Welcoming International Students to the University of Illinois and the Champaign-Urbana Communities
Dear Student:

Welcome to the University of Illinois at Urbana-Champaign (U of I). You are now part of a cosmopolitan academic community of approximately 42,000 students, nearly 7200 of who come from over 118 different countries.

We at the Office of International Student and Scholar Services (ISSS) are very pleased that you have chosen to pursue your education at the University of Illinois. We hope that you will find this experience to be both personally and academically rewarding.

The role of ISSS is to ease your adjustment into the academic community, to inform you of the many resources available to you, and to support you while you successfully complete your studies here. We accomplish these goals through many channels, but this Handbook is one of the most important. **We encourage you to read it, to become familiar with its contents, and to refer to it throughout your stay here.** If you have a question to which you cannot find the answer in this handbook or on our website, www.isss.illinois.edu, please call (333-1303) or stop by the office. We are here to serve you.

Cordially,

The Staff of International Student and Scholar Services

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**ISSS Mission Statement**

International Student and Scholar Services is committed to providing culturally sensitive services of the highest quality. We strive to create an environment that is conducive to a successful educational, personal, and professional experience. We serve our international population and campus units through advising, immigration services, programming, advocacy, and outreach.

**How ISSS Serves You**

The Office of International Student and Scholar Services (ISSS) is a unit of International Programs and Studies. We look forward to serving you in a variety of ways. Some of the many services we provide are:

- Orientation to American culture, the community, and the University
- Assistance in problem solving
- Preparation of travel documents and certification of student
- Social, cultural, and educational programs
- Opportunities to interact with Americans

You can help us to provide efficient service to all international students by remembering some of our procedures, such as bringing your I-Card with you whenever you are requesting a document or seeing an advisor; allowing five working days for the preparation of any requested documents; and making an appointment in advance when you need to see an advisor. By following these procedures, you will enable us to serve you better.
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SECTION I: THE CHAMPAIGN-URBANA COMMUNITY
CHAPTER 1: HOUSING

DECIDING WHERE TO LIVE

The first important thing you will have to decide when you arrive in Champaign-Urbana is where you will live. There are many housing opportunities both on and off campus. The following are some factors you should consider when choosing whether to live in University housing or live in an off-campus apartment:

Availability: Rooms in the residence halls may be in short supply at the beginning of the semester, with greater availability later on. (Temporary living quarters are sometimes available.) Off-campus rooms and apartments are plentiful, but the best (and least expensive) ones are often leased several months in advance of a new semester or term. Places to look for available off-campus housing are: the local newspaper The News Gazette (and the N.G. online), the campus newspaper The Daily Illini (and the DI online), and the internet. A couple good online resources are: www.chambana.craigslist.org and www.apartments.cazoodle.com.

Convenience: As a rule, residence halls are quite close to campus buildings, while off-campus apartments vary in distance from the campus area. Many are within walking distance, while others are on the MTD (public bus) routes.

Furnishings: Residence hall rooms are furnished with a bed, dresser, and desk and include closet space. Off-campus housing may be furnished or unfurnished and will be priced accordingly.

Cooking: If you choose to live in a residence hall, you may enroll in a meal plan for American-style cafeteria meals that are provided daily. Cooking is not permitted in the residence hall rooms. In an apartment off-campus, you will be responsible for buying and preparing your own food. You may be able to save money by sharing groceries and cooking with your roommates.

Cost: Total room and board is approximately the same for each option. However, you may be able to rent very inexpensive housing jointly with other students and share food, rent, and utility costs.

Condition: The residence halls are clean and well maintained. The less expensive off-campus apartments are often old and may need repairs; however, most can be made comfortable. Before signing a lease for an apartment, walk through the premises with the leasing company’s representative and note in writing any needed repairs for their information and for your files. It is also a good idea to check with the Tenant Union in Room 326 of the Illini Union to see if there are any complaints against the landlord before you sign a lease.

Privacy: Because there are many residents in the residence halls, sometimes there will be considerable noise. However, the advantages of living there include the social atmosphere and the opportunity to interact with Americans and speak English. Apartments are quieter and more private but they may not afford the same social opportunities.

Legal Obligations: Both a housing contract and a lease are legally-binding documents. The housing contract is for the academic year, and a lease is usually for the whole year with few exceptions. It is very difficult to obtain a release from a University housing contract and even more difficult to break an apartment lease.

University Housing

Single Students

There are 23 University residence halls for undergraduate students, and two for graduate students. All residence halls are located on campus. Most provide meals in the price of the contract. Contracts are for the academic year (August to May). Complete information about residence halls is available at the Housing Office, 200 Clark Hall, 1203 South Fourth Street, Champaign, IL 61820 (333-1752).

Married Students and Families

The University provides approximately 1,000 apartments for married students and families in two different locations. The Orchard Downs apartments are located about 1 mile from campus. They include 252 unfurnished two-bedroom apartments and 528 furnished one- and two-bedroom apartments. The Goodwin-Green apartments are located on campus, and include about 200 efficiency and one-bedroom apartments. Some apartments are furnished. Each unfurnished apartment is equipped with a stove and refrigerator. Furnished apartments are only sparsely furnished. Two-bedroom apartments have no furniture in the second bedroom. No linen, dishes, silverware, etc., are provided in any apartment. A 12-month lease is generally required for all apartments.

