They will stop in the road/street to pick up and drop off children. When they stop, their yellow/red lights flash and a red, 8 sided “Stop” sign swings out from the left side of the bus (the driver’s side). Cars going in both directions MUST STOP when the yellow/red lights are flashing and the “Stop” sign is out. That means that cars behind the bus CANNOT pass the bus, and cars coming towards the bus from the opposite direction MUST also stop. This is the law. The reason is that small children are crossing the road/street at these bus stops. Do not start driving again until the bus starts to move.

Winter Safety
Winters in Wyoming can be very severe. You can protect yourself by the way you dress. The following guide may assist you in preparing yourself for winter weather.

For weather with temperatures 0 to -32 Fahrenheit or -18 to -10 Celsius

- A layer of thermal underwear (including pants and top)
- A sweater
- A pullover or cardigan sweater
- A pair of woolen or corduroy pants
- A fully lined, heavy hooded coat
- A hat or cap worn under the coat hood
- A muffler worn wrapped around the neck or face outside the hood
- A thick scarf
- Two or more pairs of cotton or wool socks
- Two pairs of mittens or a pair of fully lined gloves with a pair of mittens over the gloves
- A pair of lined boots with ridged soles

For weather with temperature of 0 to 32 Fahrenheit or -10 to 0 Celsius

- A sweater
- A pullover cardigan sweater
- A pair of woolen or corduroy pants
- A hooded, lined coat
- A hat or cap worn under the coat
- A scarf
- A pair of cotton or wool socks
- A pair of lined boots with ridged soles
- A muffler wrapped around the neck
- A pair of mittens or a pair of lined gloves
For weather with temperatures 32 to 50 Fahrenheit or 0 to 10 Celsius

- A sweater
- A pair of corduroy pants or denim jeans
- A jacket or coat
- A light scarf
- A pair of gloves
- A hat
- A pair of socks
- A pair of unlined boots

Wyoming Winter Problems and Suggestions

- **Dry Skin**: Cold weather and the dry heat found in most campus buildings in winter may produce dry and itchy skin.
  
  **Suggestion**: Use a hand and body lotion after bathing.

- **Chapped Lips**: Lips become dry and sore.
  
  **Suggestion**: A lip balm will prevent dryness and help healing. Some common lip balms for men and women are Chapstick and Vaseline Lip Balm.

- **Wind Burn**: A cold "biting" wind can be dangerous.
  
  **Suggestion**: Keep all exposed skin covered, especially the ears, face, and hands.

- **Frostbite**: Frostbite is a dangerous condition affecting exposed, uncovered skin and may occur when one has been out in the extreme cold for a length of time.
  
  **Mild symptoms of frostbite**: Tingling and pain as well as some swelling and throbbing.
  
  **Suggestion**: For mild frostbite, bathe affected area in warm (not hot) water.

  **Severe symptoms of frostbite**: Beyond pain to total lack of feeling as well as loss of color.

  **Suggestion**: Lack of blood circulation, requires immediate medical attention.

- **Static Cling**: Static electricity, causing clothing to stick to the body.
  
  **Suggestion**: Use a liquid fabric softener on clothes in the washing machine or fabric softener sheets in the dryer. Anti-static sprays are also available to use on the clothes you are wearing.

- **Feeling Cold**: People can feel very cold during the very cold winter days in Wyoming.
  
  **Suggestion**: If you are very cold, body movement generates heat. Moving your legs, toes, arms, and feet will help circulate heat through your body. Also, wear layers of warm clothing, because several light layers actually provide more warmth and protection than one heavy layer. **Note**: The higher the wool content, the warmer the garment. **Keep you head, hands and feet well covered**.

- **Wind Chill**: During winter, the weather forecaster will mention the temperature and the WIND CHILL FACTOR. The higher or stronger the wind on a cold day, the colder the air feels and the lower the wind chill.
  
  **Suggestion**: Dress accordingly.

Fire Safety

While loss of life by fire ranks third among the causes of accidental deaths in the United States, it is usually smoke and gasses that are the killers. A smoldering wastebasket or frayed electrical cord can result in loss of life long before any actual flames appear.

If you think your living unit is not reasonably safe from fire, first consult the landlord. If no action is taken, then call the Laramie Fire Department or the city Building Inspector. It is your life, so you cannot wait for someone else to do something about it.

To Help Prevent a Fire:

1. Be a good housekeeper. Do not let flammable material accumulate, and do not block any exits.
2. When you first enter your living unit, plan how you could escape from each room in the event of a fire. By law, there should be two exits from each living unit.
3. Ask your landlord to provide a smoke alarm for each living unit, or purchase one yourself.
4. Check electrical appliances for frayed cords, damaged, or loose parts.
5. Keep stoves, fry pans, or vents grease free.
6. Avoid using candles or other types of open flames.
7. Learn locations of the fire alarms and fire extinguishers.

On Discovering a Fire:

1. Sound alarm to alert other residents; call the Laramie Fire Department at 911.
2. If time permits, shut all doors and windows.
3. Leave the building promptly by the nearest available exit.

**DO NOT ATTEMPT TO FIGHT ANY FIRES! CALL THE LARAMIE FIRE DEPARTMENT IMMEDIATELY AT 911**

On Hearing the Fire Alarm Sound:

1. Put on your shoes and a coat if time permits.
2. Turn on electric lights.
3. Raise the window shades all the way.
4. Close all windows tightly.
5. Leave your door unlocked when you leave the apartment or room.
If the Corridor, Hallway or Exit Passages are Blocked by Fire or Smoke:
1. Stay in your room with the door tightly closed.
2. Open windows for fresh air.
3. Remain at your window until help arrives.

Personal Safety
Unfortunately, you must be concerned about your safety while in any unfamiliar environment. This requires you to use caution and common sense, becoming informed about crime. By learning to be “street wise” and keeping alert, you should be safe to enjoy your experiences here. Even though Laramie is a small city and more relaxed and less threatening than other areas of the country, there are certain safety measures you should take.

For more information regarding safety issues at UW, we urge you to refer to the University of Wyoming Police Department website at http://www.uwyo.edu/uwpd/. This site will provide with information and report regarding the various types and numbers of crimes reported for the last several years. These are some commonly asked questions regarding safety and the UWPD responses:

- **Is the UW campus safe?** There is no simple answer to this question. While Laramie tends to be a quiet, conservative community where violent crime is a rare event, no community is completely crime free. It is always wise to use common sense precautions regarding personal safety no matter where you live, even in Laramie.
- **Is it safe for students to walk across campus after dark?** Again, no simple answers. Random street violence, the type feared in many urban environments, is virtually unheard of in Laramie. It is always a good habit, however, to take common sense precautions—walk in lighted areas, walk with friends, or take advantage of the escort service provided by the UW Police Department by calling 766-5179.
- **What can students do to prevent becoming the victim of a property crime?** Property crime tends to be a very opportunistic, meaning that thieves don’t need to go very far out of their way when property is left unattended or unlocked. The simple solution is to be careful and don’t leave valuables lying around. Students should lock their rooms and not share their door codes, lock their bicycles, and never leave property (i.e. books, backpacks, laptops, etc.) unattended. It is also a good idea to keep records of descriptive information, including serial numbers, so police will know what to look for if the property is stolen.
- **What about personal safety and sexual assault?** Violent crime such as physical and sexual assault (in some cases, rape) can and do happen in Laramie. It can be committed by strangers, acquaintances, and even friends. It happens to men and women of all races, sexualities, and gender identities. In recent years, the U.S. has begun focusing on prosecuting perpetrators of rape, rather than simply educating people on how to prevent themselves from becoming victims of rape. PLEASE SEE BELOW FOR A MORE COMPLETE DISCUSSION OF SEXUAL ASSAULT SAFETY AND PREVENTION.
- **What about alcohol and other drugs?** Alcohol plays a role in many of the crimes and other problem behavior on campus. To reduce the number of problems which tend to follow over-consumption of alcohol, laws and regulations related to alcohol are strictly enforced on the UW campus. Fines for underage consumption range from $160- $750. Marijuana has recently become legal in Wyoming’s border state Colorado, meaning that it has become even more common in border cities like Laramie. While it is legal in Colorado, it is NOT legal in Wyoming and will be persecuted with the full extent of the law. When faced with offers to do drugs, remember that you are here as a student, a representative of your country, and a representative of UW. All drug laws are strictly enforced by the UWPD.
- **Are the residence halls safe?** Each residence hall has a staff person working the front desk on a 24 hour basis, and the halls are locked after hours. Residence hall assistants make rounds on the floors and the University Police patrol the area regularly. Given these safety measures, the residence halls are reasonably safe places to live. No off campus environment comes close to providing the security measures found in UW residence halls.

In addition to this information, here are some ways to be safe:

**Outside**
- Avoid walking alone at night. If you have to walk at night, try to see if someone can accompany you. Any student needing an escort may call the University Police at 766-5179 (or, dial 911 in an emergency) and an escort will walk you to your car or home. Eight outdoor emergency phones mounted in yellow boxes are available if you need emergency help.
- As you are walking on campus or on the streets, remain alert by looking around you. Be aware of your surroundings and walk in well-lit, busy areas instead of the darker, more deserted streets. Stay away from poorly lit, dark buildings. Walk in a business like manner. Look as though you know where you are going. WALK WITH CONFIDENCE.
- Don’t carry a lot of money or valuables. If you must, don’t make it obvious. Use Traveler's Checks whenever you travel. Keep wallets secure in a buttoned or inside pocket. Be careful of any loose handbags or satchels, and be sure to hold them close to your body in crowded areas.
- Never leave your purse or bag hanging from the back of your chair in a public place; keep it on your lap or around your ankle. Try not to leave any bags or purses unattended while shopping or using the restroom.
- If anything unusual happens to you when you are walking from place to place, such as being followed or an attempted assault in any way, report it to the University or City of Laramie Police departments immediately.
- Most important: DON’T BE A BYSTANDER. If you see something suspicious while you are out at night, report it to 911 or try to intervene if you feel comfortable. Be an ally to others and you can expect others to be an ally to you in cases of emergency.

**Inside**
• You should keep your door locked at all times. If you lose your keys, ask your landlord to change the locks. You should never leave a key in an obvious place like under a doormat or in a mailbox. You may want to leave an extra set of keys with a close friend in case yours are lost or stolen.
• Have your door key ready for use before you get to your door.
• When someone you do not know comes to your door, do not open the door unless you ask for, and are satisfied with the identification shown to you.
• If you are going to be away from home for several days, make arrangements to have your mail picked up and newspapers canceled so it is not obvious you are away.

Sexual Assault

“Victim blaming”
Before we discuss sexual assault, we would like to stress that in all instances of sexual and physical assault, it is the fault of the assailant and not the victim. This notion has been emphasized in more recent years in the US, and means that even if a person becomes intoxicated, or goes out alone at night in provocative clothing, he or she has the irrevocable right to report any attack, including rape. Looking at ways the victim could have prevented his or her rape, rather than focusing on the rapist, creates stigma and shame that further prevent reporting and prosecution of rapists. Below is a discussion of rape and ways you can prevent and report it. HOWEVER, not following these precautions does not mean you no longer have the right to be safe and protected by the law.

What is Sexual Assault?
Sexual assault is non-consensual touching, groping, kissing and even sexual intercourse (rape). It can happen to anyone of any sex, gender, sexuality, race, etc. It can be committed by anyone, even friends and acquaintances. It is absolutely indiscriminate. This information is not meant to frighten, but instead to reveal how unpredictable rape can be. It is never the victims’ fault if they are sexually assaulted; only the rapist is to blame.

Consent
During your time on campus, you may hear different ideas about “consent.” The SAFE project in Laramie (an organization devoted to supporting sexual abuse victims) defines consent as the ability to say “yes” before engaging in sex, rather than just the ability to say “no.” Consensual sex can only happen between two conscious individuals who are able to verbally and non-verbally signal to one another that they are ready and willing. Forcing someone to drink alcohol to the point of near-consciousness or unconsciousness means that person is unable to consent to sex.

Alcohol
While choosing to drink alcohol should have nothing to do with being sexually assaulted, we need to mention that potential rapists very frequently use drugs and alcohol to make people vulnerable. Avoid taking drinks from someone that you did not see the person make; he or she may have laced the drink with more potent alcohol, or even drugs to incapacitate you. Do not leave your drink unattended at social gatherings. Do not let others pressure you into drinking more than you feel comfortable drinking. But, most importantly, remember that drinking alcohol or taking drugs does not mean that you are to blame if something happens to you. We mention this only to help students who are not familiar with drinking safety tips.

Do Not Be a Bystander
“Bystanders” are people who watch a crime happen and do nothing because they do not care or are afraid. Remember, helping others increases the chance that others will help you. If someone you know (or don’t know) becomes intoxicated, keep an eye on them and make sure they only leave with someone you can trust. If there is no one to drive them home, Laramie has a free nighttime taxi service called SafeRide (307-766-7433). It does not matter if you are intoxicated; SafeRide will drive anyone home. More information can be found at http://www.uwyo.edu/tap/transit/saferide.html. Finally, report any suspicious activity you witness immediately by simply dialing 911.

Reporting Sexual Assaults
The UW Police Department takes a firm, sympathetic stance on sexual assault: “Many victims of sexual assault suffer in silence, telling no one about what happened. Embarrassment, fear of unfamiliarity with the legal system and the availability of support services and fear of retaliation may all contribute to the report of a sexual assault. At UW, all reports of sexual assault are taken seriously, and all victims are treated with respect. In order to deal most effectively with sexual assault on campus, we must be aware of all assaults that occur. We strongly urge anyone who is a victim of sexual assault to report it promptly.”

If you are sexually assaulted, call or go to someone you trust immediately. Do not immediately shower or bathe. If you wish to change clothes, put the unwashed clothes in a plastic bag to take with you. The Laramie Ivinson Memorial Hospital, located on 255 N 30th St, has a group of Sexual Assault Nurse Examiners (SANE) who are professionally trained to conduct humane, compassionate medical examinations immediately following rape to supply evidence of the crime. Undergoing a medical exam does not mean you have to immediately press legal charges; the SANE will keep all physical evidence collected on record should the victim choose to report at a later date. Remember, nobody asks or deserves to be raped. Regardless of the circumstances, only the assailant is responsible for the assault. There is no excuse for this behavior. You are not to blame!

We recommend you call Laramie Safe Project at 745-3556 before or following your medical examination; they will provide an advocate (support person) to come immediately to support you. The advocate will go with you if you want to report the crime. The advocate can also accompany you for the medical examination. You can visit the UW counseling center in Knight Hall 341 (766-2187) or seek trauma treatment on campus by calling 766-2927 during normal hours of operation. You may also call the Dean of Students Office on campus
during office hours at 766-3296 or the Laramie Police Department at 911 anytime. Give them your location, and tell them you've been assaulted. The information will be treated confidentially.

4. FINANCIAL INFORMATION

American Currency
The basic unit of currency in the United States is the dollar (100 pennies or cents). Paper money is available in the amounts of $1, $2 (rarely used), $5, $10, $20 and $50. Larger denominations are available but not frequently used. Since all U.S. paper money is of the same size and color, you should be careful to look closely at the denomination when counting out the amount you need. It is not uncommon to make a mistake and give someone a $10 bill (another term for paper money) rather than a $1 bill.

Six coins are commonly used: the copper penny (one cent or one one-hundredth of a dollar), the nickel (five cents), the dime (ten cents), the quarter (25 cents or 1/4 of a dollar), the half-dollar (50 cents or one half of a dollar), and the new gold-covered $1.00 coin. You should always have some coins (called change) with you for pay telephones, copy machines, vending machines and general inexpensive items.

Banking
One of the first things you should do after you arrive in Laramie is to deposit your money in a bank. It is neither necessary nor practical to carry large amounts of cash with you. Your money is safe in a bank, and in some cases, it will earn you money in the form of interest. Although the function of banks is generally the same in most countries, there may be some differences in structure, procedures, and terminology. This section is designed to acquaint you with the banking system in the United States.

While U.S. banks offer a variety of services and accounts, we will deal only with checking and savings accounts and personal banking services. Banks are business establishments; they charge for some of their services. However, a savings account can earn you interest, and checking accounts are often free or very cheap.

