



# International Student Handbook



2011-2012

# International Student Handbook

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# International Student Handbook

## About the College

Western Wyoming Community College is a comprehensive community college located in Rock Springs, Wyoming, USA. We offer transfer and occupational programs to students from Wyoming, the United States and throughout the world. Approximately 70% of our students are in transfer programs. These students complete 2 years at WWCC, and transfer without difficulty to 4-year colleges and universities across the USA.

## WWCC:

- Offers transfer degrees, occupational degrees and certificate programs.
- Is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, which is a regional accrediting body.
- Offers small class sizes. The average class size is 18 and rarely more than 40 students. Many ESL Program courses average 5-10 students.
- Classes are taught by fully qualified professors – we do not use teaching assistants.
- Offers opportunities for you, including free tutoring, an Honors Program, field trips with specific classes, an ESL program, counseling services, and a host family program.

Western has about 30 international students from 18 countries.

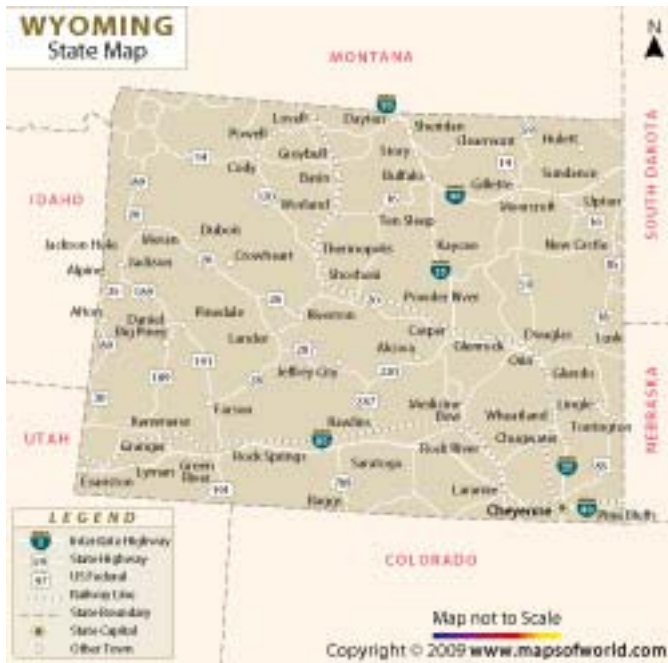
“When you need some help, you can ask it without hesitation. People won’t realize what you want by only showing an attitude or expression on your face. I think you need to do everything on your own with confidence.”



The WWCC campus is unique. It has:

- An all-enclosed facility designed to blend with the surrounding landscape.
- Two gymnasiums, a swimming pool, jogging track, wellness center and weight room, tennis court, and a soccer field.
- Great computer technology resources: Four on campus computer labs provide access to popular software programs, Internet and e-mail. Computer labs are available in Rocky Mountain II and Aspen Mountain Hall. Wireless access is located across campus.
- 7 spacious residence halls with suites, semi-private rooms and apartments, all with either wired or wireless internet capabilities.
- An impressive collection of North American and African wildlife in the Weidner Wildlife Museum.
- The largest dinosaur museum in the region and a Natural History Museum.
- The WWCC Art Gallery with visiting exhibits.

# International Student Handbook



## About Wyoming

- Wyoming is the least populated state, but it is the 9th largest in size.
- Almost half of Wyoming is public lands, which means the land is owned by the government instead of individuals.
- The average elevation is 6,700 feet or about 2,040 meters.
- Wyoming is known as the “Equality State” and the “Cowboy State.”
- Southwest Wyoming is home to 2000 wild horses.
- There is one university in the state, the University of Wyoming in Laramie.
- There are seven community colleges in Wyoming.
- There are many outdoor opportunities in the Rock Springs area including snowboarding, snowmobiling, snowshoeing, ice skating, skiing, rock climbing, rock collecting, hiking, biking, rafting, and fishing.

## About Rock Springs

Located in southwestern Wyoming along Interstate 80, the population of Rock Springs is about 25,000 residents. Rock Springs is known as the “Home of Fifty-Six Nationalities.”

Rock Springs is the largest town in Sweetwater County and the 4th largest town in Wyoming. It was founded in 1868 with the Union Pacific Railroad and grew to become one of the most significant coal mining centers in the Western US. Today, Rock Springs is an economic center for the oil, coal, trona, and gas industries, as well as ranching.

While you will spend most of your time on campus, Rock Springs offers restaurants, movie theaters and 2 recreation centers. Students enjoy shopping at the White Mountain Mall, Wal-Mart and other retail stores.

# International Student Handbook

## College Classes

At WWCC, classes are taught in different ways, depending on the material and instructor. Courses are generally a combination of lecture and discussion.

**Lectures** are most common, with the instructor at the front of the room lecturing to students as they take notes. The instructor usually follows a prepared outline and uses visual aids. During class lectures, it is very important that you take notes. Often lecture material is on exams but not in the required texts. Sometimes international students tape record lectures. Ask the instructor for permission before you record. Sitting in the front row may also help. Some instructors record and podcast lectures or post notes on Mustang Cruiser. Check the class syllabus for more information.

**Discussion classes** encourage class discussion and debate, and often review key concepts. At WWCC, many classes are small and discussion is encouraged.

In **compressed video** courses, the instructor may be in Rock Springs or another location with the class being taught through television.



**Laboratory classes** are usually combined with lectures or lecture discussions and are usually part of a science or professional course. Labs allow you to apply your knowledge in a practical setting. The traditional science lab meets once a week for several hours. Often, you will work with a lab partner. While lab classes are combined with other classes, they are separate for registration and testing. Certain labs are **required**; this will be indicated in the class schedule.

**Internet** courses use **Blackboard** software to communicate with the instructor and get assignments. **International students on F-1 visas should talk to their advisor about taking more than 3 credits by internet each semester.** ESL students should not enroll in any internet courses until beginning regular college coursework.