The Family Housing community is an international community, as approximately 15 percent of residents are U.S. citizens and the other 85 percent consists of families from more than 100 countries. All residents, including spouses and children, are encouraged to participate in the many community activities, which include friendship groups, conversational English groups, social events, play groups for mothers
and small children, exercise groups, and more. You will find a comprehensive list of upcoming activities in "The Neighborly News," a Family Housing Newsletter delivered to Family Housing residents.

Information regarding all aspects of Family Housing such as leases, maintenance, and community services, is available in the Family Housing Office, 1841 Orchard Place, Urbana, IL 61801 (333-5656)

**Housing Facilities**

Garden plots are available to all Family Housing residents. The gardens are located immediately south of the Orchard Downs apartments. The Orchard Downs Family Housing Council manages and assigns the garden plots. Outdoor facilities such as picnic tables and play areas for children are available in Orchard Downs and throughout Urbana-Champaign. Hackberry Hill, located in Orchard Downs, is a favorite sledding place in the winter months for children and adults.

The Goodwin-Green lounge and Orchard Downs Community Center are available for public events and private parties. Reservations for the Goodwin-Green lounge and Orchard Downs Community Center are made through the Goodwin-Green Office (Room 100) at 300 S. Goodwin (333-8213). Reservations for the Orchard Downs Community Center must be made in person at the Family Housing Office. For information about the Community Center, call 333-5656.

The Community Cooperative Nursery School, located at Orchard Downs and managed entirely by Family Housing residents, provides a valuable service to residents with young children.

**Family Housing Programs**

The program staff in the Family Housing Office, as well as the Family Housing Council at both Orchard Downs and Goodwin-Green can provide a number of resources and opportunities to help ease your adjustment to the U.S. They also offer services designed to meet the special needs of residents. The purpose of the community activities is to help you develop a sense of belonging and be able to identify a group of supportive friends. The staff, who are most central to meeting this need, are Community Aides, a group of residents responsible for making sure that you have adequate information when you move in and for introducing you to the community.

There are a number of regular activities offered to residents. These activities vary, but generally include picnics; movies; day trips to Chicago, St. Louis, and other nearby points of interest; and children’s programs (such as library trips, Camp IMPE, special holiday programs, scouting), and many more activities.

The Family Housing Community is made up of a myriad of people who are adjusting to life in the United States as well as those making major changes in their lives. Residents may be returning to school after having worked for a few years, may be newly married, or may be caring for children. We hope that you will become familiar with your new community in good time, and that you will participate in its activities.

**Non-University Housing**

Many rooming houses, private residence halls, apartments, and houses are available to rent in the Champaign-Urbana area. The cost of this type of housing varies, depending on whether it is furnished or unfurnished, whether utilities are included, and what amenities may be available (such as air conditioning, swimming pool, etc.).

While you are looking for an apartment, you may encounter some puzzling abbreviations and terms. The following is a partial list to help you sort them out:

- **Sublet** - Take over remaining rent payments due on another person’s lease.
- **SBLT FL OPT** - Summer sublet with a fall renewal option.
- **LG 1 Bdr apt** - A large one-bedroom apartment.
- **Furn/Unfurn** - Furniture provided/furniture not provided.
- **H/W pd or H/W furn** - The heat and water are included in the price of rent.
- **A/C** or **A/C** - central air conditioning.
- **W/D** - Clothes washer and dryer on the premises.
- **all appls.** - all major appliances on the premises.
- **$/mo.** - rent per month.
- **$+util** - rent plus utilities.
- **$+dep** - rent plus deposit.
- **$/OBO** - or best offer.
- **rent negot.** - cost of rent is negotiable.
- **gar or prkg.** - garage or off street parking is provided.
- **ref or refer** - references needed from previous landlord.

**The Lease**

The lease is a written agreement between a tenant (person renting) and landlord. It describes the rights and responsibilities of each. It is a legally-binding document which makes the tenant responsible for minimal care of the rented property for a stated amount of monthly rent. It also specifies the landlord’s responsibilities for maintaining and repairing the housing unit. Most leases in Champaign-Urbana are for 12 months. Be sure that you know and understand the general provisions of the lease. **Before you sign a lease, take it to the Tenant Union, located at 326 Illini Union.**
When you sign a lease, you will generally pay a “damage” or “security” deposit, which may be as much as one month of rent, as well as the first month's rent. When your lease period is over, and if you leave the apartment clean and undamaged, the deposit may be returned to you. Otherwise, the landlord keeps the amount of the deposit necessary to return the apartment to the condition in which it was when you first occupied it.

If you are required to pay for utilities in addition to your monthly rent, ask the landlord or other tenants approximately how much utilities will cost per month. If the apartment has air conditioning, the electric bill may be high during the summer months. Depending on the kind of heating source, the electric and gas bills will increase during the winter months. Make sure that insect extermination is guaranteed in your lease. Check the lease carefully before signing in regard to pet deposits or restrictions; limits on size of family or activities of children within building; and what alterations can be made to the living quarters, such as number of picture holes in the walls, whether you are permitted to paint or repair the premises, etc.

The Tenant Union
If you are looking for off-campus housing, contact the Tenant Union (326 Illini Union, 333-0112) first. They maintain a list of reputable landlords in the area and their services are free of charge. They also provide a basic guide to renting which gives you information regarding tenant’s rights. If you have doubts regarding your lease, you should take a copy to the Tenant Union before you sign it. They will help you understand it and will examine it for any unusual or controversial clauses. Remember: a lease is a legally binding contract. In the United States, you may break a lease only after meeting certain legal requirements; you cannot simply move out of the apartment. The Tenant Union will advise you, free of charge, should you experience problems associated with your housing.