Remember that services, costs, and interest payments are not the same in all banks. It is important to consider the quality of service, the fees, and the location of the bank when you make your selection.

Checking Account
If you open a checking account, called a "current account" in many countries, you can deposit cash or checks and use personal checks as a substitute for currency. There are several kinds of checking accounts. A regular account requires the payment of small fees for each check used, as well as a monthly maintenance fee. In a minimum balance account, checking services are available without charge if you leave some money in your account. The amount may range from $300-$500, depending on the bank. If the balance should go below the required minimum, you will be charged a fee.

Deposits may be made either in person or by mail. Soon after opening an account you will receive a personalized checkbook printed with your account number, full name, address and phone number. We suggest you have your local address and telephone number printed on your checks. A social security is used only for restricted purposes and should be treated as confidential; we suggest you not put it on your checks.

You can withdraw your money, make purchases, and pay debts with personal checks. Such checks will normally include the date, name of the person, or agency to which the money is to be paid, exact amount in numbers and words, and your signature. The bank you choose will provide you with simple instructions for making out checks and keeping records. Staff members at your bank can help you start.

It is important to keep a record of all payments and deposits you make. You should always keep your checkbook balanced and in agreement with the monthly statement you receive. If the bank's records disagree with your records, inform the bank immediately, and they will work with you to locate the error.

Businesses are very careful about accepting a check from someone they do not know. Usually they ask to see two pieces of identification, and one must have the person's photo on it (for example, your UW ID card or Wyoming driver's license or identity document).

We strongly suggest you use a checking account for a variety of reasons:

- The bank provides safety against loss or theft;
- It is convenient to make easy transfers to deposits for any purchases, to satisfy debts or to make withdrawals by writing checks;
- A canceled check serves as your receipt of payment
- You will receive periodic balance statements; and
- You can make withdrawals by mail.

Savings Accounts
It is a good idea to put your money for the entire year in a savings account. The bank will pay you interest on your deposit, depending on how much it is, and how long you leave it in the bank. You may make withdrawals, but you should find out how many withdrawals you can make in one month. You may also be able to transfer money to your checking account directly from savings. There are also special
accounts that offer higher amounts of interest, but they usually have restrictions on the use of your money. Usually the longer you leave the money in the bank, the higher the interest you will receive; early withdrawals may result in the loss of interest. In some cases, penalties on withdrawals may be avoided or reduced by giving 90 day written notification that you plan to withdraw your money. Remember, when you use a savings account, you can always earn some interest on your money.

**Personal Banking**

This service offers you banking privileges 24 hours a day, seven days a week. You will receive a special banking card and a personal identification number, enabling you to use the automatic teller machine at certain bank branches. Instructions on how to operate the machine will appear on its viewer. You can select the transactions you wish to make by following the instructions. This service enables you to make withdrawals and deposits, transfer funds from savings to checking accounts (and vice versa) and obtain your checking and savings balances. **A WORD OF CAUTION!!** Be very careful when using an automatic teller machine. People making withdrawals and deposits in large cities have been robbed. Be especially careful at night. Never give anyone else the opportunity to use your special bank card, even if the person offers to help. If you do not understand how to operate the machine, ask a bank employee to assist you.

International students could be victims of people who try to cheat them out of their money when using these “cash machines.” If you choose to use this convenient bank service, do so cautiously.

When you go to one of Laramie's banks to open one or more of these types of accounts, you may be required to fill out a signature card, present a University of Wyoming identification number, passport or social security number. Please refer to the list of banks in the Laramie area. Information on opening and maintaining different types of accounts is available at each bank.

Recommendations regarding your money:

- Keep most of your money in the bank.
- Do not carry large amounts of money with you; there is always the risk of losing it.
- Keep canceled checks in order, they serve as receipts.
- Keep your financial records in order.
- Carry your identification card(s) with you at all times; banks require them before cashing checks as do most stores.

**International Money Orders**

- **Foreign Bank Draft/Check:** a note issued by a foreign bank must first be “cleared” for collection. It may take anywhere from 10 days to six weeks (depending upon the circumstances) before you get the money. In the meantime, if you are maintaining an active account with them, some banks will issue you a cash letter/voucher that can be used until your money arrives. If the foreign bank draft is from a major U.S. bank's branch office outside the USA, the draft can be treated as an “out of state check” and can generally be “cleared” within one week. Check with Laramie banks about this service.
- **Wire Transfer:** A message is sent via cable to the USA guaranteeing the bank the funds are paid. When such a message arrives in Laramie, the cash can be paid at once. To use a wire transfer, the person sending you the money must pay the cable costs and know the correct wire transfer address of your bank. A wrong number will cause a delay. A wire transfer can take from two days to several weeks. You may have a charge here if you do not have an account with the Laramie bank processing the transfer. If you want the money in cash, you will need a picture I.D. to pick it up. Some banks can deposit the money directly into your account. Again, check with Laramie banks to find out which has this service.

**Check Cashing at the University of Wyoming**

Limited check cashing is available to students, staff and faculty in the Cashiers Office, Knight Hall, Room 170. You may write and cash checks up to $100 per week; make them out to the University of Wyoming. To cash a check you must show a valid UW I.D or driver's license. Hours are 9 a.m. to 4 p.m., Monday through Friday during the fall and spring semester, 8:30 a.m. to 3:30 p.m., Monday through Friday during the summer.

If a check is returned for insufficient funds, there is an additional charge. If it is taken care of within 15 days the charge is $15; after that time, the charge will match the value of the check. If three checks are returned for insufficient funds, you lose the privilege of cashing checks on campus for the remainder of your studies at UW.

Students may cash a personal check up to $10 in the University Bookstore with a valid UW I.D. The bookstore is located in the Wyoming Union and is open 8 a.m. to 5 p.m., Monday through Friday during the fall and spring semesters and 7:30 a.m. to 4:30 p.m. in the summer.

In addition, students living in the residence halls may cash personal checks up to $10 per day at the Washakie Center Information Desk. They must show a valid UW I.D. and have no outstanding debts with the university. During the fall and spring semesters, the desk is open from 8 a.m. to midnight seven days a week. Hours during the summer months and University holidays vary.

**A Guide to Financial Terminology**

- **BALANCE:** The amount available in a depositor's (your) bank account, representing the amount you are entitled to withdraw. It is the money you have in the bank.
- **BANK STATEMENT:** A periodic statement of your bank account that is sent to you to show all deposits made, checks written, and other charges during the period covered. The statement will show you current balance and may be sent with your canceled checks.
- **BARGAINING:** Most sellers in the U.S. do not bargain, although car salesmen, antique dealers, and people who hold garage sales are some who do. The price listed on a item is the price you will be expected to pay for it.
List of Laramie Banks

The following banks are located throughout Laramie and are relatively close to the University. Their addresses, telephone numbers, and lobby hours (subject to change) are noted below. The banks offering 24 hour automatic teller machines are indicated with an "*".

1st Interstate Bank *
221 Ivinson 721-4600
Lobby Hours: 9:00am-5:30 pm M-F; 9:00 to Noon Saturday
Drive Up Hours: 7:30 am-5:30 pm M-F; 9:00 - Noon Saturday

1st Interstate Bank - West Laramie Branch *
1771 Snowy Range Road 721-4600
Lobby Hours: 7:30am – 5:30 pm M-F

UW CAMPUS BRANCH – UW Union (ATM ONLY)
American National Bank *
3908 Grand Avenue 745-3619
Lobby Hours: 9:00 am - 5:00 pm M-F
Drive Up Hours: 8:00 am-5:30 pm M-F; 9:00 - Noon Saturday

Bank of the West *
222 Garfield 745-8881
Lobby Hours: 9:00 am - 5:00 pm M-F
Drive Up Hours: 8:00 am-5:30 pm M-F; 9:00 - Noon Saturday

US Bank *
568 North 3rd Street 755-5187
Lobby Hours: 9:00 am - 5:00 pm M-F

First National Bank *
2020 Grand Avenue 745-7351
Lobby Hours: 9:00 am - 5:00 pm M-F
Drive Up Hours: 8:30 am - 5:30 pm M-F; 9:00 - Noon Saturday

First National Bank - Downtown Branch *
501 Ivinson Ave. 742-4265
Lobby Hours: 9:00 am - 5:00 pm M-F
Drive Up Hours: 8:30 am - 5:30 pm M-F Only

Security 1st Savings & Loan *
608 Grand Avenue 721-2111
Lobby Hours: 9:00 am - 5:00 pm M-F
Drive Up Hours: 8:30 am - 5:30 pm M-F; 9:00 - Noon Saturday

UNIWO Credit Union *
1610 E. Reynolds 766-4800
Lobby Hours: 8:30 am-4:30 pm M-F
Drive Up Hours: 7:30 am - 5:30 pm M-F; 9:00 -1:00 Saturday

UW CAMPUS BRANCH: McWhinnie Hall 721-5600
Lobby Hours: 8:00 am – 5:00 pm M-F

5. COMMUNICATION IN THE UNITED STATES

The United States has one of the most modern, complex, and efficient communication systems in the world. Through the postal service, telephone, and telegraph systems you can easily communicate to almost all parts of the world.

Postal Services

The post office has many rules, regulations and pricing schedules for sending packages or letters. It is always a good idea to check with postal officials if you are mailing anything more than a standard letter or package. The city branch is located at 152 North 5th Street. There is a drop off for the U.S. Postal Service located on the UW campus in McWhinnie Hall, 766-4297. This is a limited resource and not a branch post office. There are also mailboxes throughout Laramie, including the residence halls, where you can mail letters. To call the local branch, dial 1-800-ASK USPS or 1-800-275-8777.
Types of First Class Mail
First class domestic mail is almost always sent by air, so you need not bother specifying airmail delivery for destinations in the United States. For more information, services and costs, consult the USPS website: https://www.usps.com/welcome.htm.

Telephone Services
Faculty, staff, and students have three types of phone service available.

Campus Phones
Located in every building and office on campus, these inter-university telephones may be used to call all other locations on campus and throughout the Laramie area at no cost.

If you live on campus: Local telephone service in the Residence Halls and University Apartments is free. If you are living in the dormitories, depending on the hall, you will need to ask the person at the front desk if it is possible to have a phone installed in your room (you will most likely have to pay for the phone yourself). All campus apartments (Riverrun, Spanish Walk, Landmark) are automatically equipped with a telephone. If you wish to make an international call, you will have to purchase an international calling card (below).

Cell Phones
Compare plans and prices before signing up. Be sure that the cell phone service carrier you choose provides good service in Laramie and the other areas you will be visiting. Many cell phone providers require social security numbers, but there are a few companies who have created cell phone plans specifically for international students who are not eligible for social security numbers.

Private Phones
Private phones are available only by arrangement with the telephone company. You will have to purchase your own phone equipment, and you will receive a monthly bill for the calls you have made.

• If you live off campus: Call Qwest Communications, 1-800-244-1111. A customer service representative will take your order over the telephone. Their hours are from 7 a.m. to 7 p.m., Monday through Friday, 9 a.m. to 1 p.m. on Saturday. Be prepared to give them the name of the long distance carrier you wish to use. To change later will require a fee. There may be no advance payment charge or required deposit. Your phone service should be in operation within a few business days. If you wish to purchase your own telephone unit instead of renting it from Qwest, you may do so at Wal-Mart, K-Mart, AT&T or some drug stores. To get long distance service or long distance calling cards, you should refer to a telephone book directory for company listings.

Calling Cards
Prepaid calling cards are cards you can buy at grocery stores, WalMart and Kmart, over the internet, etc., and use to call from any telephone locally or long distance. This is an alternative to having long distance service on your telephone line in your residence and can be less expensive to call overseas, depending on what type of card you buy.

Public or Pay Phones
These telephones can be found in all residence hall lobbies, most campus buildings, stores, and along some major highways. Local calls usually cost $0.35. The cost of long distance calls depends on the time of day, the day of the week, where you are calling, how long you talk, and the carrier. When you are making a long distance call at a pay phone, be certain you have a lot of change (nickels, dimes, and quarters) since you will be asked by the telephone operator to insert the exact amount.

How to use telephones
Telephone numbers in the U.S. have seven digits. In addition there is a three-digit “area code” designating the part of the country in which the phone number is located. The area code for Wyoming is (307). Area codes are typically used for making long-distance calls; however, ten-digit dialing is required in some larger cities, although you will not be charged an extra fee for those local calls.

A toll-free number is one for which the caller incurs no cost. Toll-free numbers begin with the following area code prefixes: 800, 877, 888, and 866. Although some toll-free numbers may have restricted access areas, most can be made from anywhere in the U.S., including from pay phones.

To call from one campus number to another, dial the last five digits. For example, to call ISS from another campus phone, dial 6-5193. To call ISS from an off campus location, dial the 766- prefix first, (i.e. 766-5193). To call a number off campus from an on campus phone, dial 9 first, then the number.

If the person or firm you are calling agrees to pay for the call, you can make a collect call by asking the operator to reverse the charges. For collect calls, follow the same procedure as for person to person calls. Dial 0, the area code, and the number; then tell the operator you wish to make a collect call and give your name.

If you need immediate assistance or in case of a real emergency, dial 911 for the ambulance, fire, or police departments. The charge for ambulance service is expensive, so if possible, ask a friend to take you to the emergency room at the hospital.

You will notice a series of outside telephones located throughout the UW campus. These telephones are connected directly to the University Police in the Ivinson Building. In addition, these telephones are monitored visually on closed circuit cameras. If you need
immediate assistance, pick up the receiver. You will be connected to the University Police who will respond to your situation quickly. These phones should only be used in case of an emergency.

Newspapers
Local newspapers are a good way for you to find off campus housing, film listings, entertainment and activity calendars, sales in local stores and general news. Laramie has one daily newspaper, the Laramie Daily Boomerang, which can be delivered to your home each weekday morning except Monday. In addition, there are a number of regional dailies available including the Casper Star Tribune, Wyoming Eagle Tribune, and the Denver Post that can be delivered to your home if you wish. Most of these newspapers offer a discount price for students, which is available during registration. Look in the Laramie telephone book under "newspapers" for the appropriate number.

The Branding Iron, published Tuesdays through Friday during the regular academic year, is UW's student newspaper. Available in a number of locations throughout the campus, the BI is a good source of information about campus news and activities.

6. HEALTH CARE IN THE UNITED STATES

At the University of Wyoming
The Student Health provides medical care for UW students. All full-time UW graduate and undergraduate students are eligible to use Student Health by paying their tuition and student fees. Part-time students may purchase the optional fee package each semester for eligibility. International faculty, staff, their dependents and dependents of UW students may not use the Health Service.

Student Health is open from 8 a.m. to 5 p.m., Monday through Friday, while the university is in session for the fall and spring semesters. During summer session, the hours are 7:30 a.m. to noon and 1 p.m. to 4:30 p.m., Monday through Friday. During the Christmas holiday and Spring Break the hours are 8 a.m. to noon and 1 p.m. to 5 p.m. The Student Health Service is closed evenings, weekends, and holidays. If you require medical treatment during these times, call the Ivinson Memorial Hospital emergency room, 255 North 30th street, 742-2141 ext. 2222 for advice. NOTE: You are responsible for the cost of care provided at the emergency room.

Student Health services may or may not resemble the medical services you are used to receiving. Western medical practices are likely to be different from those of your home country. You can expect the following:

Services Offered by the Student Health at UW
The clinic provides evaluation of medical problems and treatment of minor injuries. Other services include mental health counseling, orthopedic clinic, allergy screening and inoculations, immunizations, pharmacy and X-ray. Many of the services are covered by the mandatory health fee charged to full time students. The pharmacy, laboratory, X-ray, allergy screening, inoculations and immunizations all require an additional charge.

In the event that more specialized care is required, students can be referred to outside physicians or Ivinson Memorial Hospital (IMH) in Laramie. It is important that students requiring medical care be seen at Student Health Service FIRST to facilitate coverage by Student Medical Insurance.

Health Requirements for International Students at UW
All international students born after 1956 must have two MMR (measles, German measles and mumps) immunizations; the immunization is available at the Student Health Service for $50.