## Problems with a Class

If you have trouble in a class or cannot understand the material, you should seek help as soon as possible. There are many people at WWCC to help you, and it is better to ask for help before the problem becomes too big. The following are suggestions for getting academic help:

- **Talk to your instructor.** Often instructors are unaware there is a problem. They may be able to help.
- **Talk to your academic advisor.** They help you decide which classes to take and advise you if you have trouble.
- **Contact someone in the ACE IT Center (A-212) or Registration & Records.**
- **Go online to SMARTHINKING, a free online tutoring service, or visit the Peer Tutor Center.**

## International Student Handbook

See the **WWCC Student Handbook** for:

- Academic year calendar
- Definitions for academic words
- Rights, policies and laws
- Tips for success!!

The WWCC **Catalog** includes information about:

- Degrees and graduation
- Academic policies and procedures
- Student Services information

### Maintaining Your Grades ("Good Standing")

To maintain your status as an international student on an F-1 visa, you must complete at least **12 credit hours** each semester with a **2.00 grade point average or above**.

An international student with **1 semester** below 12 credit hours completed and/or a 2.00 GPA will be placed on **academic probation**. Students on academic probation are assigned a probation advisor, limited on credit hours and not permitted to work.

An international student with **2 semesters** below 12 credit hours and/or a 2.00 GPA will be placed on **academic suspension** and not allowed to return to WWCC for at least one semester. Suspended students are terminated in SEVIS. They are not eligible for transfer to other U.S. colleges or universities.

### HOST FAMILY PROGRAM

All international students are invited to participate in the Host Family Program. Students are matched with College staff or local families. (This is not a live-in program.) The program provides social opportunities for students on and off campus.

Students can **experience U.S. culture** in a family setting. American families benefit from learning more about the culture of the country of the hosted student.

Host Family Program information will be available to students at the beginning of the semester. You can contact counselor **Bret Zerger** in the **Student Development Center**.

# International Student Handbook

## IMPORTANT OFFICES

	ROOM	PHONE
<b>International Student Advisors</b>		
See your advisor for questions about adding or dropping courses, academic problems and graduation.		
<b>Laura Chew</b>	Lchew@wwcc.wy.edu	Learning Center
<b>Jackie Freeze</b>	jfreeze@wwcc.wy.edu	3011-A
<b>Chris Propst</b>	cpropst@wwcc.wy.edu	1413
<b>Laurie Watkins</b>	Lwatkins@wwcc.wy.edu	3013
<b>Bret Zerger</b>	bzerger@wwcc.wy.edu	2011
<b>ACE IT Center</b> (Advising, Career, Employment, Internships, Transfer)	aceit@wwcc.wy.edu	A-212
<b>Admissions</b> Initial contact for new students	1116	382-1648
<b>Bookstore</b>	1320	382-1673
<b>Computer Labs</b>		
Office Information Systems Lab	1448	382-1773
Learning Center Lab	2051	382-1704
Computer Services Help Desk	1315	382-1676
<b>Financial Aid</b>	1004	382-1643
<b>Food Service</b>		
Mitchell's Dining Room	Cafeteria	382-1674
T-Rex Grill	Atrium	382-1675
<b>Hay Library</b>	2055	382-1700
<b>Housing Office</b>		
Rocky Mountain Hall Desk	1100	382-1845
Aspen Mountain Hall Desk		382-1658
		382-1393
<b>Mailroom</b>		382-1683
<b>Peer Tutor Center</b>	2006	382-1707
<b>Registration &amp; Records</b> Registration, student records, transcripts, payments, health insurance, general information	1100	382-1637
<b>Student Development Center</b> Counseling services for personal problems (culture shock, roommate issues, home sickness)	2011	382-1652
<b>Swimming Pool</b>		382-1694
<i>For any other concerns, including immigration issues and questions about working on or off campus, please contact Laurie Watkins or Dr. Jackie Freeze.</i>		

# International Student Handbook

## SERVICES

### Banking

International students should keep their funds in a bank. They should not keep large sums of money in residence hall rooms. Students should have a savings account and a debit card or a checking account to make purchases easier.

Some local banks:



<i>Bank of the West</i>	200 N. Center Street	362-7840
<i>Commerce Bank</i>	1575 Dewar Dr., Suite 100	362-4455
<i>First Bank North Side</i>	601 N. Front Street	362-5601
<i>Rock Springs National Bank</i>	(2 locations)	
	200 Second Street	362-8801
	1987 Dewar Drive	352-0500
<i>State Bank</i>	300 Center Street	362-5374
<i>U.S. Bank</i>	1510 Dewar Drive	362-3740
<i>Wells Fargo</i>	1400 Dewar Drive	352-5506

### Television

Televisions are located in Aspen Mountain, Rocky Mountain and Wind River Hall lounge areas. There is no cable hook-up for rooms in Rocky Mountain Hall. Students may have televisions, but they will not pick up cable TV stations. Students living in apartments may pay for cable television service. Call Sweetwater Cable Television at 362-3773 (602 Broadway). The cost for basic cable is about \$45 per month. Students have choices beyond basic cable service that can result in a monthly bill as much as \$100. Bills will be sent to the student. All bills should be paid promptly.



### Postal Information

- Within the United States, a letter costs 44 cents to mail.
- As the weight and size of the letter or package increases, so does the price.
- The cost of mailing a letter or package overseas depends on the destination and the weight.
- Most of your mail business can be taken care of at the College mailroom. The WWCC Bookstore sells postage stamps.

The Rock Springs Post office is located at:

**2829 Commercial Way**

**362-9792**



### Telephone

Free local telephone access is provided in on-campus housing, but you must provide your own telephone. All local calls are free. You need a calling card to make long distance calls. Students may want to buy a cell phone. Verizon and Union



Cellular require a contract and service plan. TracFones are used with minutes bought on a phone card or over the internet (no monthly fee).