Apartment Life
Living in an apartment setting may be a new experience. As with any change, a few adjustments may have to be made. If you are accustomed to living in your own home, you may be faced with adjusting to a smaller living space, less adequate appliances, and inability to make changes. If you have lived with your extended family, you and your immediate family will have a private living space now. Becoming acquainted with your neighbors may make it easier for you and your family to adjust to your new lifestyle. If a problem does occur, it is much easier for you to approach your neighbors if you know them.

Due to the varying cultures and customs in the Champaign-Urbana community, different noises and levels of noise may be heard. Conflicts can occur when noise becomes irritating to others living in your building. We offer the following guidelines to encourage and maintain friendly relations:

Be considerate. Some apartments carry noise more easily than others, and certain noises will often bother your neighbors. Running, jumping, ringing of telephones, sound of radios and television sets, and vacuuming are examples of everyday noises that can be irritating when in excess or late at night. Consider the time of day or night that these types of noises can be bothersome. Excessive noise is rarely tolerated by anyone. The volume of your stereos, televisions and parties at inappropriate times can provoke neighbors to report their concern to the landlord or even to call the police.

On the other hand, your apartment is a living area, not a library. Certain types of noise from everyday activities can be expected. Please do not expect your neighbors to live in complete silence. If you need a quiet place to study, there are numerous libraries and study areas on campus in which to do so.

Talk with your neighbors. If you are irritated by the noise your neighbors are making, bring it to their attention in a calm and friendly manner. Anger and retaliation can only make matters worse. If you need some assistance in resolving the differences and live in Family Housing, please contact your Community Aide. You may also talk with an ISSS advisor.

Utilities
Utilities include electricity, gas, water, garbage pick-up and telephone service. Some or most of these may be included in your rent, with the exception of telephone service. It is important to notify the proper utility companies of the day of your arrival and again when you depart to make sure that you will be charged only for the service that you have used. Notify the Illinois Power Company to connect gas and electric service at 1-800-755-5000. If water is not included as part of your rent, you will have to notify the Illinois-American Water Company at 1-800-422-2782 to connect service. Most landlords provide for garbage pick-up. You may need to pay a deposit for utilities, which may be returned to you upon completion of your service. There is also usually a charge for starting utility services.

Telephone Service
Telephone numbers in the U.S. have seven digits. In addition there is a three-digit “area code” which identifies the part of the country in which the phone number is located. The area code for Champaign-Urbana and surrounding communities is (217). Other important area codes are (312) for Chicago and (708) and (847) for its suburbs. A call is long distance if the phone number has a different area code, or if the location being called is more than 50 miles from Champaign-Urbana. Area codes
are used only for long distance calls. For most long distance calls, you will have to
dial “1”, the three-digit area code, and the seven-digit number. If you are calling
from one campus phone to another, you need only dial the last 5 digits of the num-
ber (such as, 3-1303 for 333-1303). For an off-campus call made from a University
telephone you will need to dial “9” first, then the entire seven-digit number.

Many students choose to purchase a mobile phone/cell phone while they are in the
US. There are several different companies in the Champaign-Urbana area with a
variety of phone choices and plans available. Most contracts with cell companies
are for two years and there may be additional fines for ending the contract sooner.
Be sure to discuss with your provider all the terms and conditions of your contract
before signing. Another option is to purchase a pre-paid device where you may add
minutes or money to an account. ISSS maintains an updated list of cell phone com-
panies for your convenience.

The telephone directory is very useful. In addition to the name, address and num-
ber of each telephone subscriber, it contains the “Yellow Pages” of local services
and businesses, includes a list of emergency phone numbers, and provides instruc-
tions for making various kinds of telephone calls. If you cannot find a local number
in the telephone book, dial 411 (9-411 on campus) for directory assistance. There is
a small charge for directory assistance calls. The telephone book also contains infor-
mation on locating telephone numbers in other areas and instructions for making
international telephone calls.

**Personal Property Insurance**

It is a good idea to protect your personal property from such things as vandalism,
thief, flood, and/or fire. You may purchase renter’s personal property insurance by
the year. There are several insurance companies listed in the Yellow Pages of your
telephone directory. You should “shop” for insurance since prices and coverage
vary widely.

**HOUSEKEEPING**

Some people who come to the United States have never had to do their own shop-
ning, cooking, and housecleaning. In the United States, most people do not have
hired help because it is very expensive. It is acceptable for both men and women to
do their own housekeeping. Most Americans think it is very important to keep living
quarters clean. This is important to prevent insect infestation and health hazards.

**In The Kitchen:** Stoves may be gas or electric. In either case, it is important to keep
the burners and oven clean so that they operate efficiently and safely. You should
wipe the burners after each use to prevent food from hardening on them. The oven
should also be cleaned periodically with ammonia or a special oven cleaner. Be sure
to read all labels of cleaning supplies carefully. Many contain chemicals which may
be extremely harmful. If your gas oven does not light automatically, always light
your match first, then turn on the gas slowly and apply the match. If your burners
do not light automatically when you turn them on, the pilot light may have gone
out. Carefully relight the pilot light with a match. It is dangerous for the pilot light to
be out for a long period of time, as dangerous levels of gas may escape. Warning:
Should you have a grease fire, extinguish it by smothering the flame with baking
soda. Refrigerators should be defrosted when the ice or frost around the freezing
unit becomes 1/2 inch (1 cm.) thick. To defrost the freezer, follow the instructions
recommended by the manufacturer.