Tuberculosis: All international students must have a record of recent PPD and may need a chest X-ray. If none is available then a PPD ($5) is required. If the PPD is positive for a reaction, a PA and lateral chest X-ray ($90) is required. These charges are to be paid at the time the service is provided. If treatment for latent (inactive) tuberculosis is recommended, medication will be provided free of charge by the Wyoming Health Department and monitored monthly by the Student Health Service. Students with a positive PPD and positive chest X-ray will be treated on an individual basis.

Pharmacy
At the Student Health Service Pharmacy you may purchase medications at a lesser cost than local pharmacies. If a certain medication cannot be provided by the Student Health Service Pharmacy, you can ask for recommendations to other pharmacies, or call them yourself to check prices, before you order your prescription. Non-prescription medications are also available.

Orthopedic Clinic
Laramie orthopedic physicians consult at the Student Health Service weekly to treat primary orthopedic and sports injuries. Patients are referred to the clinic by an in house clinician.

How to Use Student Health
The following information will help you understand the policies and procedures of the University of Wyoming Student Health.

1. First, go to the reception desk and present your student I.D. card. The Student Health fee you pay at registration entitles you to unlimited office visits.
2. A receptionist will schedule an appointment for you with the appropriate health care professional. Usually, your appointment will be on the same day as your initial visit but not always. If you have an urgent medical problem, you will be evaluated immediately.

3. When you come back for your appointment, check in with the nurse. You will be seen by the appropriate physician, nurse or nurse practitioner.
   a. There may be a short wait to see the physician, nurse, or nurse practitioner. This may be caused by many other people seeking help, people with more severe illnesses who arrive after you, or people who have appointments before yours.
   b. If you want to request a specific individual to evaluate your medical concern, tell the receptionist.

4. After seeing the physician or nurse you may need to do the following:
   a. Respond to the instructions the physician or nurse has given you.
   b. Obtain medicine from the Student Health pharmacy.
   c. Make an appointment to see the physician or nurse again.

University Counseling Center
The University Counseling Center provides psychological services and personal development counseling for all UW students. The center (UCC) offers four programs: 1) counseling services (including counseling and brief psychotherapy, group counseling and programming, crisis intervention services, and campus outreach and consultation); 2) testing and assessment services; 3) drug education and prevention services; and 4) professional psychology training opportunities. Through these services, UCC staff works closely with both academic and non-academic offices to increase student success at UW.

All daytime services of the center are located on the third floor of Knight Hall. After hours and weekends, the crisis help-line phone number is 766-5179. Counseling and drug education services are free and confidential to all UW students. Appointments must be made in person with the receptionist. The center assures all students of its non-discriminatory policy in providing counseling and outreach services, and is committed to understanding and assisting with the unique needs of students with diverse and multicultural backgrounds. For more information, please contact the Counseling Center at Knight Hall, Room 341, 766-2187.

Using Ivinson Memorial Hospital 742-2141
(by Therese Skinner)
International students may need hospital services during their stay in the United States. If so, then please know that the U.S. hospital system can be confusing and intimidating. The employees at Laramie’s Ivinson Memorial Hospital [IMH] are available to help international students. Be sure to ask questions. The employees at the IMH are ready to answer any question you might have.

- **What information is necessary before I go to the hospital?**
  Before entering the hospital, write down the following items to make the process of admitting much easier:
  
  a. Full name, spelled out on a card. This will assist the hospital personnel with difficult names and native accents.
  b. Local address for billing and notification.
  c. Telephone numbers, both daytime and evening.
  d. Social security number or government identification number.
  e. Notification of allergies to medication.
  f. Guarantor’s name (the name of the person responsible for paying the bill no matter what insurance pays.)
  g. Insurance company’s name, policy number, address, and telephone number.
  h. Employer’s name, if any.
  i. Name and telephone number of a friend or relative who can be reached quickly in case of an emergency.

Keep a copy of this information in your wallet so if an emergency arises, you’re ready. This may save you any embarrassment of misunderstanding because of language and accent difference.

- **What is admitting?**
  The admitting desk is located through the emergency and admitting entrance on the eastern side of IMH. Information about you and your medical history is gathered here to ensure you receive the highest standard of care. After you have notified the admitting staff members of your arrival at the main admitting desk, someone will help you fill out the necessary forms. There may be a short wait if there are others ahead of you being admitted. You will be asked to read and fill out a consent form at this time to give the hospital authorization to treat you. At the same time, you (or your insurance company) agree to pay for the services.

- **What importance does insurance have?**
  The hospital will not refuse care to you or your family members if you do not have insurance. Wyoming State law ensures everyone receives quality health care. Often, international students do not understand they have to pay the costs of a hospital stay even if they have paid for insurance. This is because most insurance companies will pay either a limited amount, or the companies have a certain amount you must pay first (called a deductible.) The person helping you with admittance will explain the process [to you].

- **How do I pay?**
  The hospital will automatically bill your insurance for you, and you will receive a copy of the bill. A separate bill is issued for emergency care, radiology, or laboratory work, because each of these professionals works independently in the hospital. If it will be difficult for you to pay, ask the Cashier’s Office to create a payment plan for you.

- **Other Services**
  If you have seen a physician at Student Health before your arrival at IMH, they will phone the hospital to prepare them for the services you need. The hospital offers both emergency and outpatient services. "Emergency" means the hospital treats immediate injuries and accidents. Outpatient services include surgery, X-rays or laboratory tests that are not an emergency. These are also treatments and services that the Student Health Services do not provide.
Visiting a Physician’s Office
(by Lee Reckner)
Health care can be a very important issue in your life. If someone you love becomes sick or has an accident, then you must get help. University students may use the on-campus Student Health facilities, but their families must find care elsewhere. To find health care in Laramie, use the following information:

1. First, find a physician for your health care. Look under "Physicians" in the telephone directory. The listing may include Cheyenne, Denver, and Fort Collins. You may also ask other students, faculty, and staff members for references.
2. Now that you have selected a physician, call for an appointment. The receptionist will ask you a few routine questions. The information you give them is kept confidential for your medical files only.
3. When you have your initial appointment, a receptionist in the physician's waiting room will greet you. There are chairs for you to sit in and magazines to read while you wait to see the physician. The receptionist usually sits behind a desk in the center of the room. You will want to tell him or her that you are there and fill out any necessary forms. These forms are added to you and your family's medical history. Alert the physician of any diseases in your family. As before, this information is purely confidential and cannot be released without your consent.
4. Unfortunately, this care is not paid for by the government as in some countries. Health insurance pays for a portion of your medical bills. Insurance is recommended, and often required, for all families of international students. You are responsible for the deductible, approximately the first $350 of your medical costs for the year. After the deductible is satisfied, the insurance company pays a percentage of your remaining bills for the year. After the first visit to the physician, you will find the next one easier. One important reminder is to not be afraid to ask questions, as these people are here to serve you.

Student Health Insurance (All UW Int’l Students and Some Int’l Scholars)
When you enter a university in a country other than your own for the first time, there are many things that are new, confusing and overwhelming. The University of Wyoming wants to help you understand and work with our customs and laws. One of the more confusing things you may have to deal with in this country is health care.

Health care in the United States is completely different than most other countries. Physicians do not work for the government. Everyone has to pay for their own health care and insurance. There is no government insurance policy or program for people who are sick or injured. Medical costs in the United States are very high compared to many other countries. Consequently, having adequate health insurance in the U.S. is extremely important.

In accordance with UniReg 248, Section 4.e, "all international students attending the University of Wyoming are required to purchase the Student Health Insurance provided by the University of Wyoming." The only exception to this is if the student's government is providing and paying on an insurance policy for the student who meets or exceeds the coverage provided by the UW policy. If this is the case, you must provide documentation.

UW's International Student Health Insurance Policy is designed to give the best possible coverage and meet the unique needs of the international student for the lowest premium. These coverages include $50,000 for each injury or illness, $10,000 for medical evacuation to home country, and $7,500 for repatriation of remains to the home country. This policy also meets government standards for maternity coverage. You should contact the Student Health Insurance advocate for the current single, spouse and family rates. The office is located in the Student Health Building, Room 209, 766-3025.

Enrollment Requirements
When you arrive on campus, pick up an enrollment form from the Student Health advocate. A temporary or permanent Social Security number is needed to complete the form. You also have the option of insuring your family if your family members are living with you. There will be an additional cost.

At the beginning of each semester, the insurance premium will be automatically added to your tuition and fees bill. You will be required to pay this charge according to the University's payment due date. When you enroll for the spring semester you will be required to pay for the spring and summer months at the beginning of the spring semester. Payments are made at the Cashier's Office in Knight Hall, Room 170.

Filing an Insurance Claim
If you become ill or injured, you must first go to the Student Health Service. You must tell Student Health you have the International Student Health Insurance policy. The insurance company will pay for most X-rays and laboratory work done at Student Health, with no deductible, if done for an illness or injury. Insurance usually does not cover routine check-ups, physicals, and tests. There are other exclusions that are explained in both the Student Health Insurance brochure and the policy. If you need to be seen by a Laramie physician or go to the emergency room, the deductible will apply. If you need to be seen by a physician, a referral must be obtained from the Student Health Service. If they are not open, you may go to a local physician or the hospital emergency room. In both cases deductibles will apply according to the terms of the contract.
When you enroll for insurance, you will get an insurance I.D. card with your insurance policy number on it. Be sure and give this to the physician or the hospital when you check in.

Insurance claim forms are not necessary. The Student Health Insurance Advocate, Student Health Service, Room 209 will assist you in filing your claims.

Any questions you have about coverage, premiums or claims should be directed to the Student Health Insurance advocate. Hours are 8 am to noon, Monday through Friday in the Student Health Service, Room 209. The phone number is 766-3025. You will find the advocate knowledgeable and helpful.

7. CHILD CARE AND SCHOOLS IN LARAMIE

Child Care
(by Nevada Durand & Robin Fassero)
Most universities do not provide a child care service; therefore, it is the parent's responsibility to find an affordable child care service. Enrolling your child in day care may seem confusing and difficult at first, but it is a really simple process. You can have your child enrolled quickly by following a few simple steps. Laramie offers a wide variety of day care opportunities. Begin your search for one near your residence by looking in the Yellow Pages of the Laramie telephone directory under "Child Care" or refer to the listing below.

Learning about Day Care Centers
Once you have a list of day care centers, make another list of questions before you call them. Don't be afraid to ask questions; day care staff members are friendly and want to make it easy for you to enroll your child. The following questions are a good starting point:

1. What are your hours of business?
2. Are you open on holidays and weekends?
3. Is my child old enough to meet your age requirements for enrollment?
4. What is the cost per hour/ per week when my child is enrolled? (Currently prices vary from $1.60 to $2.50 per hour.)
5. What kinds of meals and snacks are served?
6. Will the children participate in field trips? If so, could you give me an example of the types of field trips you might offer?

IF YOU ARE NOT PLEASED WITH THE REPLIES YOU GET FROM A SPECIFIC DAY CARE CENTER, ELIMINATE IT FROM YOUR LIST!

Visiting a Day Care Facility
Once you have decided on a day care center, plan a special trip to visit. Most childcare centers will provide you with an informative handbook, describing payment schedules (whether the center prefers weekly or monthly payment), health policy, meals, visitation, child management policy, and teaching methods. The handbook also informs you about the center's daily schedule and what they will expect from you, the parent.

After receiving the handbook and asking additional questions, look around the day care center before filling out the enrollment forms. Request a tour, and ask yourself the following questions:

1. Are all areas safe and clean?
2. Are hot, nutritious meals available?
3. What activities for the children are taking place as you stroll through the center? Are they educational?
4. Are the children supervised?
5. How does the staff treat the children? Do the children seem happy and contented, or are they irritable and discontented?
6. Will your child be happy and contented in such a setting?

Enrolling a Child in Day Care
If all your questions are answered satisfactorily, you may choose to enroll your child on this visit or make an appointment to return later with the forms completed. To enroll your child, you will be required to bring along several types of information, including the following:
1. Proof of Immunizations—required by U.S. law except in cases of medical or religious exemption.
   NOTE: If your child lacks required immunizations, you may purchase them for $50 per immunization at Public Health located in Ivinson Memorial Hospital or through your local physician.
2. The list of the hours you will need childcare.
3. A list of your child's food restrictions and allergies, if any.
4. Additional telephone number of a local friend or relative to contact if you are ever unavailable when your child is in the center.
5. Lists of individuals who have permission to pick up your child from the center in case you are unable to do so.

Day care centers usually provide form(s), which require the following information:
1. Your full name, address, and daytime telephone number.
2. Your child's full name and date of birth.
3. Approximate hours and days care will be needed.
Additionally you will be required to sign two release forms:
1. A permission form for field trips away from the center.
2. A medical release form that allows the staff, in case of a serious emergency or sudden illness, to take appropriate action. Examples:
   - They might call your physician, emergency 911, or take the child to the Emergency Room at Ivinson Memorial Hospital.

   **NOTE:** All of the above information will be kept confidential in your child's personal file at the center. Once the child is no longer enrolled at the center, the information will be destroyed.

Remember that your child will be spending many hours in the day care center you choose. Find the facility best suited to your child's needs.

**Laramie Day Care Centers**

Many University of Wyoming international students require day care facilities for their children while they are in class or at work on their research. The following is a list of Laramie area day care facilities. If you find you need either part or full time day care for your children, you should contact:

**List of Laramie Day Care Centers**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>HOURS OF OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Beginnings</td>
<td>1474 North 19th</td>
<td>745-5755</td>
<td>6:30 am - 6:00 pm</td>
</tr>
<tr>
<td>Developmental Pre-School &amp; Day Care Center</td>
<td>715 Shields</td>
<td>742-6374</td>
<td>6:45 am - 6:00 pm</td>
</tr>
<tr>
<td>Hilltop Christian Day Care</td>
<td>1517 Canby</td>
<td>742-2822</td>
<td>7:00 am - 6:00 pm</td>
</tr>
<tr>
<td>Kiddie Cottage Day Care Center</td>
<td>2123 Garfield</td>
<td>742-2777</td>
<td>6:00 am - 6:00 pm</td>
</tr>
<tr>
<td>Kids Connection</td>
<td>506 South 21st</td>
<td>742-0127</td>
<td>6:30 am - 6:00 pm</td>
</tr>
<tr>
<td>Laramie Christian School</td>
<td>710 Garfield</td>
<td>745-7814</td>
<td>Contact for hours</td>
</tr>
<tr>
<td>Laramie Cooperative Preschool</td>
<td>1215 Gibbon</td>
<td>742-2745</td>
<td>Contact for hours</td>
</tr>
<tr>
<td>Laramie Head Start</td>
<td>710 Garfield</td>
<td>742-6792</td>
<td>8:00 am – 4:00pm</td>
</tr>
<tr>
<td>Laramie Preschool</td>
<td>1015 East Bradley</td>
<td>742-9099</td>
<td>Contact for hours</td>
</tr>
<tr>
<td>Laramie School-Age Childcare</td>
<td>Five Elementary School Locations</td>
<td>721-5269</td>
<td>Must Pre-Register Child</td>
</tr>
<tr>
<td>St. Laurence Elementary School</td>
<td>608 South 4th</td>
<td>742-6363</td>
<td>Contact for hours</td>
</tr>
<tr>
<td>Open School</td>
<td>414 South 24th</td>
<td>745-7256</td>
<td>7:30 am - 5:30 pm</td>
</tr>
<tr>
<td>UW Early Care and Education</td>
<td>250 North 30th</td>
<td>742-0578</td>
<td>7:30 am - 5:30 pm</td>
</tr>
</tbody>
</table>

**Public School Education**

(by Ed Repshire)

In the U.S., parents are responsible for seeing that their children receive an adequate education through the eighth grade (approximately ages 7 through 14.) Additional education is optional; however, many people continue formal education past high school. During this learning process, students must achieve levels of competency determined by the state. Two ways to achieve this requirement are private institutions or the public education system.

There are many options for education in this country. Consider all possibilities before you make a decision. In the search, don't be afraid to ask questions and be persistent. Information can be obtained from the Albany County School District at 721-4400 or at the Lab School office at 766-2155. Also, consult the telephone directory for local schools; talk to friends and your adviser or counselor.