### Internet Access

- You must register your computer with WWCC Information Technology before you can access the network. Free wireless access is available across campus.
- Rocky Mountain Hall has a computer room for on-campus residents. Aspen Mountain Hall also offers a small computer lab for residents.
- All Rocky Mountain Hall rooms are wired so residents can connect their own PC's to the campus system via a network card.
- All apartment buildings offer wireless access. Students need a wireless network card.

# International Student Handbook

## INTERNATIONAL STUDENT / VISA INFORMATION

### Full-Time Student Status

International students under F-1 student visas **must be enrolled in a minimum of 12 semester credit hours** each fall and spring semester (summer is not required).

All international students must remain in good academic standing. They must successfully complete a minimum of 12 semester hours with a cumulative grade point average of 2.00 or better. International students with 2 semester terms below a 2.00 GPA and / or below 12 credits completed will be placed on **academic suspension** and not allowed to return to WWCC for at least one semester.

Students must maintain a **valid passport** throughout their stay at WWCC. Renewals should be started at least 6 months prior to the expiration date. Students should be aware of the expiration date and make contact with their embassy in time to renew the passport.

All F-1 students should have a **valid I-20**. The student must monitor the expiration date. They should start the renewal process at least 2 months prior to the date the stay will expire. It is the student's responsibility to monitor this date. Failure to do so can be costly, time consuming and sometimes results in immigration making the student return home.

### Going Home for Holidays

- **You must have your Form I-20 in your possession.**
- **You must have an authorized signature on page 3 of the I-20 to return to the US. See Laurie Watkins or Jackie Freeze for signature.**
- **You must register for the next semester and have no outstanding debt to obtain a signature on the I-20 and leave the US.**
- **Don't wait to the last minute to ask for signatures!**

### SEVIS

Immigration law requires the College to report within 30 days any change in student status. You must keep Registration & Records informed of changes in your major, local address or other status as soon as they occur. **Any student who drops below full-time status at any time runs the risk of being deported back to their home country.**

### Working

International students may be authorized to work on-campus for a maximum of 20 hours per week after the first semester. Under College policy, students cannot exceed 1,040 work hours for the calendar year (January to December).

**First semester students are not allowed to apply for work-study or other campus jobs.** This time is needed for the student to adjust to the academic and social environment of campus. After the first semester, international students in good academic standing may apply and be considered for any job on campus for which they are qualified.

**Money earned from an on-campus job will not be enough to pay tuition and living expenses. It will only be a small supplement to the student's other financial resources.**

The student must have approval and signature of either the Vice President or Associate VP for Student Success Services on their I-20 form **BEFORE** they may begin working. They must apply for a Social Security Card after receiving authorization to work. The College cannot pay international students until students apply for a Social Security card and show proof of the application to Human Resources (WWCC 3rd Floor).

**Students with F-1 visa status may not work off-campus without federal authorization.** Students must prove economic hardship to be approved for off-campus work. The process to obtain authorization is difficult and expensive, and very few students have been approved. Students should not plan to work off-campus.

# International Student Handbook

## Working on Campus / Applying for a Social Security Number

International students **may not** work during their first semester of attendance at WWCC. After one semester, if satisfactory academic progress is maintained and the student's GPA is at least 3.00, then the student may apply to work on-campus for subsequent semesters. Students cannot apply for a Social Security Number until after they obtain on-campus employment.

### Procedure for Approval to Work and Applying for a Social Security Number:

- Apply for on-campus employment and complete hiring documents including the Form I-9.
- Bring your Form I-20 to either the Vice President or Associate Vice President for Student Success Services to request employment authorization. (You cannot hold more than two jobs.) You can work 20 hours a week when classes are in session. You can work 40 hours a week in the summer and during school breaks. Under College policy, students cannot exceed 1,040 work hours for the calendar year (January to December). **You cannot begin working until employment authorization is obtained!**
- Vice President Jackie Freeze or Associate Vice President Laurie Watkins will prepare two letters for you. The first letter is for your supervisor's signature and certifies that you have been hired for on campus employment. The other letter certifies your enrollment and states that you have been approved to work.
- Take these documents to the Social Security office: The two work approval letters, Form I-20, Passport, Form I-94 (inside passport). The Social Security Office is located at 79 Winston Drive, Suite 131 in Rock Springs (near Village Inn and Bonsai), telephone 307-362-4634. Office hours are 9 a.m. to 3:30 p.m. Monday through Friday. The Social Security office may keep the work approval letter. Do not give them your original Form I-20, Passport or I-94. They may make copies.
- During your visit to the Social Security office, request an acknowledgment letter stating that you applied for a Social Security Number.
- Take the acknowledgement letter to Crystal Deibner in WWCC's Human Resources office (Room 3025). **NOTE: You cannot be paid by the College unless you complete the Social Security application process and provide proof of application to WWCC' Human Resources office!**
- Your Social Security card should arrive within 2—6 weeks after you apply. **After the card arrives, take it to Crystal Deibner in Human Resources so that a copy can be made for your employee file.**

**Off-campus employment is *prohibited* except in special circumstances. Any violations are subject to deportation!!!!**

# International Student Handbook

## OTHER WWCC POLICIES

### Medical Insurance

All international students are **required** to have medical insurance at all times. Each semester, students will be asked to present proof of insurance coverage by a deadline. **Those who do not have their own coverage will be enrolled in the WWCC College policy.** The student is responsible for all insurance premiums. Insurance coverage must span the entire academic year.

### Payment of Expenses

New international students are required to submit a \$6500 deposit as soon as they arrive on campus. This deposit pays for half of the first year's cost (annual cost is approximately \$13,000).