Ask your landlord how to dispose of garbage. Do not put any food garbage down
the sink unless it has a “disposal.” Check directions for your disposal carefully to
prevent using it in a way that will cause damage.

Note: American kitchens are often less open to fresh air than kitchens in other
countries. Grease and oil in the air tend to collect on the tops of cabinets, refriger-
a tors and walls, especially if you fry foods often. Clean these areas frequently to
avoid bad odors.

**In The Bathroom:** Sinks, tubs and showers can be cleaned with one of the cleaning
supplies listed in this section. Whenever your sink does not drain properly ask your
landlord or manager to look at it. Some solutions can damage plumbing; it is best to
try a plunger first. Toilet bowls should be cleaned with a special cleaning solution
made for them. You may also use a plunger for toilets that will not flush properly. It
is best not to put items other than toilet paper in your toilet.

**Floors:** Different types of floors require different care. For example, you can rent or
buy a vacuum cleaner to care for your carpet. The bag on a vacuum cleaner collects
dust and dirt and must be emptied regularly for the vacuum to operate properly.
Many vacuums have special attachments for cleaning furniture and walls. It may be
necessary to shampoo your carpet, but check with your landlord before doing so.

**Cleaning Supplies:** A wide variety of cleaning solutions is available in all grocery
stores and in some discount department stores. Always read the labels to deter-
mine proper uses for each product. These are a few examples of products you can use:

*For ovens: Easy Off, Oven-Off (do not use anything on self-cleaning ovens).*

*For non-terflon-coated pots and pans: “scrubbers” made of copper, steel wool or*
plastic, such as SOS pads, Brillo, Scotch-Brite.

*For washing dishes*: Ivory Liquid, Joy, Dove, Palmolive, Dawn (do not use these in dishwashing machines; instead use a dishwasher detergent like Cascade or Finish). For sinks and tubs: powder products such as Ajax, Comet, or Bon-Ami, or liquid cleaners such as Formula 409, Mr. Clean or Lysol Basin, Tub and Tile Cleaner. Some of these products are not recommended for fiberglass tubs and sinks.

*For toilet bowls*: Sno-Bol, Vanish, Sani-Flush (use carefully and only on the inside of the bowl).

*For floors*: Mr. Clean, Spic N Span, Pine-Sol (read directions carefully)

*For windows & mirrors*: vinegar, ammonia, Windex.

*For dusting*: Pledge, Endust (sprays may not be best for good quality wood furniture).

**NOTE:** Never mix products that contain chlorine with those that contain ammonia, since poisonous gases may form. Keep all cleaning supplies away from children; many of them are poisonous. In case of accidental ingestion, call the Poison Control hotline at 1-800-222-1222.

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**CHAPTER 2: GENERAL INFORMATION**

**WEATHER**

**Climate**

The climate in Champaign-Urbana is variable. However, there are specific seasons: **Summer** begins in late June and continues through September with hot and humid weather and temperatures ranging from 60 degrees to 100 degrees Fahrenheit. **Fall** arrives in late September. Cooler temperatures (30 degrees to 70 degrees Fahrenheit), rain, and sometimes snow are characteristic of this season. **Winter** is at its worst in December to March with snow, ice, and cold temperatures as low as 20 degrees Fahrenheit below zero. You can expect anywhere from only trace amounts of snow to 1”-6” of snow on the ground. **Spring** arrives in late March and generally lasts until late May or June. Rain, winds and mild temperatures are characteristic of spring.

From mid-October until the following April it will be necessary to heat your apartment or home, otherwise the water pipes might freeze and cause considerable damage. Some apartment leases are specific in regard to these dates. If you are not used to weather this cold, it is important that you remember to dress warmly. Several layers of clothes are better than one heavy coat. **Frostbite** (freezing of the skin) is a possibility in very cold weather. To avoid frostbite, make sure that your hands, ears and toes are kept covered and warm when outdoors. Small children, in particular, must be dressed warmly. We recommend that you plan your wardrobe to include coats, boots, hats, gloves or mittens, and scarves that can be wrapped around the face. (See Chapter 3 for suggestions on clothes shopping in Champaign-Urbana.)

**Bad Weather**

During the winter months, you may experience blizzards (bad storms which include snow, high winds, and frigid temperatures). After heavy snows, shovel the snow away from the porch and sidewalks where you and others walk. When the snow becomes compressed, it becomes slippery. In case you are not familiar with ice storms, be forewarned that it is dangerous to walk on ice and perhaps even more dangerous to drive on icy streets. If you must go out, wear shoes that have grids rather than smooth leather-soled shoes, and drive cautiously. When driving on ice: brake lightly and repeatedly to stop; if your car should slide, turn your steering wheel in the direction of the slide to regain control; if you have mechanical problems or if the blizzard conditions create limited or no visibility, stay inside the car to
remain protected from the cold. More winter driving tips are offered in Chapter 7, "Travel and Transportation."

**Tornadoes** generally occur in the Fall and in the Spring. A tornado is a storm with very high winds that form a funnel cloud. These storms form rapidly and can cause a great amount of damage in a short time. A "tornado warning" means that tornado funnel clouds have been spotted, while a "tornado watch" indicates that weather conditions are such that tornadoes may develop.