Some things you need to know include: entrance requirements, paper work, waiting lists, remedial or advanced placement procedures, transportation, curriculum, meal plans, and the general treatment of international students. It is also a good idea to call ahead for an appointment to visit the school. People are usually very helpful, friendly, and patient, so don't be afraid to ask questions.

**Enrollment in a Laramie Public School**

After calling ahead and making an appointment, you will begin the enrollment procedure in the school principal's office. Usually, signs will direct you to the room, and a secretary will assist you. Children, teachers, and other people may be rushing around; don't be afraid to ask one of them for assistance. You may have to wait for the secretary to help you if it's a busy time of the school day.

The schools of Albany County are overseen by a district superintendent. Within each school, administrative decisions regarding discipline, admission, and other policies are handled by a principal. The principal enforces guidelines set forth by the school district. For instance, children may not be disciplined by the use of force. The principal oversees the work of the teachers and other staff in the school. Each teacher is in charge of one grade and is responsible for his or her classroom. Students must reach certain levels of competency by the end of the year, but teachers are granted a choice as to how these goals may be accomplished. In general, schools require that a student's transcripts be submitted to gain admission. Transcripts are a record of previous education and merits earned. These transcripts are used to help properly place the student at an acceptably challenging academic level. The school will be interested in knowing if immunizations are current, the name of the child's parent(s) or guardian, and where he or she can be reached during the day, a local address and birth date. All paper work and personal information is strictly confidential and available only to school administrators and the student's parents or guardian.
In Laramie, there are several public elementary schools. Their addresses and telephone numbers can be found in the Laramie phone directory's Yellow Pages under the category "Schools." The public education system in the United States is totally funded by the government through taxes. Transportation to and from school is provided by the school district buses at no charge. Lunch, occasional field trips and extra curricular activities are the only costs to the student and/or parent. The school provides a low cost lunch program, or the student may bring his or her own. Examples of extra curricular activities include trips to museums, zoos or other educational institutions. In Laramie, the admission of a student is entirely up to the individual school principal. If one school doesn't have the ability to meet the needs of a student, the principal may ask that your child be placed in another school where special education or training is available.

Students are divided into grades, kindergarten through sixth based on their age and past education. There is no placement exam. Each class has or is assigned a separate classroom. The curriculum is based around block classes of science, math, English and history. Other classes include physical education, art and music. A tutor is provided if language barriers are a problem.

University Lab School
An Albany County elementary preparatory school is located on the university campus. This Wyoming Lab School at Laramie can be found in Room 132 of the College of Education. The entrance is at the East End of the building, facing south, and the office is located six steps up on the right and the door is sometimes closed. It is polite to knock and then enter. If no one is there, have a seat and wait patiently.

There is a draw of names for admission. It provides classes for preschool (age 4) through ninth grade (age 15.) Two grades are placed together in one room to enhance learning. Some of the activities include: computers in every room, access to university facilities, such as the gym and a few laboratories, "open" classrooms, and an unrestrictive environment with an emphasis on inter-related learning. The "open" classroom with two grades in one includes activity stations. These stations are comprised of art centers; computers and reading areas designed to enhance instruction. In other words, Lab school tries to structure learning processes that build on each other, synthesizing information from math, science and other disciplines together. Lab School was designed to serve two purposes: educate Laramie youth and provide an environment in which university personnel and students may study new and creative teaching and learning techniques. An example of a study topic might be investigating young children's reasoning about beliefs and actions. The results gathered from these studies are confidential and must be pre-approved in writing by the student's parents. The studies are designed to benefit society and be a minimal risk to the student.

List of Laramie Public Schools

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELEMENTARY (KINDERGARTEN - 6TH GRADE)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beitel</td>
<td>811 South 17th</td>
<td>721-4436</td>
</tr>
<tr>
<td>Indian Paintbrush</td>
<td>1653 North 28th</td>
<td>721-4490</td>
</tr>
<tr>
<td>Linford</td>
<td>120 South Johnson</td>
<td>721-4439</td>
</tr>
<tr>
<td>Slade</td>
<td>1212 Baker</td>
<td>721-4446</td>
</tr>
<tr>
<td>Spring Creek</td>
<td>1203 Russell</td>
<td>721-4410</td>
</tr>
<tr>
<td>Snowy Range Academy Charter School</td>
<td>4037 Grand Ave.</td>
<td>745-9930</td>
</tr>
<tr>
<td>University Lab School</td>
<td>UW Campus</td>
<td>766-2155</td>
</tr>
<tr>
<td><strong>JUNIOR HIGH SCHOOL (GRADES 7-9)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laramie Junior High School</td>
<td>1355 North 22nd</td>
<td>721-4430</td>
</tr>
<tr>
<td><strong>SENIOR HIGH SCHOOL (GRADES 10-12)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laramie Senior High School</td>
<td>1275 North 11th</td>
<td>721-4420</td>
</tr>
<tr>
<td>Whiting Alternative High School</td>
<td>509 South 9th</td>
<td>721-4449</td>
</tr>
</tbody>
</table>
1. WHAT TO DO IN LARAMIE

Entertainment is easy to find in Laramie, with the University of Wyoming’s consistent contribution of numerous cultural events, our local museums, and coffee houses filled with art and very often, live music. There are movie theaters, colorful restaurants and sporting events galore!

Downtown
Laramie's shopping is made up of unique stores filled with interesting wonders, run by some of the friendliest shopkeepers you'll meet. Stores offering everything from antiques to contemporary clothing, coffee, books, imported goods, gourmet food and more thrive in downtown Laramie. In addition, Laramie has large national chains for your shopping convenience.

The Laramie Farmer’s Market is a wonderful attraction offered every summer and early fall. Every Friday from 3:00-7:00 PM the streets of downtown Laramie are filled with local farmers and vendors. This event is hosted by the Downtown Laramie Business Association.

Student Activities and Organizations
Nearly 200 student organizations exist and international students are active in many. While academic studies are often demanding enough to keep you busy, becoming active in a student organization can give you valuable learning and leadership experience, as well as offer a unique cultural lesson. For more information, contact the Campus Activities Center, located in the basement of the Wyoming Union. For information regarding events:

- Call the events Hotline at 766-5000 Option #3 for information about weekly events!
- To subscribe to the events list-serve, email us at cac@uwyo.edu!
- Check out the calendar of Wyoming Union and Recognized Student Organization Events on their Calendar Page at http://calendar.uwyo.edu/union/.

Recreational Opportunities for International Students and Scholars
Are you interested in exploring more of Wyoming or the United States, to visit such attractions as Vedauwoo rock formations, the North Platte River, Moab Utah, or even Baja Mexico? The Outdoor Adventure Program coordinates special learning experiences and trips for UW students to these and other exciting destinations. Many exciting student expeditions are offered throughout the year and they normally include transportation, meals, equipment, and lodging. When traveling you will either be camping in a camp ground or staying in a lodge or hotel; depending on the season and location. Many of these expeditions involve little or no strenuous activity; they are simply sight-seeing or learning adventures. Some past programs include:

Hiking In Vedauwoo State Recreation Area – A lovely afternoon exploring the outdoors near Laramie. Vedauwoo is a beautiful recreation area just outside Laramie with beaver ponds, and massive mounds of rock, it looks like something out of the “Flintstones”.

Thanksgiving rock climbing trip to Moab, UT – A fall study break in the Southwestern US, climbing on soft sandstone and feasting on camp turkey. Transportation, most meals, and camping equipment provided.

Many other learning/adventure activities – Please ask in the OAP office for specific dates, times, and costs for other programs, including: Caving trip to Cave Creek, Wilderness First Aid class, Fly Fishing clinics and fly fishing trip to the North Platte River, Medicine Bow Peak hike, Kayaking skills sessions, Introduction to Rock Climbing, Snowshoe outing in the Snowy Range Mountains, Cross-country skiing at Happy Jack Recreation Area, and a surfing trip to Baja Mexico!

FOR QUESTIONS OR TO SIGN UP – The Outdoor Adventure Program is located in the South Lobby of Half Acre Gym. Their phone number is 766-2402 and e-mail is oap@uwyo.edu. They are also on web at www.uwyo.edu/oap/.

Other Recreational Opportunities
The intramural sports and recreational programs at UW are extensive, and many students, faculty, staff, spouses, and dependents participate throughout the academic year.

Activities, programs, facility regulations, facilities schedules and recreational opportunities are explained in the Intramural Recreation Sports Handbook. Pick up a copy at the Wyoming Union Information Desk, Half-Acre Gym, Corbett Physical Education Building, or the Indoor Tennis Complex.

The intramural sports and recreation programs are open to all members of the University community. The Intramural Recreational Sports office does not assume responsibility for accidents or injuries incurred during intramural and recreational sports activities. Participants should be covered by personal insurance programs.
The Intramural Recreational Sports Program provides many opportunities for recreation and leisure activities, as well as instructional programs and club sports. For more information stop at the IM Sports Office in Half Acre Gym, Room 206, call 766-4175 or visit http://uwadmnuweb.uwyo.edu/imsports/.

City Parks & Recreation
Laramie is home to several wonderful community parks and recreational activities. These are maintained by the City of Laramie. For a complete listing, go to http://www.ci.laramie.wy.us/recreation/index.html.

Museums
There are many wonderful museums in Laramie. For a complete listing, please go to: http://laramie.org/page18.html. Here are just a few of the exciting museums in town. The UW Art Museum (2111 Willet Drive, 766-6622), The Laramie Plains Museum & Ivinson Mansion (603 Ivinson Ave., 742-4448) and the Wyoming Territorial Park (975 Snowy Range Road, 745-6161).

Guide to Laramie Restaurants

FINE DINING
- The Cavalryman
  4425 South 3rd
  745-5551
- The Old Corral
  Centennial
  745-5918
- Trading Post Restaurant & Saloon
  Centennial
  721-5074
- 1665 North 3rd
  745-5900
- Thai Spice
  204 South 3rd
  460-3440
- The New Mandarin
  1254 North 3rd
  742-8822

MEXICAN FOOD
- Almanza’s Mexican Food
  2615 Grand Avenue
  745-3762
- Bernie’s Mexican Food & Deli
  367 Snowy Range Road
  742-5425
- Corona Village
  421 Boswell Drive
  721–0167
- Corona Village – Andale Rapido
  2900 E. Grand Ave.
  745-5944
- El Zarape
  207 South 3rd St.
  742-9697
- Fat Burrito
  310 S. 17th
  742-1600
- Qdoba
  252 N. 3rd
  745-5111
- Taco Bell
  2121 Grand Avenue
  745-5008
- Taco John’s
  2114 Grand Avenue
  745-5085
- 1665 North 3rd
  745-5900

SPECIALTY DINING
- Altitude Chophouse and Brewery
  320 S. 2nd
  721-4031
- Applebee’s Neighborhood Grill and Bar
  3209 Grand Avenue
  745-3880
- Lovejoy’s Bar and Grill
  301 Grand Avenue
  745-0141
- Grand Avenue Pizza
  301 Grand Avenue
  721-2909
- Jeffrey’s Bistro
  123 Ivinson Avenue
  742-7046
- Library Sports Pub & Grille
  1622 Grand Avenue
  742-3900
- Sweet Melissa's Vegetarian Café
  213 S. First Street
  742-9607
- Turtle Rock Coffee, Etc.
  270 N. 9th
  745-3741

CASUAL DINING
- Arby’s Restaurant
  2148 Grand Avenue
  742-5559
- Bagelmakers
  252 North 3rd
  721-7000
- Bailey’s
  2410 Grand Avenue
  742-6411
- Beartree Tavern & Café
  Centennial
  742-2410
- Burger King
  3001 Grand Avenue
  742-8590
• Cherries  
1253 North 3rd  
745-5562  
or  
3103 Grand Avenue  
or  
1564 McCue  
742-6443

• C’K Chuck Wagon  
1502 South 3rd  
745-4578

• Coal Creek Coffee Co.  
110 East Grand Avenue  
745-7737

• Foster’s Country Corner  
I-80 & Snow Range Exit  
742-8371

• Gramma’s Olde Ice Cream Parlour  
1657 Snowy Range Road  
742-3194

• Iron Skillet Restaurant  
1855 West Curtis  
745-6475

• 3rd Street Bar & Grill  
3rd & Grand Avenue  
742-5522

• McDonald’s  
3000 Grand Avenue  
745-3600

• McDonald’s  
166 Snowy Range Road  
745-0006

• Library Sports Pub & Grille  
1622 Grand Avenue  
742-3900

• Shari’s  
666 North 3rd  
721-4813

• Sonic  
2510 Grand Avenue  
742-9395

• Subway  
1700 Grand Avenue  
742-4135

• Subway  
168 North 3rd  
745-9387

• Village Inn  
3225 East Grand Avenue  
745-5311

• Wendy’s  
742-0082

**PIZZA**

• Domino’s Pizza  
309 Flint  
742-0030

• Grand Avenue Pizza  
301 Grand Avenue  
721-2909

• Little Caesar’s Pizza  
570 North 3rd  
721-3181

• Papa John’s  
553 North 3rd  
742-7272

• Papa Murphy’s Take & Bake  
2111 E. Grand Ave.  
745-7676

• Pizza Hut  
1456 North 3rd  
742-8118

**ON THE UW CAMPUS**

• CJ’s Convenience Store  
Wyoming Union  
766-4015

• Elements Cafe  
Classroom Building

• The Gardens  
Wyoming Union – Lower Level  
766-3431

• Panda Express  
Wyoming Union

• Pita Pit  
Wyoming Union

• Rolling Mill Cafe  
Wyoming Union

• Rendezvous Cafe  
Ross Hall  
766-5297

**Tipping**

Tips, or service charges, are not added to the bill in U.S. hotels or restaurants. Nevertheless, tips are often expected and needed by employees. It is often customary to tip the waiter or waitress in a restaurant 15 - 20 percent of the amount of the check, if the service is satisfactory. Tips are not expected in cafeterias or “fast food” establishments. In a hotel, the bellhop who assists you to your room expects several dollars. Tip taxi drivers 15 - 20 percent of the fare. Other services like hairdressers and barbers usually expect tips also around 15 - 20 percent of the total bill.

**2. DRESS**

You will find that most people dress very casually on campus and, particularly during warm weather, most dress for comfort rather than fashion. Since, however, clothing is often considered an expression of one’s personality, there are no “rules” for what to wear to class, and you are free to wear what you prefer within good judgment and taste.

For more formal occasions (i.e., theater, dinner) a coat (sports jacket, sweaters) and tie are more appropriate for a man, and a dress or skirt/slacks and blouse for a woman. If you are invited out and are unsure what to wear, it is perfectly appropriate and acceptable to ask. Remember, too, that your native clothing is appropriate. In fact, it is quite acceptable.
3. HOLIDAYS IN THE UNITED STATES

The United States has adopted legislation which moves the celebration of several holidays to the Monday nearest the date of the event the holiday commemorates. The purpose of this legislation is to create as many three-day weekends (i.e., Saturday, Sunday, Monday) as possible during the year.

Some holidays are “legal” holidays. For these government, and most businesses are closed. Some are “state” holidays only, celebrated only in Wyoming and/or a few other states. These do not affect government offices or most businesses. While UW maintains office hours on most weekday holidays, it closes on New Year’s Day, Martin Luther King/Equality Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas.