Returning international students are required to pay an **Intent Deposit** and **Balance of Cost of Attendance** following published dates in the semester class schedule. Any requests for payment plans must be made, in writing, to Vice President Jackie Freeze, and approval of any request will be given no later than 2 weeks after the start of full semester classes. **New payment plan requests must be submitted for each subsequent semester.**

Failure to pay balances in a timely manner may result in late charges or in student suspension. Returning students are not allowed to enroll in a subsequent semester if they have a balance due for the current semester. Please plan accordingly so that you request money from home in time to pay your account by the due date.

A statement is sent to all international students during the College's billing cycle to let you know the balance on your account. Please review this statement carefully, pay amounts due by scheduled deadline dates and let us know if there are any problems.

### International Student Refunds

If a credit remains on an international student account, then the credit balance can will be refunded after the **last day to drop full semester courses if:**

- The student is *not* returning the next semester; or
- The student will return and has an emergency, a request for a *partial* refund may be made to the WWCC Registrar *after* the last day to drop.

**Students with a credit on their account should never assume that a refund will automatically be granted.**

Family, or other sponsors sending money to students, are encouraged to deposit the money in a bank account rather than send money to the College. The student account is intended for charges directly related to attending WWCC (tuition, books, housing, meal plan, College insurance, etc.).

### Temporarily Leaving the U.S.

- Any student who plans to leave the U.S. for a holiday or summer vacation must have their current unexpired I-20 form signed or obtain a new I-20 to return to the U.S.
- Obtain new forms from Registration & Records if the Form I-20 is lost or expired.
- The forms need to be signed by either the Vice President or Associate Vice President for Student Success Services.
- The forms must be presented upon re-entry into the U.S.

### Students Are Expected to Comply with All Local, State and National Laws

Failure to maintain legal student status could result in a student being sent home.

Any violation of status requires application to U.S. Immigration and Customs Enforcement for reinstatement.

### What is Practical Training?

Students interested in Optional Practical Training (OPT) must apply before completing their WWCC degree. OPT requires an application and fee.

OPT provides an opportunity to gain employment experience in the student's profession. The work must be directly related to the major field (students CANNOT major in General Studies!), and it must be appropriate for the student's level of education. The work may be full-time or part-time and may occur anywhere in the U.S. Students are responsible for finding a job.

OPT must be completed within 14 months after degree completion at WWCC.

## OFF-CAMPUS HOUSING

After living on-campus for a year, some students decide to live off-campus. They believe the benefits outweigh the inconveniences. If you decide to rent off-campus, we advise you to check with a student who is renting, and ask them if they have had any problems. **NOTE:** Off-campus housing may be expensive in Rock Springs.

There is a lot involved in finding a place to live; it is a difficult task even for Americans, so do not feel overwhelmed with the undertaking. Here is a list of terms you may encounter when house-hunting.

**Apartment** – A place to live that usually has a kitchen, bathroom, living room, and bedrooms. Apartments are usually together in an apartment building or are sometimes sectioned off from a house.

**Deposit** – An amount of money that you must give the landlord upon renting the apartment or house to secure your payment of future rent and care of the property.

**Furnished** – Indicates the apartment or house has furniture.

**Landlord** – The person who owns or manages an apartment or house. Also known as the “manager.”

**Lease** – A legal document signed by both you and the landlord that represents your agreement.

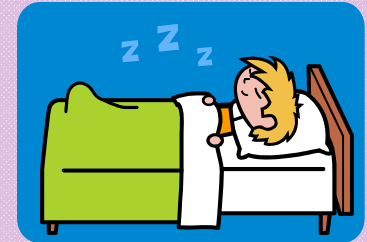
**Unfurnished** – There is no furniture but there is a refrigerator, stove and maybe other appliances.

**Utilities** – Gas, electricity, garbage collection, and water. Sometimes telephone service is included in this category.

## ON-CAMPUS HOUSING

### (Roommates)

All on-campus housing residents are asked to remain in their assigned spaces until after the first 2 weeks of class. After that time, the WWCC Housing Office will consider requests for room changes.



## GETTING INVOLVED

As a student at WWCC, you are a member of the Associated Students with the right to participate in student organizations, compete in Intramural athletics, gain free admission to Mustang athletic events sponsored by the College, and participate in social and cultural activities in the community.

The Associated Student Government (ASG) sponsors College dances and social events as well as lectures and other entertainment.

There are several campus clubs and student organizations that are active each year. You may choose to get involved as a member or in a leadership role. Some WWCC clubs are:

- Residence Hall Association
- International Student Association
- Phi Theta Kappa (Honor Society)
- Religious Clubs

Students are encouraged to start their own campus clubs and request funding from ASG.

## ENGLISH AND MATH PLACEMENTS

All students who are degree seeking or full-time are required to take the COMPASS Placement Test.

- This test is designed to determine your level of ability and place you in appropriate WWCC courses.
- We want to place you in courses suited to your abilities. Sometimes, developmental courses are required before you may enter college-level courses in these areas.
- The COMPASS tests can be taken one time free of charge. **With your advisor's approval**, you may repeat the tests one time for a \$10 fee.
- Students taking any ESL classes must repeat the COMPASS English and reading **before** registering for the next semester. Testing is late in the semester following completion of ESL courses.

### English Compass Score Legend

#### **LEVEL I     Score 01-38**

Enroll in HMDV 1502 ESL

#### **LEVEL II     Score 39-64**

Enroll in ENGL 0955 (BASIC ENGLISH II)

#### **LEVEL III     Score 65-74**

Enroll in ENGL 0955 (BASIC ENGLISH II)

Complete optional essay with advisor's approval

#### **LEVEL IV     Score 75-100**

Enroll in ENGL 1010 (ENGLISH I)

Visit for the complete COMPASS legend.  
[www.wvcc.wy.edu/advising/comleg.htm](http://www.wvcc.wy.edu/advising/comleg.htm)

## BEST PLACEMENT TEST

International students take the BEST placement test of conversation and oral communication to help with course planning and placement. BEST scores range from 1 to 10. Students who score 7 or lower repeat the BEST after one semester.