Champaign-Urbana has a disaster warning system to alert the population when a tornado threatens. Sirens are mounted on several buildings throughout the cities and will sound continuously when a storm is threatening. At the sound of the sirens, you should take cover in a basement or under a table away from windows to protect yourself from broken glass. If the siren should sound when you are in your car, abandon the vehicle, and take cover in the nearest ditch or low-lying area. Protect your head with a pillow or your hands. Attempting to drive away from a tornado funnel is not safe. **Do not be alarmed if you hear the warning sirens sound at 10:00 a.m. the first Tuesday of each month. This is part of the maintenance of the system.**

**Weather Information**

It is advisable to listen to weather reports and warnings. Weather information is generally available on most radio and television stations. If you have cable television, you should become acquainted with the weather information channel. You can call 351-2900 for local weather information. For information regarding road conditions, you can call the Illinois State Police at 265-0050. Radio stations also carry severe weather information as well as school closings: WDWS (1400 AM), WHMS (97.5 FM), or WILL (580 AM). On local television channels, Channels 3, 15, 17, and 27, you may find a "W" on the screen, which indicates the area is under a weather warning. You may also find weather information for locations throughout the United States on the World Wide Web at: www.weather.com.

**PUBLIC COMMUNICATIONS**

**Opening an E-mail Account**

All university students have a free student email account. To use your email account, you must first set an email password. Note that your email password is not the same as your NetID password. You can set your CITES Express Email password (as well as many other passwords) using the Password Home Page. This will require you to have your NetID and your NetID password. Once you have set your CITES Express Email password, you can use your email account by going to the Cites Express Email login page and logging in with your NetID and the CITES Express Email password you just set.

**The Internet**

The ISSS home page is an important resource for all international students on this campus. You will find information pertaining to ISSS services, immigration issues, international student organization information, important university regulations, ISSS publications, including this handbook and much more on the ISSS home page. You may access our home page from any computer connected to the Internet, or feel free to use the computer station in the ISSS lobby to access the internet or your e-mail account.

**Print**

The Daily Illini, commonly known as the D.I, is the campus newspaper. It is published Monday through Friday during the academic year and summer session. It is written by students and provides some international news in addition to national, local, and campus news. It is a good source of information for campus activities, entertainment, lectures, symposia, etc. The newspaper also has good classified advertisements for housing, used items, and job openings. The Daily Illini has two locations. The main office is located at 57 East Green Street, 333-3733 and the branch office is in the University YMCA, 1001 South Wright Street. There is no charge for this paper. You may get a copy on campus at the Illini Union or in your residence hall.

The News Gazette is Champaign-Urbana’s only daily newspaper for local, some national and international news, and classified advertising. You may subscribe to the paper and have it delivered to your home or buy it at the Illini Union or at most drug stores and supermarkets in the area. The News Gazette office is located at 15 East Main, Champaign, 351-5252.

**Inside Illinois** is published by the University for faculty and staff. It is a free publication distributed at various locations on campus. It is generally published the first and third Thursdays of the month and contains University news, features, entertainment information, and a good calendar of events on campus.

**Neighborly News** is a free newsletter published each week during the academic year and summer by the Orchard Downs Family Housing Council. It is available to
Family Housing residents and is a good source for finding inexpensive household items.

The ISSS Newsletter, a newsletter published each semester by ISSS, is e-mailed to all international students. It is a good source of program information and immigration law updates for international students.

The Illio Yearbook records the year’s events at the Urbana-Champaign campus. It contains pictures of graduating students and members of many campus organizations. It is a hardcover book published with a magazine format and is distributed every April. The Daily Illini advertises the Illio during the academic year. If you purchase a copy of the Illio early in the year, it will be less expensive than later in the year.

Illinibook (I-Book) is a calendar with schedules of sports events, University information, and photographs of the University of Illinois at Urbana-Champaign. It is published each year and can be purchased at the bookstores on campus. It is a convenient way to record daily assignments, due dates, and activities. It also contains a handy campus telephone directory with addresses and phone numbers of student services, residence halls, libraries and more. The Illinibook can easily be carried in a backpack.

The Illini Union, Barnes and Noble Booksellers, Borders, and most drugstores and supermarkets in the area sell Chicago and New York newspapers. T.I.S. Bookstore and the Illini Union Bookstore in campus town also sell a few international magazines. The Newspaper Library, located in Room 246 Library, 333-1509 subscribes to many overseas newspapers. The Modern Languages, Slavic, and Asian Libraries (Main Library) also have a few international magazines and newspapers that you may read there. You may also access international magazines and newspapers through the internet and university library.

Radio

There are several AM and FM radio stations which broadcast a wide variety of news, music, and other entertainment. The University operates three radio stations: WILL-AM, at 580 on your AM dial, offers a wide variety of information programming; WILL-FM at 90.9 features classical music and fine arts broadcasts in stereo; WPGU, FM at 107.1 and AM at 640, a student-managed radio station features rock music, news, and entertainment. WKIO (92.5 FM) plays "oldies" music from the 1950’s - 1980’s, WLRW (94.5 FM) offers rock music of mixed styles, Lite 97.5 FM boasts contemporary light rock, WIXY 100.3 FM plays country and western music, The Web (95.3 FM) offers a mix of rock music and Z95 (FM) plays classic rock music.

WEFT, 90.1 FM, offers many programs of interest including jazz, folk, children’s programs, and several international shows.

Television

Local television stations are Channels 3 (CBS), 12 (WILL-TV-Public Broadcasting Station), 15 (NBC), 17 (ABC), and 27 (WCCU). These stations broadcast a variety of programs that are shown nationally. National and international news is broadcast daily at 5:30 p.m. Local news is broadcast daily at 6:00 p.m. and 10:00 p.m.