- **January 1, New Year’s Day:** Celebration of New Year’s Day usually begins the evening before, on New Year’s Eve. It is common for groups of people to have a party to celebrate the coming of the New Year. This is a legal holiday; all state and federal offices are closed.
- **Martin Luther King’s Birthday/Equality Day:** The date varies. Birthday of the assassinated civil rights leader, this holiday recognizes Wyoming’s long standing commitment to equality for all people. This is a state holiday; state and federal offices are closed.
- **February 14, Valentines Day:** A day for lovers and close friends to exchange cards and small gifts.
- **Ash Wednesday:** Date varies. Marks the beginning of the 40-day period of Lent, a period of penitence and fasting in some Christian denominations. On Ash Wednesday, some Christians attend a church service during which small ash marks are placed on their foreheads to symbolize man’s ultimate return to dust.
- **March 17, St. Patrick’s Day:** A day dedicated to the patron saint of Ireland. Many people, especially of Irish descent, wear something green on this day.
- **Easter Sunday:** The date varies. Christians celebrate the resurrection of Jesus Christ.
- **April 1, April Fool’s Day:** People may play harmless jokes on one another on this day.
- **Earth Day:** April 22. A day to promote conservation and reuse of natural resources and protection of the environment.
- **Jewish Passover:** In April each year. The date varies.
- **Mother’s Day:** The second Sunday in May. Gifts, candy and/or special attention is given to mothers and grandmothers.
- **May 30, Memorial Day:** Celebrated on the 30th or nearest Monday in May. A legal holiday when homage is paid to U.S. soldiers who have died in previous wars. All state and federal offices are closed.
- **Father’s Day:** The third Sunday in June. Gifts, cards, and/or special attention are given to fathers and grandfathers.
- **June 14, Flag Day:** Flags are flown to mark the adoption of the U.S. flag.
- **July 4, Independence Day:** Usually called the fourth of July. Parades, fireworks and flags celebrate the signing of the U.S. Declaration of Independence from Great Britain. This is a legal holiday, all state and federal offices are closed.
- **Labor Day:** The first Monday of September. A legal holiday honoring all laborers or workers. All state and federal offices are closed.
- **Rosh Hashanah:** The date varies. This is the Jewish New Year.
- **Yom Kippur:** The date varies. This is a Jewish Day of Atonement.
- **October 12, Columbus Day:** Celebrated on the 12th or the nearest Monday in October. Commemorates the landing of explorer Christopher Columbus on the shores of North America. This is a federal holiday.
- **October 24, United Nations Day:** Speeches and events are held to draw attention to the United Nations and its worldwide efforts to bring peace to the world.
- **October 31, Halloween:** A children’s holiday associated with carving faces on pumpkins and making witches, cats and ghosts for decorations. Children often go to parties in costumes or go “trick or treating” in the early evening for a piece of candy or fruit. Young children should always be accompanied by an adult on this holiday, as there have been incidents of crime in recent years. Also, the candy children gather should be inspected carefully for harmful materials that should not be eaten. Candy wrapped at the factory is the safest.
- **Election Day:** The Tuesday after the first Monday in November. People may leave work for an hour to vote in municipal, county, state, and/or national elections.
- **November 11, Veteran’s Day:** The holiday honoring veterans of the armed services. Also marks the end of hostilities in the First World War. All federal offices are closed.
- **Thanksgiving Day:** The last Thursday in November. A harvest celebration, stemming from harvest-time festivities in the original Colonies. This is a legal holiday, state and federal offices are closed.
- **Hanukkah:** Usually late November, this eight-day Jewish holiday marks the rededication of the Temple by the Maccabees.
- **December 25, Christmas:** The major holiday in this country, Christmas began as a Christian celebration of the birth of Jesus Christ. It is now a widely celebrated day of feasting and gift giving. A mythical figure, Santa Claus, is said to visit the homes of sleeping children on the night of December 24 and leave gifts for them. All state and federal offices are closed.

4. RELIGION

Religion does not play as pervasive a role in the United States as it does in some other countries, for example, in Muslim countries or in countries where Catholicism is the official religion. The major religion in the United States is Christianity, but there is no official religion or established church that is supported by the government. Indeed, strong efforts are generally made to prevent any open governmental support for religious activities of any kind. The doctrine of “separation of church and state” is widely respected, and perceived deviations
from it over such matters as prayer in public schools cause vigorous debate. Religion is generally considered a private matter. People have their own beliefs, and they may or may not discuss them with others.

Visitors from abroad will find a wide range of religious practices in Laramie. Some people attend religious gatherings weekly and also participate in related social and service activities. Some attend gatherings irregularly, perhaps no more often than once or twice a year. And there are many citizens who do not practice any religion, perhaps because they do not believe in any particular religion or because they do not believe that “organized religion” adequately represents their own religious or philosophical beliefs.

5. FEDERAL AND STATE REGULATIONS

Social Security Number
You are not eligible for a Social Security Number (SSN) unless you are employed or hold a graduate assistantship (GA). To assist you in obtaining a Social Security number, the U.S. Social Security Administration sends representatives to Laramie from its district office in Cheyenne twice a year. Look for notification of their visits in early September and January.

If you need a number quickly, you can pick up a Social Security application from ISS and take it to the district office in Cheyenne for processing. Their office is located at 5353 Yellowstone. Questions should be directed to Mr. Virginia Sleezman at 307-772-2139.

To apply for a Social Security number you need:
1. A completed Social Security Application;
2. A letter from your employer; and
3. A letter of employment eligibility from ISS (students) or from your department (research scholars);
And copies of:
4. Your I-20 or DS 2019;
5. Your passport; and

After you receive your Social Security number you are responsible for notifying the Office of the Registrar, Knight Hall, Room 167. You should also notify Human Resources in Wyoming Hall, Room 139.

Taxes
All F and J visa holders must file a federal income tax return with the U.S. Internal Revenue Service (IRS), even if they have no source of income. It is extremely important to remain in strict compliance with U.S. tax regulations. Regulations change frequently, but information booklets and forms can be obtained from local banks, the post office, libraries, ISS and the IRS during the first months of the year. Those with U.S. source income must file by April 15th; those without U.S. source income must file by June 15th. Keep all your bank statements and records for five years.

Almost all international students, unless they are married to a U.S. citizen, permanent resident, or a resident alien for tax purposes, should file a 1040-NR form for non-residents. Non-resident aliens should not file form 1040-A or EZ.

If you are the recipient of a U.S. based grant or scholarship, you do not have to pay taxes on the amount of your grant that is used to pay your educational expenses (tuition and fees); however, the remainder of your grant is subject to tax. While ISS has some information, tax forms and handouts, specific information is available from the Internal Revenue Service 5353 Yellowstone Taxes Room 209 A, Cheyenne, WY 82001 1-800-829-1040. If you go to the IRS office, you will get assistance in filling out your tax forms. ISS does not provide individual tax consulting. Please remember tax laws are often subject to change; check each year on the current requirements. Every spring, ISS sponsors several workshops on taxes for international students. Watch for announcements in "The Talking Stick" for dates, times and locations of these special workshops.

I-9 Form
Employers are required by the U.S. Federal Government to verify the legal status of all employees. A simple form, the I-9, must be completed prior to the commencement of your employment. Two forms of identification must be presented to the employer to verify your eligibility for employment. The I.D. could include your passport, student I.D. and Social Security card. International students employed by the University of Wyoming complete the I-9 Form at Human Resources, Wyoming Hall, Room 139. Under no circumstances may you begin employment until this step has been completed.

W-4 Form
The U.S. Internal Revenue Service requires employers to withhold federal and state income taxes throughout the term of employment of all employees. There are some countries that have tax treaties with the United States. Inquire through the district Internal Revenue Office in Cheyenne to see if you are eligible for the benefits of any tax treaty. All employees must complete a W-4 form, regardless of tax treaty eligibility. If you are not eligible for any tax treaty benefits complete the W-4 form claiming "1" (one) allowance on line 4. Foreign nationals, in general, may not claim allowances for dependents. For more information, contact the IRS or the UW Payroll Office, Old Main, Room 107.

F.I.C.A. Tax ("Social Security" Tax)
F-1 and J-1 students are not required to pay Social Security taxes while employed in the United States. This tax, which stands for the Federal Income Compensatory Act, is usually withheld from paychecks, just as federal and state taxes are withheld. To be sure these taxes are not withheld from your income, contact the Payroll Office. J-2 dependents who have received authorization from the Immigration Service to pursue employment, must pay FICA taxes.

**Your Civil Rights**

Foreign nationals in the U.S. are subject to the same laws and guaranteed the same civil rights as U.S. citizens under the United States Constitution.

The Bill of Rights of the Constitution guarantees freedom of speech to all people, provided it is exercised in an orderly and peaceful manner. It also guarantees protection against improper arrest, investigation, or conviction. One has the right to remain silent if questioned, and the right to retain an attorney for defense in court. An attorney will be assigned by the court if the defendant cannot afford one. Above all, one is presumed innocent until proven guilty. The burden of proof lies with the prosecution to prove the accused is guilty.

Foreign nationals are subject to deportation if they commit violations in two main categories:

1) Violations of the requirements and conditions for entering the United States, and

2) Misconduct with the U.S. (drug laws that are very strictly enforced.) Convictions of a drug related crime might be grounds for deportation. It is illegal to smoke or possess any amounts of marijuana.

Contact ISS immediately if you receive an "Order to Show Cause" why a deportation order should not be issued, if you have reason to believe you might be subject to deportation or for any other legal problem.

**No Smoking Ordinance**

Laramie, like many communities in the United States, has a no smoking ordinance, prohibiting smoking in any public place except where a designated smoking sign is posted. All UW buildings are considered public places, and you are prohibited from smoking in them. Several buildings, however, have a designated smoking area. If you can't find a designated smoking area, ask someone where it is, or go outside.

The ordinance can be enforced by fines and/or arrest. The law was passed to assure non-smokers the right to breathe clean air. If someone tells you that you are smoking in an area not designated for smokers, you must put out your pipe, cigarette, or cigar immediately, or you could be subject to legal action. **NOTE:** Please remember that similar ordinances may be observed in other areas and locations during your travels in the United States.

**Liquor Laws & Policies**

Liquor laws in the U.S. are set by each state. In Wyoming, it is illegal to purchase or consume alcoholic beverages if you are under the age of 21. Any person of legal age who buys or gives alcoholic beverages to those under 21 may be subject to arrest. Public drunkenness and driving while intoxicated are also against the law. Even if you have only had a couple of drinks, have someone who has not been drinking, or a taxi, take you home. Store, restaurant, and bar owners and/or staff can be prosecuted for selling to or serving anyone under age 21, and they may ask for proof of your age. Since they are legally responsible, they may refuse to serve you if they have any doubt about your age and you do not have a driver's license, passport, or other proof of age.

All students are expected to comply with all laws and university policies relating to alcoholic beverages. Violators are subject to criminal prosecution and/or disciplinary action. University and Laramie resources are available for confidential counseling in these matters.

**Drug Laws & Policies**

In general, people may only possess and/or consume drugs that are prescribed by authorized medical personnel or government approved “over the counter” medicines available in drug stores and supermarkets. Narcotics laws are strict in the U.S., and violations are taken seriously by the criminal justice system.

All UW community members are expected to comply with federal, state, and local laws, as well as university policies, related to illegal drugs. Violators are subject to criminal prosecution and/or disciplinary action. University and Laramie resources are available for those who need confidential counseling for substance abuse problems.

**Customs**

Once you have passed the immigration inspection at the U.S. port of entry, you will be asked to declare to a U.S. customs inspector what you have brought into the country. Usually, you will fill out a declaration form on the place and make a verbal statement to the official, who may or may not inspect your baggage.

You may bring in anything for your personal use without paying duty, including clothing, jewelry, and sports equipment. Quantity limitations are paces on: alcoholic beverages (one liter=33.8 fluid ounces if you are over 21); cigarettes (one carton =200 cigarettes), cigars (100) and smoking tobacco (2 kilograms = 4.4 pounds.)

A total of $400 worth of gifts may be brought in duty free every six months. A value of more than $400 will be assessed duty.

Any amount of money may be brought into or taken out of the U.S. without paying duty. You must simply make an accurate determination of the amount you are carrying upon your arrival.
If you are carrying more than $10,000 in any form of currency or other negotiable (i.e., Traveler's Checks or cashier's checks) on you, you must declare it to customs. No duty will be assessed.

Certain articles may not be brought into the U.S., including meats, vegetables, fruits, plants, drugs without a physician's prescription, products made from endangered species, pornographic materials, lottery tickets, and switchblades. Items canned or otherwise hermetically sealed are acceptable.

For more information, contact the nearest U.S. consulate.

If Tragedy Should Strike…

Most people, including most Americans, do not often think about what questions might arise if a tragedy should strike them. For instance, there might be a question about what did the deceased person intend in regard to the distribution of the property or money that he owned prior to his death. Another question might be how can the transfer of property or money to another be accomplished quickly and easily after a death.

If you should die while you are in the United States, any property (such as a motor vehicle or an American bank account) that you own in the United States will be subject to American law. If you do not have a will (a formal document that states what you want to become of what you own), your property in the U.S. will not be automatically turned over to your next of kin. Certain legal procedures and/or legal documents must be initiated or prepared before your relatives can claim items of property such as vehicles or accounts. Even if you have a will, certain formalities must be met before those to whom you left your property in your will can claim it. Having a will is a very good idea, however, because a will clearly shows what you want to become of your property. In the U.S. it is common for husbands and wives to leave their property to each other in a will, or if both husband and wife should die together in an accident then to their children. But if you are not married and have no children, if you have a will prepared for you under American law, you can leave your property to anyone you want to have it.

In the United States, one way that people try to avoid the formalities of having property transferred as a result of wishes expressed in a will, is to hold property jointly with another person. Commonly in the U.S., husbands and wives hold property jointly. That is, if they purchase a motor vehicle, the title to the motor vehicle will be in the names of both husband and wife. If they have financial accounts of any kind, the accounts might be in the names of both husband and wife. The legal consequence of holding property jointly in the United States is that if one of the owners of the property should die, the property automatically becomes the sole property of the surviving owner without any need to have to go to court to transfer the property. Yes, husbands and wives can hold property jointly in the United States. In fact, any two or more people, related or not, can own property jointly. However, be aware that if you and your best friend open a joint bank account, for instance, your friend has an equal right, just as you do, to all the money in the account and should you die, the money remaining in the account will be, under law, the property of your friend.

It is possible that while you are living in the U.S., either foreseeable or unforeseen events might occur that prevent you from making decisions on your own regarding your property or your finances or even your health. You might be temporarily absent from the U.S. on a visit to your home country or tragically you might be involved in an accident that renders you unable to make decisions. Under American law, documents called powers of attorney are recognized. These documents, and there are many different kinds, are unable for you to transfer the power of attorney to transfer money from one of your accounts to another could be prepared. A power of attorney to sell your car could be drafted for you. There are even powers of attorney to transfer the decision making authority in regard to what kind of health care you might want to receive if involved in an accident to someone else. The person to whom you transfer this kind of power must be someone you trust completely and that person is under a legal duty to act in your best interests.

If you have questions in regard to American law and in particular in regard to American wills, powers of attorney, or the legal consequences of various kinds of property ownership in the United States you should contact:

Students' Attorney Office
128 Knight Hall
Telephone: 766-6347

6. TRAVELING IN THE UNITED STATES

In this country, individuals are free to come and go as they please. Consequently, we have a very “mobile” society. People frequently travel both short and long distances. This mobility applies to you as well. As long as you maintain the requirements of your particular visa, you are free to travel in this country as you please. You should make your travel plans and any necessary reservations well in advance, particularly if you will be traveling over a holiday period. International students, who will be leaving the U.S. for a holiday or vacation, MUST first stop at the International Students and Scholars Office to have their travel documents authorized for international travel.

Travel Safety Tips –

Be Aware: Many potential problems can be avoided by simply being aware of your environment.
Be Smart: If you have the choice of going down a dark alley or a lit street that looks safe, choose the street.
Be Informed: Keep up on the news through conversations, radio, Internet, or TV.
**Be Traceable:** Let people know where you are going. Leave a note with your roommate. E-mail your family the name and number of the place where you will be staying.

**Be Together:** It’s always safer to travel with a group or, at least, one other person.

**Listen to Your Gut:** That little voice in your head that says, “I don’t know why, but this doesn’t feel right” is a good voice to follow.

**Don’t Sell Your Passport or Buy/Transport Illegal Substances:** Just don’t.

**If It Sounds Too Good to Be True, It Probably Is:** Enough said about that.

**Know Where Your Consulate/Embassy is Located:** ISS has a listing of all these and will be happy to help you.
CULTURAL ADJUSTMENT

Here are some characteristics of American social relations that may help you to understand the American way of life and American citizens a little better.