## ESL PROGRAM

WWCC provides English language classes for students who need to improve their English skills. Students may complete the ESL program and enter regular WWCC coursework, transfer to another college or university, or return home to use their enhanced English skills. Students may enter ESL in the Fall or Spring term.

ESL students take classes that last the entire semester. Students take ESL through the WWCC Developmental Studies Department either in the classroom or the Learning Center.

Courses offered include:

- Non-Native Reading
- Non-Native Writing
- Non-Native Grammar
- Non-Native Spelling
- Non-Native Vocabulary
- Non-Native Listening
- ESL Life Skills
- Reading for Success
- ESL
- ESL Oral Communication Skills
- ESL Writing Skills
- Non-Native Business English
- US Culture/Communication
- Non-Native Conversation

Students may also enroll in some regular college courses, such as:

- Art
- Computer Applications
- Math
- Music
- Physical Activity

Students in ESL must complete ESL courses and test to appropriate COMPASS levels before they can select their own class schedules.

# International Student Handbook

## ESL Program

The WWCC ESL Program prepares students to speak, write and understand the English language.

- The goal of the ESL program is to develop the student's abilities to a level which allows them to succeed in regular college coursework taught in English.
- After a student shows proficiency in English and receives the appropriate COMPASS placement test score, they can then begin regular college course work at WWCC.
- An open language lab is available for students to work on their own.

## Program for One-Year International Business / English as a Second Language Certificate

The International Business / ESL certificate provides a required set of 15 credits and 16 to 17 elective credits (totaling 31-32 credits). This certificate documents completion of a curriculum that improves English speaking and writing ability and provides at least an intermediate level of English skill, as well as a program of study that includes Business course content and vocabulary, and advanced business and technological equipment skills.

### Required Courses—15 credits:

English as a Second Language (HMDV 1502)	3
(or 3 credits higher level writing course*)	
Non-Native Conversation (HMDV 1503)	3
Introduction to Business (BADM 1000)	3
Intro to International Business (BUSN 2000)	3
Spreadsheet Applications: (CMAP 1750)	3

### Electives— 7-8 credits from:

Non-Native Reading (BAS 0910)	2
Non-Native Vocabulary (BAS 0950)	2
Non-Native Listening (BAS 0960)	3
US Culture/Communication (HMDV 0550)	2
Public Speaking (COMM 1010)	3
Intro to International Relations (POLS 2310)	3
*High-level writing course	3

### Business Electives—9 credits from:

Computer Information Systems (COSC 1200)	3
Introduction to Supervision (MGT 1000)	3
Advertising (MKT 1300)	3
Basic Office Skills (BOTK 1555)	3
Business Mathematics (BOTK 1520)	3
Marketing (MKT 2100)	3
Principles of Management (MGT 2100)	3

\*High-level writing courses: Basic English (ENGL 0950), English Composition I (ENGL 1010), English Composition II (ENGL 1020), Technical Writing (ENGL 2010), or Advanced Composition (ENGL 1111)

## Certificate in English as a Second Language

The ESL certificate is a 14-credit program designed for students to document their successful completion of a curriculum focusing on improving English speaking and writing ability.

Recipients of the certificate must complete 14 credits from among the following courses with at least a C or better in each course. Students take at least 1 course from each of the 3 core categories (Writing, Communication, Reading) with additional core courses counting as electives. Core courses must account for at least 8 of the 14 credits.

### Core Courses (8 or more credits)

#### Writing

English as a Second Language (HMDV 1502)	3 credits
Basic English I or II (ENGL 0950 or ENGL 0955)	3 credits
English Composition I (ENGL 1010)	3 credits

#### Communication

Non-Native Conversation (HMDV 1503)	3 credits
U.S. Culture/Communication (HMDV 0550)	2 credits
Non-Native Listening (BAS 0960)	3 credits
Public Speaking (COMM 1010)	3 credits

#### Reading

Non-Native Reading (BAS 0910)	2 credits
Reading Skills (BAS 0510)	1 credit
College Studies: (HMDV 1000)	2 credits
Speed Reading (HMDV 1100)	1 credit

### Electives (6 or fewer credits):

#### Higher Level Writing Course:

English Composition II (ENGL 1020)	3 credits
<u>Or</u> Advanced Composition (ENGL 1111)	3 credits
<u>Or</u> Technical Writing (ENGL 2010)	3 credits

#### Grammar Course:

Grammar Skills (BAS 0630)	1 credit
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#### Vocabulary Course:

Non-Native Vocabulary (BAS 0950)	2 credits
<u>Or</u> College Vocabulary (HMDV 1110)	1 credit
Writing Skills (BAS 0620)	1 credit



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## English Department

English courses are available only for students with appropriate COMPASS placement test scores. Many students U.S. and international students take developmental courses before they test into English Composition I, so do not be discouraged if you cannot take this class in your first – or even second – semester at WWCC. All international students on F-1 visas, regardless of the specific requirements of their degree or certificate program, must take and successfully complete a successive English course each semester until English Composition I is completed with a “C” grade or better. **To complete a WWCC degree, 6 credits of English above the 1000 level are required.**

### English Courses

#### Basic English I (ENGL 0950) 3 credits

This course is combined with a developmental grammar course. The course helps students create complete and interesting paragraphs. Students will also study strategies for expanding paragraphs to writing essays.

#### Basic English II (ENGL 0955) 3 credits

This course is primarily for students with problems organizing their writing and prepares students for writing in college level courses. The course emphasizes the writing of clearly organized, well-developed, 5 paragraph essays. It may be used to fulfill requirements for the ESL certificate.