Cable television is also available in Champaign-Urbana. Cable television provides access to out-of-town stations, as well as many specialty programming channels that offer viewing without commercial interruptions. There are charges for both installation and monthly service for cable television, which varies according to the number of stations to which you subscribe. If you are interested, you may call Comcast at 1-800-266-2278.

MAILING SERVICE

Mail is delivered once daily to your home mailbox Monday through Saturday. Your name must be printed on your mailbox in order for the postal workers to deliver your mail. There is no mail delivery on Sundays and federal holidays. When you change your local address, you should notify the following: your local Post Office, the University Registrar’s Office at Window 25, 100A Henry Administration Building, and ISSS. You should also change your address in UI-Integrate Self-Service. First class mail will be forwarded to your new address. Magazines, newspapers and packages may not be forwarded, or if they are, an additional charge may be required. It is a good policy to notify any correspondents of your change of address as soon as you know it. Some students choose to rent a post office box rather than change their local address each time they move. Letters can be deposited in any blue mailbox located on the streets or taken directly to the Post Office. All packages must be taken to the Post Office to determine the best method of sending the package and the exact cost.

Mailing Overseas

There is a special, economical postal rate for mailing books within the U.S. or to another country. It is a good idea to get information from the Post Office concerning weight and size limits for mailing books before you pack your boxes. Different countries have different postal regulations governing the parcels they will receive and handle in their mail. The Post Office has information on these regulations.
**Faxes and Money Orders**

Faxes may be sent from most area photocopy businesses. Banks will send international money orders on request. You can send an international money order from Western Union at 607 E. Green Street, Champaign, 344-0635.

**COMMUNITY EDUCATION PROGRAMS**

**International Hospitality Committee English Classes**
English conversation is offered in both informal group meetings on campus and in private homes on a weekly basis for one and a half hours. There is no fee. For information call 333-1303.

**Urbana High School Adult Education Center**
English classes for foreign-born people are held at 211 North Race Street, Urbana. Morning classes are also available. There is no fee for these classes. For information call 384-3530.

**Adult Education Non-Credit Programs**
If you would like to learn to type, drive, or repair an automobile, repair small appliances, paint or draw and much more, there are several places that offer non-credit programs that might interest you. If you would like to receive a brochure listing courses available during the current term or other information, call the phone number listed below:

**Communiversity**
- *University YMCA*, 1001 South Wright, Champaign, 337-1500.
- *Urbana Adult Education* - 211 North Race Street, Urbana, 384-3530.
- *Parkland College* - 2400 West Bradley, Champaign, 351-2200.
- *Champaign Park District* - 706 Kenwood Road, Champaign, 398-2550.
- *Urbana Park District* - 505 W. Stoughton, Urbana, 367-1544
- *University of Illinois Office of Continuing Education and Public Service* - Suite 202, University Inn, 302 East John, Champaign, 333-1462
- *Non-credit and extramural courses* - Suite 1406, University Inn, 302 East John Street, Champaign, 333-3060.

**CAMPUS SAFETY**

Campus safety is a genuine concern for many students at the University of Illinois, especially for international students who are trying to adapt to a new environment. "Safety First! Don't Be Left in the Dark," published by the University of Illinois Office of the Dean of Students, offers the following basic hints for keeping safe on campus:

DO NOT WALK ALONE. Walk with a friend. If this is impossible, take the bus (call 384-8188 for MTD information) or contact Safe Rides at 333-3184.

BE AWARE OF YOUR SURROUNDINGS. Walk purposefully and look confident. Cell phones and MP3 players may prevent you from being alert to danger.

USE WELL-LIGHTED AND WELL-TRAVELED ROUTES. Avoid passing close to shrubbery and other places of concealment. Emergency phone boxes are located along main campus walkways and are visible by their fluorescent blue lights. Calls made from the phones go directly to U of I Police Headquarters and identify your location. If you have an emergency, go to the nearest emergency phone and push the button on the box.

LET A FRIEND OR ROOMMATE KNOW WHERE AND WITH WHOM YOU WILL BE. KEEP DOORS AND WINDOWS LOCKED IN THE RESIDENCE HALLS, AT HOME OR IN THE CAR.

EDUCATE YOURSELF CONCERNING RAPE PREVENTION STRATEGIES. Contact the Office of Women's Programs and Resources (333-3137) for information on personal safety workshops.

IF YOU ARE A VICTIM OF SEXUAL ASSAULT, seek medical care, report the incident, and talk about it to a trained professional. The Counseling Center (333-3704, 333-3701), the Emergency Dean (333-0050), the Office of Women's Programs (333-3137), the Rape Crisis Services Hotline (384-4444), and ISSS (333-1303) are all places to which you can go for help.

THE BEST RESISTANCE YOU CAN USE AGAINST AN ATTACKER IS YOUR COMMON SENSE. Don’t panic; remain calm. Always look for a way to escape.