1. CULTURE SHOCK

When you leave home and all the things with which you are familiar, you encounter many new and confusing situations. These situations naturally create stress; the reaction to this stress is called "culture shock."

Culture is a particular way of doing things. All people everywhere eat, talk, play, work and think, but not all people eat the same thing, talk the same language, play the same game, do the same work or think the same thoughts. When you leave your own culture and go to another, you naturally carry your own background and personality with you. On your arrival in the United States, you may experience a whole variety of different feelings and reactions:

- You may feel generally disoriented and confused;
- Feel nervous and unusually tired; want to sleep a lot or have trouble sleeping;
- Feel frustrated, hostile and angry towards the people in the new place;
- Become unusually angry over minor irritations; and
- Become dependent on others from your home country.

If you do experience these things, they are probably experiencing culture shock. Culture shock occurs when an individual leaves a familiar place and moves to an unfamiliar one. People experience culture shock in different ways. The food is not what you are used to and people look, speak and act differently from people at home. You may not be able to convey your full personality in English. Your family and friends are far away. As a result, you may feel confused or unsure of yourself. You may even have doubts about whether you made the right decision coming to the University of Wyoming.

For more information about the ongoing process of culture shock, we recommend reading the following webpage, authored by Gregory Trifonovitch, http://www.worldwide.edu/travel_planner/culture_shock.html.

Coping with culture shock requires special effort, but it is important to remember that you are not alone. Most international students experience culture shock during their first few weeks when they are in a new environment.

Some Suggestions for Coping with Culture Shock


1. Find people to interact with and ask them questions. As you take an interest in them, your feelings will have a focal point outside of yourself.
2. Surround yourself with familiar things. Choose a favorite jacket, a photo album, music, etc. Make your environment pleasant and supportive.
3. Slow down. Simplify your daily tasks. Relax and let your emotions catch up with the new environment around you.
4. Develop patterns. Following the same routine every day will help you grow accustomed to things. Minimize new, stressful tasks at first.
5. Express your feelings. Be artistic, sing, laugh, pray, cry, etc.
6. Re-examine your expectations. Don’t scold yourself for failures but rather accommodate the variables.
7. Keep working on language skills. If you make mistakes, which everybody does, keep trying. Also, keep your sense of humor. Being able to laugh at your mistakes will enable you to learn from them.
8. Acknowledge your feelings. The support you will get from friends and family who know you are feeling sad will warm you.
9. Make a few small decisions and carry them out. Success in carrying out these small decisions will increase your confidence.

Know that the stress which accompanies culture shock will go away if you allow the process of cultural adjustment to take place. It may take some time, a few weeks, months and maybe even longer for you to become comfortable in this new place.

Further suggestions to help you adjust include:

1. Examine your expectations: Are your expectations of the United States and Laramie reasonable? If you have unreasonable expectations then you may often be disappointed or become unhappy. Make an effort to be aware of your own preconceived ideas and stereotypes of the culture in the United States and in the Rocky Mountain West. With this in mind, try to interpret people’s behavior from their particular perspective. Be willing to test, adapt and change your own stereotypes to fit your new experience.

2. Avoid being overly influenced by dramatic events. Newcomers to a society may have a particular, very noticeable experience from which they generalize about the new society and the people who live in it. In fact, the experience might be very unusual, not a safe basis for generalization. This suggests that if you have a dramatic experience which you find influencing your opinions or feelings about the local people, you would be well advised to discuss the experience with other people and get an idea whether it is typical or unusual.
3. Realize how the status of your role here compares to the status to which you are accustomed. Different societies attach different importance to roles or positions; for example, in many countries, the role of “university student” or “professor” is accorded more respect or status than it is in the United States. It can be difficult to adjust to having a lower social status than you are accustomed to. It helps to recognize that you personally are not being downgraded, but that you happen to be in a society where respect is expressed differently than is the case at home.

4. Realize you may be treated as a stereotype. Foreigners anywhere are treated (at least at first) not as individuals but as representatives of groups to which they are perceived to belong. On many occasions, international students will be responded to as “a foreign student” or “a student from country X”. The nature of that response will depend on each native’s previous experience with and ideas about “foreign students” or “students from country X,” not on anything about you personally. Try not to let this discourage you. Avoid becoming angry with people. You may be able to start some interesting conversations about the subject of stereotypes—what people’s stereotypes are, where they came from, and so on. Remember that you probably have your own stereotypes about the host nationals.

5. Learn the local criteria for success. Find out what is considered a good performance in studies, research, social relations, and other aspects of your life here. You can get information about this from teachers, native students, secretaries, neighbors and many others.

6. Get involved: Remember, the more you put into the experience, the more you will learn from it. Try to make an effort to meet people, form friendships, get involved in activities, i.e., sports, music, movies, clubs/organizations, etc., and learn about others and their culture.

7. Remember, moving to a new culture is a learning experience: There is value in learning, experiencing, and understanding a way of life different than your own. It may surprise you to discover that you will learn things about your own culture that you may not have thought about before. It is a rare opportunity, not only to broaden your viewpoint, but also to mature personally and to realize and establish your values. Try to remember that thousands of people have come to Laramie from other countries and have survived (even when they arrived in the cold of winter).

8. Learn from the experience. Moving into a new culture can be the most fascinating and educational experience of your life. It gives you the opportunity to explore an entirely new way of living and compare it to your own. Here are some questions that you might try to answer as you encounter the local people:
   • How do they make friends?
   • How do friends treat each other?
   • Who respects whom, and how is respect shown?
   • What attitudes do they have about their families?
   • What is the relationship between males and females?
   • How do people spend their time? Why?
   • How do they deal with conflicts or disagreements?
   • What do they talk about?
   • What kind of evidence do they seek or use when evaluating an idea or trying to win an argument?
   You can compare the answers you get to the answers you would get to the same questions in your country, and you can help yourself develop a better understanding of your own society and of the one where you are living now.

9. Prepare for reverse culture shock when you return home. Almost all students who study in foreign countries experience some degree of culture shock in reverse when their studies are completed and they return home. Some students find these adjustments even more painful and difficult than the problems they faced when they first arrived, partly because they didn’t expect them at all. Among re-entry problems are those of identity and insecurity. There may be a need to make readjustments in lifestyle and interpersonal relations, family and community pressure to conform to, and frustration as a result of conflicting attitudes.

   Be aware that living in another culture, re-entry back to your own culture can cause anxieties. You may like to seek counseling or at least have an informal conversation about this with an International Students and Scholars staff member.

2. TRAITS OF AMERICANS

Although it is impossible to characterize the traits of a group of people, the following are certain generalizations that can be made about Americans as a whole. They should, however, be recognized as generalizations. Don’t be surprised if you find exceptions.

Individuality
Most U.S. citizens like to be treated as individuals rather than as members of a certain class or group. They dislike the implication that they are dependent upon other people. Families and friends are important, but individuals are expected to consider their own needs, desires, and values. People are also held individually accountable for things they have promised to do, and international students may find that they are expected to do more of their work independently than they are accustomed to at home.

Informality
In most cases, young people in the U.S. avoid elaborate social rituals. That is not to say that they do not value good manners, but they tend to prefer being casual and informal. Please do not take this casualness as a lack of respect.
Directness
Honesty and frankness are more integral to our culture than saving face. We may raise conversational issues which may be sensitive and embarrassing. Please try not to be offended. Frankness might appear to be rudeness, but in most cases, it is not intended that way. We are quick to get to the point and may not spend as much time on polite social talk as do many other nationalities. We also tend to ask many questions, some of which may appear to be unusual, uninformed, or elementary. Try to be patient in answering them, as they represent genuine interest in knowing more about you.

Achievement
The high value placed on achievement and equality leads Americans to compete with each other, and you’ll find both friendly and not so friendly competition everywhere. A style of friendly joking, getting the last word in, and the quick reply are subtle forms of competition here. Although such behavior is natural for us, it may appear quite overbearing to you or others. Although competitive, we also engage in cooperative behavior. Though a large part of cooperation stems from liking and wishing to help others, it may also be a way of achieving a goal. The idea behind this is to help the entire group accomplish a task. While this may appear opportunistic, the goal is to get things done and learn in the process so, in the future, the individual can succeed independently. If a group of students wants to study or work together on a project, be sure it is all right with the professor. Some see cooperation on a project as “cheating” unless they authorize it.

Being Direct
Discussing issues or ideas openly with other individuals is considered not only proper, but often a responsibility as well. We may even bring up issues that are sensitive or embarrassing to others. Exceptions are salary or age. In addition, we do not spend time on polite social talk, which many other nationalities do, particularly in a business situation. You may be surprised to find that the briefest of introductions is immediately followed by getting right to the point.

Non-Verbal Language
Perhaps one of the most common causes of misunderstanding between people from different cultures is lack of understanding of nonverbal signs and symbols, such as facial expressions, gestures, postures, and intonations that occur in all verbal exchanges.

It would never occur to most of us, for example, that handing someone something with his or her right hand may be more acceptable than with the left, yet in some cultures it is offensive to hand someone something with the left hand. Nor would it occur to a woman of this country that looking directly at a man could be interpreted as bold, flirtatious, or disrespectful. To her, it signals directness and honesty. The actual distance maintained between people while they talk varies from culture to culture, but there is no conscious thought about such things. In our culture, when a person arrives late for class, it is expected that you come in quietly, take a seat and join in at whatever point the discussion has evolved. In many other cultures, it is necessary to obtain permission from the instructor even to enter and be part of the class, but that is generally not the case here.

To avoid misunderstandings, keep in mind the possibility that the non-verbal language which you exchange with people from other cultures may not mean what it does in your own culture. Sometimes you may need to clarify your message or intent or ask your U.S. friend to clarify his or hers.

The Importance of Time
In the United States, time is treated like a tangible asset and is used carefully and productively. Being “on time” (arriving at the stated time) for class or meeting with advisers, instructors, or even with friends is often very important.

Appointments and Dates
Our attitude toward appointments is indicative of this philosophy. Since most daily activities are well planned; it is customary to make advance appointments for any visits to business or professional offices or to meet with most faculty members or university administrators.

Once you have made an appointment, punctuality is essential. If you fail to keep an appointment, it is extremely important for you to call and give an appropriate explanation. In addition, if you know you are going to be late, it is a good idea to call and inform the person you are meeting with that you will be delayed. If you are late, and have not called ahead, you may arrive at the place of the appointment to find your appointment taken by another person or the person you are meeting with to be abrupt and even unpleasant. Some faculty members, administrators, and health care professionals will cancel an appointment if you fail to be on time. Some may even charge you for a missed appointment. Finally, since public lectures, concerts and presentations begin on time, it is good to be punctual for these events as well.

Changing plans for an appointment or date does not present the same problems as breaking a date. If you have agreed to go to a movie and then decide that a party would be preferable, it is acceptable to call the other person and propose the change in plans. The other person can accept or decline the proposed change.

Accepting Invitations
“Drop in anytime” and “come see me soon” are idioms often used in social settings, but are seldom meant to be taken literally. It is wise to telephone ahead of time before visiting someone at home in this country. A written invitation to an event that says “RSVP” requires a response. Write a note or telephone to let the person who sent the invitation know whether or not you plan to attend the event.

Never accept an invitation unless you really plan to go. To refuse, it is enough to say, “Thank you for inviting me, but I will not be able to come.” If, after accepting, you are unable to attend, be sure to tell those expecting you as far in advance as possible that you will not be
there. When you are invited to a meal, explain to your prospective host ahead of time if there are foods you cannot eat. Cultural preferences and religious restrictions of diet are understood and respected. Your host will appreciate knowing in advance what foods and beverages to prepare so the meal can be enjoyed by everyone. If when you arrive there are foods you cannot eat, it is polite to merely say, “No, thank you,” when the food is passed to you. Most get-togethers have a lot of different foods, and there will no doubt be several dishes you can eat.

Although it is not necessarily expected for you to give a gift to your host, it is considered polite to do so, especially if you have been invited for a meal. Flowers, fruit or a small gift from your country are all appropriate. A thank you note or telephone call after the visit is also considered polite.

Gift Giving
To whom are gifts given? As a rule, gifts are given to relatives and close friends. They are sometimes given to people with whom one has a casual but friendly type of relationship, such as a host or hostess, but it is not necessary or even common for gifts to be given to such people. In other parts of the U.S., the giving of gifts to hostesses is more common than it is here. Gifts are not usually given to teachers or others who hold an official position. The offering of gifts in these situations is sometimes interpreted as an effort, possibly improper, to gain favorable treatment from that person.

When are gifts given? Christmas is the only national gift-giving day, when most Americans, with the exception of some adherents of non-Christian religions, give gifts. Otherwise, gifts are given on occasions which are special to the recipient—birthdays, graduation from high school or college, weddings, and child-births. Gifts are sometimes given when someone has a new house or is moving away. If you have visited several times for dinner, you may wish to bring a small token of appreciation for the host or hostess (or even offer to bring something tasty to share with the other dinner guests). Always bring a small gift when you are invited as a house guest for a visit lasting a day or more.

What gifts are appropriate? Generally, an effort is made to select a gift which the giver knows or supposes is one the recipient needs, wants, or would enjoy. The amount spent on the gift is something the giver can afford; generally, it is not expected that people on limited budgets will spend large amounts on gifts. Expensive gifts are to be expected only when the people involved have a very close relationship with each other. Cards, rather than gifts, are given to acquaintances who are not close friends. This is especially true at Christmas, when it is common for people to send cards to their acquaintances and business or school colleagues.

How are gifts acknowledged? If a gift is opened in the presence of the giver (as is often done), a verbal expression of thanks is appropriate. If a gift is opened in the absence of a giver, a thank-you note should be sent. The note should make specific mention of the particular gift that has been sent.

We usually give gifts only on special occasions such as Christmas, birthdays, or anniversaries. When giving gifts, it is advised that you not expect to receive something in return.

Personal Hygiene
Americans are extremely hygienic, perhaps too much depending on your perspective. For example, Americans bathe often and will also brush their teeth at least twice if not three times a day, as recommended by our dentists. Moreover, Americans are avid users of perfumes, colognes (masculine perfume) and body sprays/mists, which can be found in almost any supermarket and clothing store.

Depending on the culture you come from, you may find it useful during your first few months to evaluate if you are bathing and grooming frequently enough for American standards. You may find this obsession with personal cleanliness excessive, pointless and wasteful, but like anywhere in the world, standing out because of your personal odor will lead others to avoid you. Other Americans will not tell you if you smell bad, but know that they can be sensitive to offensive body and mouth odors.

3. RELATIONSHIPS

Names and Titles
American names generally have three parts: first (or given) name, middle name or initial, and last (family) name. In most cases, the first name appears first, then the middle name or initial (if it is used—often it is not), and finally the last name. For example, “I would like you to meet my friend, Albert Einstein.” On many forms and applications, though, the last name is listed first, followed by a comma and then the first and middle initial. For example, a person named John Fitzgerald Kennedy would probably give his name as Kennedy, John F., on official forms.

First names are used in the U.S. more frequently than elsewhere. People usually call each other by their first names immediately after they have met. These general rules apply:

- Address people of your own approximate age and status by first name. This would apply to fellow students and neighbors.
- If the other person is clearly older than you, you should use Mr., Mrs., Miss, Ms., or Dr. and the last name. For example, you would address Marlon Brando as “Mr. Brando.” The older person will probably address you by your first name from the beginning. Ms., pronounced “Mizz,” is used for both unmarried and married females. Faculty with a doctoral degree and medical or dental doctors should be addressed with Dr.
• If the other person has a title such as “Ambassador” or “Dean,” use that title and the last name. For example, you would address Senator Edward Kennedy as “Senator Kennedy.” Any faculty member can be addressed as “Professor,” whether he or she holds the rank of assistant professor, associate professor, or full professor.

• If someone asks you to address him or her by first name, you should feel free to do so.

• Americans do not use a title followed by a first name. For example, you would not address Elizabeth Taylor as “Miss Elizabeth,” but as “Miss Taylor” or, if she asked you to, as “Elizabeth.”

• The use of “nick names” is fairly common among Americans. A nick name is not the person’s real name, but a name assigned because of certain physical characteristics, behavior patterns, a shortened version of their first name, or some other factor. Being called by a nick name is usually an indication that you are viewed with friendly affection.