- Basic English courses will not transfer to most other colleges or universities, and they do not satisfy WWCC graduation requirements, with the exception that credits may be used as an elective for the AAS degree.
- A Grammar course must be taken concurrently with one of the Basic English courses.

#### English Composition I (ENGL 1010) 3 credits

This course is the College’s first-year, college-level writing course. Students must either score at the appropriate level on the COMPASS or pass Basic English II with a “C” grade or better. English Composition I is designed to develop college-level writing skills. It has two objectives: (1) for students to understand the various stages of the writing process, such as pre-writing, revising, and proofreading; and (2) for students to write clear, well ordered essays. This class counts towards graduation requirements, the ESL certificates, and transfers to other colleges and universities.

COMPASS placement test scores determine the level of course placement for students. You will be required to enroll in courses as indicated on your test results. Students in ESL must retake the COMPASS before moving on to college level English.



**“People are very friendly, but don’t expect that everything will be done for you. You have to show initiative from your side. Socialize.”**

# International Student Handbook

## HEALTH ISSUES

It is important to learn the American health care system, because you will probably need to use it.

- Talk to someone from your country who is now in the U.S. to understand differences between the health care you are used to and health care in America.
- The health care system in the U.S. is one of the best in the world, but it can also be very expensive.

### Insurance

- All international students are required to have medical insurance at all times.
- Students will be asked each semester to show proof of insurance coverage by a specified deadline.
- **Those students who do not have their own coverage will be enrolled in the policy contracted by the College.**
- The student is responsible for all insurance payments.
- Insurance can be expensive, but it is cheaper than taking the risk of paying medical bills without insurance.
- Insurance policies list expenses that will be covered by the insurance.
- Failure to follow the terms of your policy will result in you having to pay the entire bill yourself.

When you obtain your insurance, you should receive:

- An insurance policy number
- An insurance card
- A telephone number to call with questions

**Carry your insurance card with you at all times; it is your proof of insurance coverage.**



### Going to the Hospital

- **If you do not have an emergency, you should not visit the emergency room!!!**
- Visiting the hospital emergency room can be very expensive, and if you go there and do not have an emergency, your insurance will not cover it. **You will have to pay the cost.**

### Going to a Physician's Office

- If you are sick and it is not an emergency, you should go to a physician's office.
- Find a doctor by looking under "Physicians" in the telephone book.
- Choose a physician listed under "Family Practice" or "General Practitioner." Female services are listed under "Obstetrics" or "Gynecology."
- You may want to ask other students, faculty or staff for recommendations.
- Once you have found a doctor, call to make an appointment. Usually you will be able to get an appointment within a few days. If you need to see a doctor that day, you might have to try a few offices until you find one with an opening.
- At your appointment, if you do not understand, ask the physician to repeat or make the directions more clear.
- If you are given a prescription, you can fill it at a pharmacy.
- **Even with health insurance, you may need to pay for the office visit and wait for insurance reimbursement. You need sufficient funds to cover this expense or have the ability to acquire the funds.**

#### Measles, Mumps and Rubella

This vaccination is required for all on-campus housing students. You can obtain this immunization from the Community Health Nurse for about \$53. The office is at 731 C Street in Rock Springs. Call 307-352-6830 for an appointment.

#### Red Desert Insta-Care Walk In Clinic

307-382-3064

2761 Commercial Way (behind the Post Office)

Walk in hours (no appointment needed)

Monday—Friday 7AM—7PM

Saturday 8AM—4PM

# International Student Handbook

## TRANSPORTATION

### Driving in the United States

Many students either buy or borrow a car while they are at WWCC. International students may find buying and maintaining a car is an expensive convenience.

### Driver's License

The State of Wyoming requires every driver be **licensed and insured** before operating a motor vehicle on public streets and roadways. If you have a valid International Driving License, then you do not need a Wyoming driver's license.

- If you want a Wyoming driver's license, then you must take two exams (written and driving) from the Department of Transportation.
- Tests are given weekdays from 8 AM to 4:30 PM. Bring these items when you take your test:
  - Passport and Visa
  - Letter from the College (below)
  - Social Security Affidavit (if needed)
  - \$20 fee
- If you do not have a Social Security Number, then you must have an Affidavit like the one in this handbook notarized (see Registration & Records).

***It is illegal to drive without a valid driver's license.***

To apply for a Wyoming Driver's License, you need a letter from the College. The letter must state that you are a full-time WWCC student and the expected duration of your stay.

***Registration & Records cannot certify enrollment for more than the current semester.***

### Buying a Car

Buying a car is a big investment. You have two options: buy a new car or buy a used car. A new car may give you fewer problems than a used car, but it will be more expensive.

**There are two options available to you when buying a used car:**

- buying directly from the owner through newspaper ads or word-of-mouth; or
- buying from an automobile dealer.

**Things to do before and during a vehicle purchase:**

- Check the magazine *Consumer Reports*. This magazine can be found in Hay Library. The magazine has a section on "Good Bets in Used Cars" that tells you good used cars and cars to avoid.
- When buying directly from an individual, do not pay cash until you have obtained a signed and notarized title.
- When buying from a dealer, check any car warranty. Make sure you know what is and is not covered if there is a problem with the car.

Take someone with you who knows something about cars and mechanics. They will be able to notice strange noises or problems. It might help to bring a native English speaker with you.

Take the vehicle for a test drive. You should drive the car before you purchase it. An ideal road test lasts 20 minutes and includes driving in town and on the interstate highway.



# International Student Handbook



## Wyoming Department of Transportation

### AFFIDAVIT OF SOCIAL SECURITY NUMBER

Under penalty of perjury, I, the undersigned, hereby affirm that I have not applied for, nor been issued a Social Security Number from the Social Security Administration in this or any other jurisdiction.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

STATE OF WYOMING            )  
  ) SS.  
COUNTY OF \_\_\_\_\_  )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_

Witness my hand and official seal.