TAKE PREVENTATIVE MEASURES TO ENSURE A SAFE CAR RIDE. Keep windows closed and doors locked. Park your car in a well-lighted place. Have your keys ready when you approach your car. Look into and underneath your car, including the back seat, for intruders before entering. Never give rides to strangers. Call the Campus Automobile/Motorist Protection University Service at 244-HELP (244-4357) or use an emergency phone if you experience car trouble or would like a ride from a campus building to your parking space.
CHAPTER 3: SHOPPING IN CHAMPAIGN-URBANA

SHOPPING IN THE UNITED STATES

Shopping in the United States is usually "self service." This means that you use a cart or basket provided by the store to put your purchases in while you shop. NEVER place merchandise in your pocket, purse, etc. as you shop, since store employees may think that you do not intend to pay for the items. This may be interpreted as shoplifting, which is a criminal offense punishable by law. Also, in most cases, prices marked on merchandise are fixed; you cannot bargain for a lower price. Bargaining is only acceptable when shopping for cars, major appliances, and at garage sales. When you have finished shopping, a cashier will total the amount of your purchase and add the appropriate sales tax. Keep in mind that sales tax is not included in marked prices in the U.S. Many stores have installed electronic scanning devices that read a code on the package and automatically record, total, and add sales tax to your purchases.

It is important to keep the receipt for your purchase. If an item is unsatisfactory, you may need your receipt to return it to the store. The receipt may allow you to get your money back or to exchange the unsatisfactory item for other merchandise. Some items cannot be returned, such as merchandise sold at reduced prices, some underwear and swimwear, books and magazines, and sewing patterns. Be sure to check the stores policy regarding returns and exchanges before purchasing.

Respect the policies of the stores. Please supervise your children. Most stores will ask you to pay for merchandise broken or damaged by your child. There is a child's seat in most shopping carts. In large shopping centers it may be possible to rent a stroller for your child for a small fee. Many stores do not want you to bring food or drinks inside because of the danger of soiling or damaging merchandise.

Methods of Payment

There are many ways to pay for your purchases. The most common method of payment is cash. Another convenient method of payment is by a debit card or personal check. Most stores in the area require two forms of personal identification when you write a check: a valid driver's license and a credit card or your University of Illinois I.D. card. It is very important to have sufficient funds in the bank before using your debit card or writing a check. Writing a check for which you have inadequate funds is often referred to as "bouncing a check", and is a criminal offense. Many stores will charge you money for writing a "bad check", and your bank will also impose a penalty charge. You may risk losing the privilege of writing checks at a store or at the University.

You may also apply for credit cards at stores. Be sure to ask about interest rates, annual fees, credit limits, and other credit policies. Another way to purchase items in the U.S. is with a lay-away plan. Lay-away means you leave a small deposit on an item and make payments on it until you have paid the entire balance. You may not take the item home until it has been completely paid for. Sometimes there is a small charge for lay-away purchases. Be sure to read any contract carefully before you sign it when making the decision to use one of these plans.

You may save money while shopping by using the discount coupons printed in magazines and newspapers. Coupons offer a reduction of the regular price of a brand name product. The coupons are usually for a specific size and quantity of a product and must be used by a certain expiration date. Some coupons are only good at certain stores and other coupons are good at any store that carries the product. To receive your discount, you must give the cashier your coupon when you pay for your purchase. Certain stores offer "double coupons." In other words, the value of your discount coupon is doubled (most stores limit the amount that can be doubled). Double coupons may be a good way to save money.

Watch for weekly advertisements in the newspapers if you know you are going to purchase a certain item. You can compare several stores' prices on the same item, and determine which offers the best deal. Store brand products are usually cheaper than national brand name products. Generic products are generally in plain packages.

Finding What You Need

There are many types of stores in the Champaign-Urbana area. Some stores are "specialty" stores, meaning that they only sell a certain type of merchandise such as shoes, clothing, food, furniture, records and tapes, etc. Department or discount stores carry a variety of merchandise. The Yellow Pages in your telephone book is a shopper’s guide. It helps you to find the addresses and telephone numbers of stores, businesses and public services in the area. Other good shopping guides are the local newspapers, the "News-Gazette" and "The Daily Illini".

Department stores carry a variety of merchandise: clothing for men, women, and children; furniture; appliances; household linens; china and silverware; sewing supplies; tools; cosmetics and gifts. The major department stores in this area are Bergner's, Macy's, Sears, and JCPenney.

Discount stores carry many of the same items as department stores. The prices are
lower, but sometimes the quality of their merchandise is not as good as that of the department stores. These stores usually have the lowest prices on the household cleaning supplies, paper goods and cosmetics. Some of these stores are: Target, Wal-Mart, Kohl's, and Meijer.

Pharmacies can fill prescriptions written by a doctor. Pharmacies may be located in a medical clinic, most discount stores, or drug stores. Drug stores also sell a variety of other items such as cosmetics, candy, magazines, film, household cleaning, and personal hygiene products. In the campus town area, some of these stores are CVS, and Walgreen’s.

Hardware stores specialize in home repair items, but often carry a wide variety of household items and gifts. Some of these are: True Value, Ace, Home Depot, Lowes and Menards.

**Major Shopping Areas**

There are several major shopping areas in Champaign-Urbana. Check the Champaign-Urbana Mass Transit District (MTD) for current bus routes to each location.

**Market Place Mall**, located on Neil Street just north of Interstate 74 is the area's largest shopping center. It includes department stores (*Bergner's*, *Macy's*, *Sears*, and *JCPenney*), clothing and shoe stores and specialty shops and has plenty of free parking. Nearby are restaurants, movie theaters, Kohl's discount department store, and a small post office substation located in *Bergner's* customer service area.

There are a variety of shopping areas on North Prospect Avenue near Interstate 74, including Wal-Mart, Target, and Meijer discount stores; Lowe's and Menards hardware stores, Old Navy clothing store; Best Buy electronics store; restaurants; and movie theaters.