• If you are in doubt about what to call a person, ask the person, “What should I call you?” Conversely, Americans will sometimes be confused about what to call you. If you see that a person does not know what to call you, tell him. Say, “You can call me __________.”

Ritual Greetings
When two people are first introduced, the dialogue goes, “Hello, how are you?” “Fine, thank you. How are you?” “Fine, thanks,” or less formally, “Hi. Nice to meet you.” After the first meeting, there are two kinds of greetings. The more formal is “Good morning,” “Good afternoon,” etc. The less formal is simply “Hello” or just “Hi.” Any of these may be followed by “How are you?” or even “How’s it going?” The answer is usually “Fine, and you?” whether you are fine or not. A stranger will feel uncomfortable if you take their time complaining about your day when they were just being polite.

While not all Americans are like this, it is common for them to ask each other how they are doing as a polite gesture and not out of genuine interest. Don’t be offended if someone asks you how you are doing even as they are already turning away to go about their business. With acquaintances or friends, you are permitted to give a more elaborate answer than the standard “fine, thanks,” given how well you know the person and how you are actually doing.

The American ritual parting remark, “see you later,” or “see ya,” means “goodbye,” and only lightly implies that the person expects to see you again soon. You would not say “see you later” when you know you will not be seeing the other person for some time.

Making Friends
How people in the U.S. form and maintain friendships may be a difficult thing for international students to understand. We tend to make social contact easily. Sometimes these contacts lead to lasting friendships and sometimes they do not. In our mobile society, friendships can be very casual and transitory. You will probably be greeted by many residents with considerable warmth, only to find that friendships do not always result. United States citizens have many interests and engage in a variety of activities, so the warmth expressed in one meeting between individuals, while genuine and sincere, may be confined to that occasion.

Among college-aged people, it is common to meet someone at social gatherings (such as parties or dinners) and only become that person’s friend after several other greetings at other social gatherings. If you genuinely are interested in becoming someone’s friend (and feel the feeling is reciprocated) you can speed things along by asking that person if they have a phone number or a Facebook where you could reach them. Follow up with that person and invite them to do something, such as go to another social gathering together or maybe visit one-on-one over coffee. Don’t be offended if the person refuses because they are busy; college can be stressful and not everyone prioritizes socialization during their studies.

Living with Students
One of the many positive aspects of your stay in the United States will be the opportunity you will have to get to know our students. However, since many U.S. students are uncomfortable about their lack of world travel and their limited knowledge of languages, they may be difficult to get to know, appear somewhat indifferent at times, or even unhelpful to foreigners. If you keep trying, however you will find that most are warm, friendly, helpful, and very interested in learning about you and your country.

We expect that one of the first impressions you will have of living or working on-campus is one of noise: loud stereos, televisions, computers, phones etc. Some of our students are convinced that loud background music makes it easier for them to study or work. However, most students lower the volume or talk more quietly when asked. But, please don’t expect them to be completely quiet most of the time.

You will also find many students to be jovial and fun loving. While most study hard, they also play hard. Leisure activities include informal parties, movies, and recreational sports. Students also laugh at themselves a great deal and enjoy kidding one another. If someone makes a joke at your expense, please realize that it is done good-naturedly and is usually a sign that that person considers you a friend.

Finally, don’t be afraid of asking other students questions. Most enjoy being helpful.

Dating
Social customs in the U.S. may seem strange to you at first. Visitors are often surprised at the informality between men and women here. Our women are generally less inhibited or shy than women from other countries. This relaxed, easy, and independent attitude may be misunderstood by people who come from more traditional societies in which the woman’s role is much more restricted. In the United
Generally, an invitation for a date comes from the man, but this is not always the case. If you want to get to know someone, it is often wise to ask the person to join you for coffee or a soda or even to get together to study. These short sessions may prove to be the beginning of a strong and lasting friendship. On weekends, one person may invite another person for an evening date to dinner, a concert, athletic event, or a movie. Remember, however, that two or three dates do not indicate an intimate relationship. It is possible that steady dating could go on for a while without necessarily maturing into a durable or lasting relationship.

While Americans are very direct, it is not common for someone to directly state that he or she does not want to go out. It is also considered impolite and inconsiderate to break a date (cancel) without giving prior notice to the person. A date should be broken only for compelling reasons; otherwise, the person will assume you have changed your mind or do not want to go out and may be hurt and insulted. You can change your plans if the other party is agreeable. Also, the one who issued the invitation should offer to pay for any expenses related to the date. However, students are often on restricted allowances and, with mutual consent, may decide to share expenses.

Dating does not presume a sexual involvement or a long-term emotional commitment. In practical terms, a date implies nothing more than an agreement to meet at a specified time and place for a social event. The “Hollywood” image of U.S. morals and sexuality is often misleading to visitors from other countries, since our films often depict serious sexual relationships resulting after a brief friendship or dating relationship. In addition, our tendency to speak freely and use sexual references in conversation can lead to further misunderstandings. While there is little doubt that we have less fear in becoming sexually involved than in many other cultures, it is also true that every individual is respected for his or her own personal values regarding dating, sex, and relationships. Do not interpret open sexual language as a sign of permissiveness or sexual interest. You are not obligated to engage in any sexual activity because you have accepted a date from another person. Sexual harassment, acquaintance rape, and rape are very serious offenses in this country and at the University of Wyoming.

**Technology**

Social technology is very popular in the U.S. and is rapidly changing. You will have most likely heard of Facebook and other social media platforms (Twitter, Tumblr, Google +, etc.) but may not have had access to these websites in your home country. While they do not guarantee lasting friendships, many people your age in the U.S. depend on these websites and will try to use them to contact you or interact with you. While it is advisable that you carry a cell phone during your time in the U.S. for basic communication, do not feel pressured to use social media if you feel it will distract you from your studies or create superficial relationships. But, know that many young Americans will be confused to hear that you do not use some form of social media and expect to put in some extra effort to stay in touch with new friends.

**A Final Word**

If you have difficulty in understanding campus ways and social life, do not hesitate to talk with your fellow students, the staff of *International Students and Scholars*, the *Dean of Students Office* or the *Counseling Center*. Social relationships may be very different here than in your country, but this does not mean that you should feel pressured to abandon customs and beliefs that are important to you. Do what comes naturally and feels comfortable to you and you may find that Americans find your social personality refreshing and magnetic, but always take care to gauge the reactions of others and adjust your behavior if you feel you are being offensive. Try to keep an open mind and a sense of humor while exploring this new culture. With time, patience, and goodwill, you will discover that this initial period of transition and adjustment can present a variety of challenging, but very rewarding experiences.
EDUCATION IN THE USA

The following characteristics can help you understand how U.S. cultural values influence behaviors and expectations in the classroom. The value placed on individualism, achievement, importance of time, work ethic and pragmatism are evaluated in the following section.

1. CHARACTERISTICS OF THE U.S. ACADEMIC ENVIRONMENT

The U.S. cultural values listed in the previous section shape the academic environment in the following ways:

1. Active classroom participation is expected.
2. Time pressure is high—often there are many small assignments due each week—and time management is an important skill to develop.
3. Critical thinking must be developed.
4. Independent thinking is highly valued.
5. Presenting ideas concisely in class is expected.
6. Assignments (reading, writing, homework, tests) are numerous.
7. Competition is a common mind-set.
8. Achievement and hard work are highly valued; the finished product is most important.
9. Students must be responsible for themselves.
10. Equality—all students should be treated equally.
11. Informality is normal.
12. Direct and straightforward communication is expected.
13. Friendship is usually based on doing things in common—sports, studying, etc.
14. Combining theory and practice—the practical application of ideas—is emphasized.
15. Problem-solving orientation—“If it’s broken, we ought to be able to fix it!”
16. The scientific method and the use of logical proof are emphasized academically.

Developed by Dr. R. M. Paige and S. L. Smith, University of Minnesota, October 1988; revised by R. Stuck, 1993.

2. GOALS OF THE ACADEMIC SYSTEM

Broad Education
The American academic system, as a whole, is intended to provide a broad education for as many people as possible. There is no screening examination, which directs a student, at an early age, into an academic or non-academic area. A high proportion of the population completes secondary school, which is not as challenging as it is in countries where access to education is more limited. A significant proportion of the population attempts some kind of post-secondary education and post-secondary study, and the undergraduate level is again not as challenging as it is in some other systems. You may be disconcerted to find that Americans who have completed many years of formal education do not seem as well educated as people at home who have had a comparable amount of education.

Specialization
The American educational system also produces specialists, people who have studied a limited range of topics in depth. Specialization comes later in the U.S. system than it does in most others. It is not until the third (“junior”) year of undergraduate work that students concentrate on their “major” field. There is further specialization in graduate work, especially as students undertake research for a thesis or dissertation.

Evaluation
It is considered important here to evaluate the work that students do in each class. Therefore, there is a “grading system,” which is used to rank and compare students’ academic work. A student’s grades receive considerable attention in competition for scholarships and fellowships, for admission to universities and graduate schools, and for jobs.

Adapted from University of Denver, International Student and Scholar Handbook

3. KEYS TO ACADEMIC SUCCESS

The American academic system differs from all others in the world. To succeed in it, you will need to learn how it is organized and how it works. You will need to learn, as the Americans say, “how to play the game.” Listed below are some suggestions that you should keep in mind as you begin your studies. You will learn more of the informal rules for academic success as you undertake courses and have the opportunity to talk with experienced students in your field of study. The more you discuss topics such as these with experienced students, the sooner you will be able to develop a helpful understanding of the way in which your academic department functions.
Understand the Student’s Goal
In the American educational system, the best student is the one with the highest grade-point average. Getting the highest possible GPA means getting the highest possible grade in each class, not just those classes in which you are particularly interested. Within each class, getting the highest grade means getting the highest mark on each assignment and examination. Academic success in the American system requires consistent, disciplined studying for all assignments, examinations, and courses.

Evaluate Your Expectations
Keep in mind that a period of adjustment to a new educational system is necessary before you will be able to perform to the best of your ability. In general, international students earn lower grades during their first semester in this country. Then, as they become accustomed to the system and as their English improves, their grades improve. If you need assistance with your academic writing skills, grammar, or pronunciation, contact the ESL program at Hoyt Hall 116, esl@uwyo.edu, or 766-4176.

Select Your Courses Wisely
Especially during your first semester, do not take more courses than necessary. Make sure you have a combination of more demanding and less demanding courses, rather than only “difficult” ones that require unusually heavy amounts of work. When arranging your course schedule, consult not only your academic advisor, but also experienced students who are familiar with available courses and teachers. You may be tempted to take more courses than necessary in order to try to earn your degree faster. The usual result of taking too many courses is discouragement and poor academic performance.

Work Hard from the Beginning
It is not possible, in the American system of higher education, to wait until the latter part of the semester to begin studying. If you do not begin studying on the first day of classes, you are likely to get behind and experience academic difficulty.

Know How to Study
The study habits that were appropriate for the educational system in your country may not be appropriate here. You may have to learn to approach your studies in a different way while you are studying at a U.S. institution.

Talk With Your Teachers
Teachers here expect students to ask questions in class or immediately following class. They expect students to see them in their offices when the students are having problems in class. If you are not doing well in a class and you do not see the teacher to discuss the situation, the teacher is likely to assume that you are not really interested in his or her class. In other words, most teachers will have a negative or at best indifferent evaluation of a student who never raises questions or challenges in the class, or who does not visit the teacher outside of the class to discuss any academic difficulties he or she is experiencing.

Ask Questions
Any time you feel unsure of what is expected of you in a class, or of some aspect of the material being presented, ask the teacher and some of your fellow students about it. If you do not ask, it will be assumed that you understand everything or that you are not interested.

Understand the Assumptions behind the Educational System
From your past experience in other educational systems, you have developed certain assumptions about the nature and purposes of education, and about the way your field of interest should be studied. For example, you may have been taught that it is important to be able to memorize large quantities of information that are provided by professors, authors, or other experts. Here, by contrast, you may find that being able to memorize material is less important than being able to synthesize (that is, bring together and mix in a new way) material from many sources, developing your own ideas and viewpoints. U.S. faculty members tend to agree that learning how to approach studies independently and to develop one’s own approaches and ideas is the most difficult task facing new international students, especially at the graduate level. It is important for you to realize that differences of this kind exist between the U.S. and other education systems, and that you will have to adjust your thinking if you are going to succeed academically. Whether or not you personally accept the values of the education system here, you will have to act in accordance with them while you are here.

Further Strategies for Success
On the first day of class, students should get the following information and keep it for future reference:

1. The instructor's name, office location and office hours. Please note: All instructors are required to keep certain hours when they will be available for consultation with individual students. If you find that you are having difficulty with the course or simply have questions concerning the course, you should feel free to go to your instructor during office hours or make a special appointment. Be sure to arrive at the appointed time. If you find you cannot keep an appointment or you will be late, call the instructor with your change of plans;
2. How many tests, quizzes, reports, papers will be required and exactly how your final grade will be determined. In the U.S. system you are usually graded on an accumulation of scores on a variety of exercises rather than on one big examination at the end of the semester. Moreover, it is up to each instructor to devise a grading system. Therefore, you will find the requirements for each class different according to the grading methods of the instructor; and
3. An understanding of what is expected of you in each course (typically outlined in the course syllabus). Specifically, you should be aware of:
   a) **Title and authors of books you will be required to purchase**, as well as other books you may be required to read that may be "on reserve" in the library. Often an instructor will require readings out of journals or library books. The library holds these books in a special section called the "Reserve Collection." You may borrow these books for a limited time to complete your reading assignments. These reading assignments are usually supplementary to the basic text;
   b) **Whether or not your instructor will allow "make-up" tests/quizzes.** A make-up test or quiz is given to a student who, for reasons of illness or accident, misses a scheduled test or quiz. Make-ups are usually permitted only when an illness or accident requires a doctor's care; and
   c) **The attendance policy for the course.** Find out how many unexcused absences the instructor allows before he or she considers lowering your grade.
   d) **Be sure to turn off or silence your cell phone during classes.** Many faculty and students take exception to the rudeness of a cell phone going off during a class or other activity.

**Study Skills**
Different academic systems reward different kinds of mental activity. Individuals may come from a system where the successful student was one who could memorize the largest amount of material or master the work of one particular scholar. The system here in the United States may require different study skills than those, which brought you success at home. In the U.S., the students who are rewarded are those who can study a large amount of material concerning a broad range of subjects and then synthesize the information from these sources. To succeed in this system, it is important that you:

1. **Organize your time.** There is usually a lot of work to do in a short amount of time. Make a schedule for the entire semester by looking at the course outlines.
2. **Read effectively.** You will not be able to memorize all the material or even study it all in depth. You will be expected to familiarize yourself with the main points. To draw the main points from a large number of readings, here are some things you can do.
   a) **Skim** - look over a reading assignment quickly, paying attention to the table of contents (if it is an entire book), the titles of the chapters, the headings of the various sections of the chapters, the "topic sentences" that begin most paragraphs and the summary paragraphs or sections;
   b) **Read** - go over the material again, this time more carefully, looking for the main points and the conclusions. Write down notes about the main points, following the outline of the reading itself;
   c) **Question** - don't just accept what the author says. Ask questions about it. Why is the writer saying this? What is the evidence for that?; and
   d) **Review** - skim it again; look at your notes again. Try to retain in your mind the main points of the reading.

Adapted from University of Denver, International Student and Scholar Handbook

### 4. ORGANIZATION OF THE ACADEMIC SYSTEM

**Privacy of Student Records**
The International Students and Scholars office holds all student records in confidence with the laws of the United States and policies of the University of Wyoming. Files containing personal information that are kept in this office are not available to any person or agency, except as the law provides. The director, immigration coordinator, and the staff are very careful to protect the privacy of each student.