\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission expires:

## Car Insurance and Registration

**Insurance** is required before you register your car.

- Wyoming State Law requires you to have proof of insurance in your car at all times.
- **If you have a car, you must have car insurance.** Insurance can be costly, but it might be less expensive if you have a Wyoming driver's license.

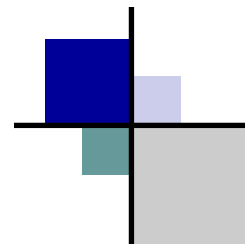
**Registration** shows the State you own the car.

- When you purchase a new or used car from a dealer, arrangements will be made for you to obtain a **title**.
- You must obtain a title in your name from the County Clerk's office in the County Courthouse, located at 80 Flaming Gorge Way in Green River.
- Most people keep their car titles either in a safety deposit box or in a safe place in their home.
- Once you have the car title, you must get **license plates and registration** from the Treasurer's office in the Courthouse.
- You must provide **proof of insurance** to complete this process, so make sure that you have arranged insurance prior to car registration.

## Automobile Safety Items

Wyoming can be a difficult place to drive in the winter.

- If you are traveling a long distance, *make sure* you have proper clothing in the car to walk if necessary, and proper items in the car in case you get stranded (like high energy food and a heat source) and a cell phone.
- You should have equipment in your vehicle in case of car trouble. We suggest you carry these items in your car:
  - Blanket and/or sleeping bag
  - One pound or more of candy or other high energy food
  - Water
  - Cell Phone
  - Matches stored in waterproof container
  - Tire chains
  - Shovel
  - Tire jack
  - Jumper cables
  - Tow rope or chain
  - Window scraper
  - First aid kit
  - Flashlight
  - Safety candles



## Transportation

### Bicycles

Bicycles are available in the Game Room to all students. You must wear a helmet and return the bicycle within 24 hours.



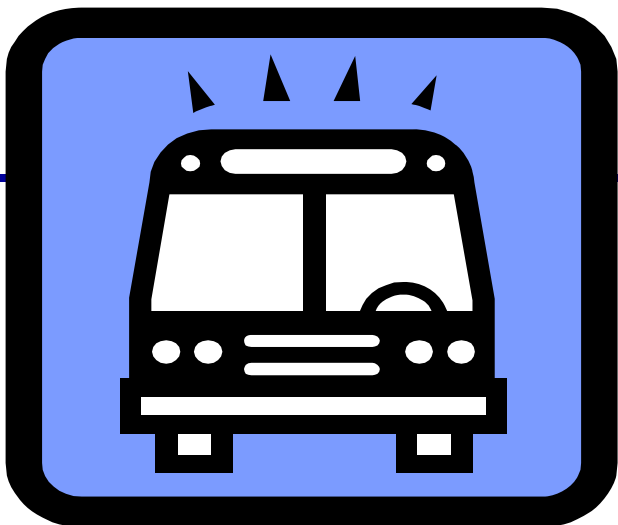
### Other Transportation

Rock Springs offers international students a fixed route public transportation system with pick up from a sheltered WWCC transfer station located in the west parking lot behind the College.

The STAR bus will pick you up at WWCC and take you to fixed stop locations in Rock Springs and Green River for a fee of \$1 each way. **There is no charge to ride STAR bus between Aspen Mountain Hall and the WWCC campus.** If you have questions, contact the STAR bus at 307-382-7827.

STAR bus hours are 7:00 AM—6:00 PM on Monday—Friday.

College employees may not take students shopping, banking or to do other personal business during normal work hours. WWCC employees may transport students for medical emergencies. Students are encouraged to use the STAR bus.



## SHOPPING LIST

### Grocery Stores:

Albertsons 1323 Dewar Dr.  
Smith's 2581 Foothill Blvd.  
Wal-Mart 201 Gateway Blvd.  
Loaf & Jug next to campus  
(for quick purchases or fast food)

### Initial Purchases:

- Sheets (extra long twin)
- Pillow cases
- Blanket
- Pillow
- Towels (bath and hand towels)
- Washcloths
- Bath soap
- Laundry detergent
- Toilet paper
- Kleenex tissues
- Cleaning supplies
- Snacks

### For apartments:

- Dish soap, dish towels
- Cups
- Plates
- Bowls
- Utensils
- Sharp knife
- Pots and Pans
- Can opener
- Paper towels
- Plastic wrap
- Basic food items

# International Student Handbook

## HOLIDAYS

The U.S. celebrates many holidays in a variety of ways.

- There are **legal holidays**. The government (including WWCC) and most businesses are closed. Some legal holidays are state holidays and celebrated only within particular states.
- Others holidays are simply **customs** in which people celebrate but still must work (often people celebrate *at work!*).

Following is a list of common holidays celebrated in the U.S. and a brief description of the holiday:

**January 1: New Year's Day.** Starting with the night before (New Year's Eve on December 31), this is a celebration to welcome the new year. This is a **legal holiday**; state and federal offices are closed.

**January (third Monday of the month): Martin Luther King, Jr. Day.** This holiday commemorates the birthday of the Reverend Martin Luther King, Jr., a civil rights leader. It is a **state holiday** with state and federal offices closed.

**February (third Monday of the month): Presidents' Day.** This day honors past U.S. presidents. This is a **legal holiday**; all state and federal offices are closed.

**February 14: Valentine's Day.** This day celebrates love and romance. This is a **custom** and no offices are closed; however, many people wear red or pink.

**February/March (date varies): Ash Wednesday.** This day marks the beginning of the 40-day period of Lent, a period of penitence and fasting in some Christian denominations. This is a **custom** or religious holiday; no offices are closed.

**March 17: St. Patrick's Day.** This day is dedicated to the patron saint of Ireland. Many people wear green. This is a **custom**; no offices are closed.

**March/April (date varies): Easter Sunday.** This Christian holiday celebrates the resurrection of Jesus Christ. The Friday before Easter is called Good Friday and is a **religious** holiday; however, many businesses and the College close for Good Friday and Easter Monday.

**April 1: April Fools' Day.** Jokes or tricks (usually harmless) are played on each other. This is a **custom**, and no offices are closed.

**May (second Sunday of the month): Mother's Day.** This holiday is a **custom**, it is always on a Sunday.

**May (last Monday of the month): Memorial Day.** This holiday pays tribute to members of the armed forces who have been killed in war; it also commemorates family and friends who have died. This is a **legal holiday**; all state and federal offices are closed.

### Gift Giving

"The rules of gift giving are simple. If we are invited by someone to his home for dinner, bring wine, flowers, or a small item from our country.

People give gifts on birthdays, for Christmas and other holidays. If an American gives a gift to someone, he or she does not expect something in return."

# International Student Handbook

## June (third Sunday of the month):

**Father's Day.** This holiday is **custom**; it is always on a Sunday.

**July 4: Independence Day.** On July 4, 1776, the Declaration of Independence was signed as the 13 colonies declared independence from British rule and became the United States of America. This is a **legal holiday**; all state and federal offices are closed.

## September (first Monday of the month):

**Labor Day.** This holiday celebrates all those who work. This is a **legal holiday**; all state and federal offices are closed.

**October 31: Halloween.** The eve of All Saints Day, many dress in costume and attend parties or dances. Traditionally, children dress in costume and "Trick-or-Treat," which means walking around to houses, saying "Trick or Treat," and receiving candy. This is a **custom**; no offices are closed.

**November 11: (Veterans' Day).** A holiday that marks the date of the end of World War I and honors veterans (people who served) of the armed forces. It is a **federal holiday**; all state and federal offices are closed.

## November (last Thursday of the month):

**Thanksgiving.** This is a day of giving thanks. This is a **legal holiday**; state and federal offices are closed.

**December 25: Christmas.** This annual holiday of the Christian church commemorates the birth of Jesus Christ. This major holiday is widely celebrated with food and gifts. This is a **legal holiday**, and all offices are closed. The College closes for Christmas and winter break for nearly 1 month.



See the **Catalog** or **Schedule** for a Calendar of each Semester.



The **Student Handbook** lists events and holidays.

### The Weather

"The weather in Wyoming is unpredictable. The wind blows in all directions most of the time and if you are to stay in Wyoming, you have to get used to it."

## EMERGENCIES

### Who to see

In case of emergency, contact the WWCC Information Desk during open hours or contact Security through a Resident Assistant. You should have these numbers at all times.

Have the telephone number of your Resident Assistant nearby at all times—or even better, memorize it—because he or she can help you in case of emergency.

Here is a partial list of telephone numbers that you may need in case of an emergency:

**WWCC Information Desk** 382-1600

Staffed 7:30 AM to 10 PM, Monday—Friday; 8 AM to 10 PM, Saturday; 10 AM to 10 PM, Sunday)

**WWCC Protective Services** 382-1690

**Emergencies** **911**

**You can call 911 for emergencies, but it is against the law to call that number for any other reason.**

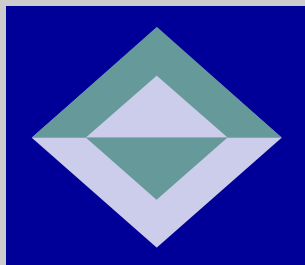
**On Campus Emergencies** **1234**

**YWCA Support and Safe House** 382-6925  
(24 hour crisis line)

Provides support for victims of domestic violence and/or sexual assault.

Services are free and confidential.

Jackie Freeze Work 382-1639, Home 362-8223  
Laurie Watkins Work 382-1899, Cell 252-1022



Be Smart – Be Safe!



*“You can get suntanned easily because the sun is so strong here, so you should protect your skin from the sunshine.”*

# International Student Handbook



## International Student Support SEVIS Transfer Out Release Request (from WWCC to another institution)

Please complete this form and submit it to Registration & Records

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Family (last) First Other

Student ID # \_\_\_\_\_

Student's CIS Admission #: \_\_\_\_\_ SEVIS ID # \_\_\_\_\_

Permanent (non-U.S. Address): \_\_\_\_\_

Local Address: \_\_\_\_\_

- \_\_\_ I am planning to return home or travel abroad before enrolling at another institution
- \_\_\_ I am not planning to return home or travel abroad before enrolling at another institution
- \_\_\_ I am / was enrolled in a full-time course of study at WWCC
- \_\_\_ Dates of Enrollment \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_ I am to complete my degree requirements on \_\_\_\_\_ (date)
- \_\_\_ Degree \_\_\_\_\_
- \_\_\_ I was authorized for optional practical training.
- \_\_\_ If yes, date for authorized training \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_ I plan to transfer to \_\_\_\_\_  
(Name of Institution)
- \_\_\_ Semester I will begin at the new institution. \_\_\_\_\_
- \_\_\_ I have received an I-20 from that institution \_\_\_\_\_ Yes \_\_\_\_\_ NO  
Semester / Year
- \_\_\_ SEVIS Release Date Requested (after all semester grades are due) \_\_\_\_\_

**Students on academic suspension are not eligible for transfer from WWCC. The SEVIS record of any suspended student will be terminated, and they will be subject to deportation. All transfer out requests are reviewed by WWCC international student advisors.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email contact information (required)

**Important Note to Students: Once we transfer you on SEVIS, it cannot be reversed. In order to return to WWCC, you would have to apply for reinstatement. Be very sure you are ready for the transfer before the request is made.**

**Return form to:**

Registration & Records  
Western Wyoming Community College  
2500 College Drive  
Rock Springs, WY 82901  
307-382-1640  
Fax: 307-382-1636