By law the university, including ISS, is authorized to disclose only "directory information" to the public. This information is limited to:

1. Name
2. Local address
3. Telephone listing (local and permanent)
4. Permanent address
5. College
6. Major field of study
7. Dates of registered attendance
8. Degrees and awards received and respective dates
9. Classifications
10. E-mail address

UW cannot and will not release other information (such as academic standing or financial support) except (1) to school officials within the institution having a legitimate educational interest; (2) to federal and state educational authorities concerned with auditing government supported educational programs, provided that the personal identity of students is protected; (3) to officials at an institution to which a student is applying; (4) under a court order for which a student has advance notice or; (5) in an emergency situation where human life is in danger. ISS respects your right to privacy.

**University of Wyoming Organizational Structure**
Most American colleges and universities have the same basic structure. A board of trustees ultimately decides policy for the institution. Boards like the UW Board of Trustees, are usually made up of prominent business people and leaders from throughout the community and/or the state. The board appoints the chief officer called a chancellor or president of the institution, who is responsible for the overall operation of the college or university.

One significant difference between state and private institutions is how members of the board of trustees are selected. At UW, like many public institutions, the political governing body to which the institution reports appoints them. In the state of Wyoming, the governor appoints the members of the board. In fact, Wyoming’s governor sits on the board as an ex-officio member. At private institutions, members of the existing board of trustees, often upon the recommendation and counsel of administrators, faculty, alumni, and students usually nominate new board members. You should note that at UW, the president of the Associated Students of the University of Wyoming (ASUW), sits on the Board of Trustees and is active in decisions that will affect the university in general and students in particular. In some states, citizens of the state elect members of an institution board of trustees.

The administrative heads of the major units at UW are called vice-presidents and report to the president. They include the vice-president for academic affairs, vice-president for student affairs, vice-president for finance, vice-president for research, and vice-president for institutional advancement.

The Division of Student Affairs is responsible for the regular non-academic support services that are provided to students. All student organizations also work directly with this office. As a student at UW, you will use this division's offices and services.

Learning outside the Classroom
Remember, the main purpose of undertaking an education is to learn. You will find that UW provides a variety of activities both inside and outside the classroom to enhance your learning experience. There are many UW organizations that may interest you (i.e. International Student Association, ASUW, athletic teams, musical groups, honoraria, religious and political organizations). They all offer important additions to the traditional learning experience; once again, we strongly urge you to participate. Participation in activities outside the classroom will help you become a stronger student overall, and you will be recognized for your efforts academically.

University Classes
At the university, classes are taught in a variety of ways. The format used is determined by the content being covered, the style of the faculty member, and the number of students. During your stay at UW you will most likely encounter many different types of courses. The most common are the following:

Lectures
You may be the most familiar with lectures. In a lecture class, which on this campus may range from 20 to 250 or more students, the faculty member usually follows a prepared outline. Films, videos, slides or other visual materials are used quite often. During the lecture it is very important for you to take notes, writing down the information that is being emphasized, since it will most likely be covered on course tests. While questions are usually encouraged, there are many students in a lecture course, and therefore your questions should be directly related to the content being discussed. As many lecture rooms are quite large and hearing the faculty member can be difficult; you should try and sit in one of the front rows.

Discussion Classes
To provide you with the opportunity to ask more detailed questions and to discuss the topics being covered, many large lecture courses combine one, two or even three lecture courses with smaller 'once a week' discussion groups. These discussion groups, led by a faculty member or graduate assistant, are usually specifically designed to answer student questions or discuss the content of the lectures in some detail. If you are not sure about something, don't be afraid to ask; the discussion session has been designed to help you. Don't forget--many lecture classes require that you register for an accompanying discussion class. Check the current Class Schedule for more information.

Laboratory Classes
Usually combined with lectures or lecture discussions, laboratory classes are a key part of many science and professional courses and provide you with an opportunity to work with materials and equipment in practical situations. The traditional science laboratory meets once a week for several hours and is under the direction of a laboratory assistant or faculty member. Quite often you will be working with another student as a "laboratory partner." While the laboratory classes are combined with other classes, they are kept separate for registration, testing, and grading. Once again, certain lectures require that you sign up for an accompanying laboratory class.

Seminars
The seminar is an interactive style of course which is mainly practiced among senior and graduate level classes. In this type of class, small groups of students (usually fewer than 20) can work together with faculty members and their classmates. While a professor has information to impart, there are things he/she can learn from students and that students can learn from each other. This type of open discussion may be a new experience for you, but it is important for you to become involved and actively participate.

Independent Study Classes
In this type of course, usually available (with several notable exceptions) only to upper division or graduate level students, you decide what you want to study and arrange with a faculty member to fulfill certain requirements on an individual basis. Generally, the requirements
will include extensive reading or experimentation on a specific subject that will lead to a written report at the end of the semester. This, however, is usually an individual decision between you and the faculty member who will supervise and evaluate your work.

The Credit Hour
The credit or semester credit hour is one of the most important units of measurement in higher education. It is used to measure the depth of the course content and the amount of time a course meets. A credit hour denotes a unit of academic work. Usually, one credit hour is earned in a course meeting one hour per week for a semester. Thus three credit hours is earned in a course meeting three hours per week for a semester. It is important to note however, that there are exceptions.

Full-time undergraduate refers to undergraduate students enrolled for more than 12 hours, and part-time undergraduate refers to undergraduate students enrolled for less than 12 hours. Undergraduate students must petition for more than 19 hours unless students are in engineering major. At the graduate level, 9-17 hours is considered full time and less than 9 hours is classified as part time.

A bachelor's degree at UW requires following minimum earned credit hours:

<table>
<thead>
<tr>
<th>College</th>
<th>Hours</th>
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<tbody>
<tr>
<td>College of Agriculture</td>
<td>132</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>120</td>
</tr>
<tr>
<td>College of Business</td>
<td>128</td>
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<tr>
<td>College of Education</td>
<td>130</td>
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<tr>
<td>College of Engineering</td>
<td>132</td>
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<tr>
<td>College of Health Sciences</td>
<td>128</td>
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</table>

(Minimum)

A master's degree generally requires (depending on the subject field) 24 to 30 graduate levels credits if you remain in your undergraduate field. If not, additional credits may be necessary. A doctoral degree usually consists of 50 to 60 hours beyond the bachelor's or undergraduate program. This may, or may not, include credit hours for a dissertation. Requirements vary considerably between departments and programs. For more information you should consult either the University or Graduate School Bulletins as well as with your faculty advisor.

The University of Wyoming distinguishes courses by numbers indicating four levels of instruction. They are as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>Preparatory, remedial, &amp; non credit</td>
</tr>
<tr>
<td>1000</td>
<td>Primarily for first year students &amp; sophomores</td>
</tr>
<tr>
<td>3000</td>
<td>Primarily for juniors &amp; seniors</td>
</tr>
<tr>
<td>5000</td>
<td>Primarily for graduate students</td>
</tr>
</tbody>
</table>

At UW, prerequisites are the primary factor, which usually govern whether or not a student enrolls for any particular course. However, individual departments and/or colleges may place additional restrictions on course enrollments. You should refer to the current university General Bulletin for more information.

Tuition Charge
All University of Wyoming students are charged tuition per the credit hour. Generally graduate students pay more per credit hour. Some other academic programs such as Social Work, Pharmacy and Law charge more per credit hour.

Grade Point Average
Your grade point average (GPA) measures your overall academic performance. Your GPA is determined as follows: first, each grade has a value. The number of credit hours assigned to a course then multiplies this number. For example, a B (3.0 points) in a three credit course earns you a total of 3.0 x 3.0 or 9.0 grade points. All points you earn are added up and divided by the total number of credits you earned, giving you your semester GPA.

The same general procedure is used to determine your cumulative grade point average--your average for all your previous work at UW.

In general, undergraduate students must maintain at least a 2.0 or C grade average to remain in good academic standing and to graduate. A 3.0 or B average is required on the graduate level. Consistent performance below these levels may result in probation and suspension. This in turn could affect your immigration status.

Academic Calendar
The academic year at UW includes a fall and spring semester. In addition, there is a 12-week summer session. Check the current Class Schedule for specific academic deadlines and dates. A brief academic calendar for the 2006-2007 year is listed in Appendix One. It can also be found in the University Bulletin, in each Class Schedule, and in the 2006-2007 Student Planner.

5. PROBLEMS WITH A CLASS
If you find you are not doing well in a class or do not understand the material, you should seek assistance immediately. The following are suggestions for obtaining academic help:

1. Consult with your instructor who may be able to suggest ways to improve your performance
2. If you are having difficulty with your writing, go to the Writing Center, COE Library, 3rd Floor, 766-5250 for assistance;
3. ISS will announce other current academic resources on campus during your orientation session when you first arrive! Be sure to peruse the folder you were given; and
4. Consult with your academic advisor; and
5. Consult with International Students and Scholars.

**Academic Dishonesty**

Many students in the U.S. get in trouble for "cheating" or "plagiarism." Cheating means getting or giving unlawful help on an assignment, quiz, or examination to get a better grade. You may see sharing answers in this way as a means of assisting your friends. No U.S. teacher will see it this way. It is considered cheating. If this happens a faculty member will usually give the individual a "0" or "F" on the exam or assignment.

Plagiarism means copying from a book or other publication of another person without giving the appropriate credit. Four ways of plagiarizing are:

1. Word-for-word continuous copying without quotation marks or mention of the author's name;
2. Copying an occasional key word or phrase without quotation marks or mention of the author's name;
3. Paraphrasing without mention of the author's name; and
4. Taking the author's idea without acknowledging the source.

If there is anything about cheating or plagiarism that you don't understand, ask one of your faculty members or check with the Dean of Students Office, Knight Hall, Room 128, 766-3296.

**Copyright Restrictions**

Reproduction of copyrighted material, without prior permission of the copyright owner, is prohibited under U.S. copyright laws. Copying, including photocopying, without obtaining permission may appear to be an easy and convenient solution to the immediate problem, but it can frequently violate the rights of the author or publisher of the copyrighted work. If convicted, civil and criminal penalties may be imposed for copyright infringement. This could include fines up to $100,000. Do not buy textbooks with the idea of photocopying them and then returning them to the bookstore for a refund. If caught, legal action will be taken against you. If you have any questions about this, please contact the University Bookstore in the Wyoming Union.

**THE UNIVERSITY OF WYOMING IS BUILT UPON A STRONG FOUNDATION OF INTEGRITY, RESPECT, AND TRUST. ALL MEMBERS OF THE UNIVERSITY COMMUNITY HAVE A RESPONSIBILITY TO BE HONEST AND THE RIGHT TO EXPECT HONESTY FROM OTHERS. ANY FORM OF ACADEMIC DISHONESTY IS UNACCEPTABLE TO OUR COMMUNITY AND WILL NOT BE TOLERATED. FOR MORE INFORMATION ON THIS PLEASE REFER TO UNIREG 30.**
APPENDIX: LIST OF RESOURCES A-Z

During your stay at UW, you may need information about a variety of subjects or topics. While International Students and Scholars (ISS) can be contacted for advice, guidance and information on many questions, you are encouraged to contact the appropriate offices listed below for specific questions.

Academic Problems
- Your academic adviser [http://www.uwyo.edu/cacs/academic-advising/]
- Your professor (if the problem is related to a particular course) [http://www.uwyo.edu/people/]
- Center for Advising and Career Services, Knight Hall, Room 222, 766-2398 [http://www.uwyo.edu/CACS/]

Academic Records
- Your academic department
- Office of the Registrar, Knight Hall, Room 167, 766-5272 [http://www.uwyo.edu/REGISTRAR/]
- Admissions Office, Knight Hall, Room 146, 766-5160 [http://www.uwyo.edu/ADMISSIONS/]
- Graduate School, Knight Hall, Room 108, 766-2287 [http://www.uwyo.edu/UWGrad/]

Bus/Shuttle/Parking Service
- TRANSPARK, 766-9800 [http://www.uwyo.edu/tap/] for more information

Campus Activities
- Wyoming Union information desk [http://www.uwyo.edu/union/information-desk-and-ticket-office/]
- Branding Iron student newspaper [http://www.laramieboomerang.com/]
- TV monitors located throughout the campus
- Campus Activities Center, Wyoming Union Basement, 766-6340 [http://www.uwyo.edu/CAC/]
- Student Organizations, CAC Wyoming Union Basement, 766-6340 [http://www.uwyo.edu/RSO/index_new.asp]

Employment
- UW Human Resources, 139 WYO Hall, 766-2215 [http://www.uwyo.edu/hr/]
- Contact ISS at 766-5193 for additional information [http://www.uwyo.edu/iss/index.html]

English Language Assistance
- Contact the English as a Second Language (ESL) program at 766-4176, esl@uwyo.edu, or rheinz@uwyo.edu. For additional information: [http://www.uwyo.edu/modlang/esl/index.html]
- Contact ISS at 766-5193 for additional information [http://www.uwyo.edu/iss/index.html]

Financial Assistance
- Student Financial Aid Office, Knight Hall, Room 174, 766-2116 [http://www.uwyo.edu/SFA/]
- Your Academic Department [http://www.uwyo.edu/uw/academics/colleges-departments.html]

For Your Information
- American Culture: [http://www.istudentcity.com]
- Currency Conversion: [http://www.xe.com/ucc]
- Culture Shock: [http://www.worldwide.edu/travel_planner/culture_shock.html]
- International Student Magazine: [http://www.theglimpse.com]
- Maps and Directions: [https://www.google.com/maps]
- Measurement Conversions: [http://www.onlineconversion.com/]
- Online newspapers from all over the world: [http://www.jpl.org/div/news]
- Shipping Costs: [http://www.intershipper.net/quickchart.asp]
- Telephone - Compare: [http://www.telcompare.com]
- Time Zones: [http://www.worldtimeserver.com/]
Health Insurance
- Student Health Insurance, Health/Nursing Building, Room 209, 766-3025 [http://www.uwyo.edu/administration/operations/risk-management/student-medical-insurance.html]
- Risk Management, Knight Hall, Room 247, 766-5767

Health/Medical Care
- Student Health Service, Cheney International Center/Student Health Building, 766-2130 [http://www.uwyo.edu/shser/]
- Ivinson Memorial Hospital, 255 N. 30th, 742-2141 (ER Extension 2222) [http://www.ivinsonhospital.org/]

Local Schools
- Albany County School District #1, 1948 Grand Avenue 721-4400 [http://www.ac1.k12.wy.us/]

On-Campus Housing
- Residence Halls Office, Washakie Center lower level, 766-3175 [http://www.uwyo.edu/reslife-dining/]
- UW Apartment Office, 2512 Willet Drive, 766-3176 [http://www.uwyo.edu/reslife-dining/apartments/]

Off-Campus Housing
- Laramie Daily Boomerang [http://www.laramieboomerang.com/]
- UW Classifieds [http://www.uwyo.edu/publicrelations/communications/uw-classifieds.html]

Legal Services
- Student Attorney, Knight Hall, Room 128, 766-6347 [http://www.uwyo.edu/studentatty/]

Personal Problems
- Dean of Students Office, Knight Hall, Room 128, 766-3296 [http://www.uwyo.edu/DOS/]
- University Counseling Center, Knight Hall, Room 341, 766-2187 *(after hours: 766-5179, emergency on-call) [http://www.uwyo.edu/UCC/]
- International Students and Scholars, basement of Cheney International Center Suite 5, 766-5193 [http://www.uwyo.edu/iss/]
- Student Health Service, Health/Nursing Building, 766-2130 [http://www.uwyo.edu/ShSer/]

Recreation
- Intramural-Recreational Hotline, (taped message), 766-4175 [http://www.uwyo.edu/Imsports/]
- Campus Recreation, 766-3370 [http://www.uwyo.edu/rec/]
- Facility reservations, [http://www.uwyo.edu/rec/facility-hours-and-information/reserving-facilities.html]
- *Branding Iron* student newspaper, listing of upcoming events [http://www.uwbrandingiron.com/]
- Upcoming athletic events, 766-4850 [http://wyomingathletics.cstv.com/calendar/wyo-calendar.html]
- Laramie Daily Boomerang, newspaper sports section [http://www.laramieboomerang.com/]

Tax Information
- Payroll Office Old Main, room 107, 766-2821 [http://www.uwyo.edu/PAYROLL/]
- Internal Revenue Service, 5353 Yellowstone Avenue, Cheyenne, Wyoming, 24-Hour Help, 1-800-829-4477