Downtown Champaign, around Neil Street and University Avenue, offers clothing, shoe, jewelry, antique, and bookstores; restaurants; pubs; movie theaters; and a post office.

Country Fair Shopping Center, at Mattis Avenue between Springfield and University Avenues has discount clothing stores, specialty shops, and restaurants. Nearby are Round Barn Center, specialty shops, and restaurants, Blockbuster video rental store, Schnuck's supermarket, and County Market discount supermarket.

Campus town on Green Street (just west of campus) includes specialty shops, bookstores, campus gifts, restaurants, and a post office. You can find almost anything you need in campus town, but prices are usually higher than in stores located further away from campus.

Lincoln Square Mall, at Green and Broadway Streets in Urbana, includes specialty shops and restaurants. The Urbana post office is nearby.

Downtown Urbana, on Main Street between Cedar and Vine, includes banks, specialty shops, and restaurants.

Sunnycrest Shopping Center, on Philo Road between Florida and Colorado Avenues, includes specialty shops, restaurants, and a small post office substation. Jerry's IGA, and County Market supermarkets, Osco Drug Store, Walgreen's Drug Store and True Value Hardware are nearby.

Tanger Outlets, off of I-57 south, approximately 25 miles from Champaign-Urbana, is an outdoor shopping center housing many specialty stores with name brand goods sold at discount prices. Some of the stores include Polo Ralph Lauren, Gap, Wilson's Leather, and Nautica.

**Used Items**

Private individuals, usually at their homes, hold garage sales and yard sales. People sell used clothing and household items at these sales, and you can often find good quality items at low prices. You can also offer a lower price than that marked on the item without offending anyone. Most sellers expect you to pay with cash and to carry away your purchases in your own vehicle. Such sales are often advertised in the classified advertisements in local papers under “Garage Sales”.

Charity organizations sometimes have stores where they sell used items at low prices. Such stores in Champaign-Urbana are the Goodwill Industries Thrift Store at 912 West Anthony Drive, Champaign, the Salvation Army Thrift Store at 119 E University Street, Champaign and the Habitat for Humanity Restore at 119 E University, Champaign.

The Lending Storeroom is operated by the International Hospitality Committee (IHC) at Orchard Downs. It lends household items to married international students. It is open only on select days each week. For further information about the Storeroom, call 333-5656.

Scot Free is a service which provides a way to obtain free used clothing. Anyone is welcome to use this service. Clothing supplies are continually replenished. You bring what you no longer want, and take what you can use. The center is located at the McKinley Presbyterian Foundation, 809 South Fifth Street, Champaign. For the Center's hours, call 344-0297.
YMCA Dump and Run is an annual garage sale, which takes place in August. The program collects unwanted goods from students and the community and sells them at reduced costs. For more information, view their website.

If you have usable items, which you no longer need, you may donate them to the IHC Storeroom or to charity, or have your own garage sale.

**Food Stores**

Food stores are of two general types: “supermarkets” or “grocery stores”; and “convenience food stores.” A supermarket is a large store where you can buy almost any food (meat, vegetables, fruit, baked goods, milk, cheese), cleaning supplies, paper goods, toothpaste, shampoo, etc. Prices are usually lower than at smaller, neighborhood convenience food stores. Some of the **supermarkets** in this area are:

Wal-Mart
2610 No Prospect Avenue, Champaign
100 South High Cross Road, Urbana
505 So. Dunlap Avenue, Savoy

County Market Foods
1914 Glenn Park Drive, Champaign
2901 West Kirby Avenue, Champaign
County Market Foods cont’d.
331 Stoughton Street, Champaign
1819 South Philo Road Sunnycrest Mall, Urbana

Schnucks Supermarket
109 North Mattis Avenue, Champaign
200 North Vine, Urbana
1301 Savoy Plaza Center

Meijer
2401 North Prospect Avenue, Champaign
2500 South Philo Road, Urbana

**Convenience Food Stores** are often closer if you do not have transportation or only need to pick up a few things. However, they are smaller and have a more limited selection of items, and prices are usually higher than at larger supermarkets. Some of the convenience food stores in this area are:

Colonial Pantry
211 West University, Champaign (359-4713)
708 South Goodwin, Urbana (373-8418)
312 East Green, Champaign (373-8416)

Mobil Super Pantry
59 East Green, Champaign (367-5563)
810 West Green, Urbana (344-8463)
507 West University, Urbana (328-1714)

Home Town Pantry
601 East Green, Champaign (344-8578)

Special foods may be found in different stores in this area. These include many of the food items that you are accustomed to at home and health foods. Some of the specialty food stores in Champaign-Urbana are:

Am-Ko Oriental Foods
101 East Springfield, Champaign (398-2922)

Art Mart
Lincoln Square Mall, Urbana (344-7979)

Bombay Bazaar
48 West John Street, Champaign (355-7500)

Chang's Oriental Mart
505 South Neil, Champaign (356-9288)

Dietary Food Store
802 West John Street, Champaign (356-9624)

General Nutrition Center
Market Place, Champaign (398-0790)

Strawberry Fields
306 West Springfield Avenue, Urbana (328-1655)

World Harvest Int'l Food Store
519 East University Avenue (356-4444)

Vegetarian, whole, and organic foods are available at the Common Ground Food Co-op. The Food Co-op is owned by its workers. There is a small annual membership fee and a minimum work requirement of three hours per month. It offers bulk grains, oils, spices, teas, and staples, fresh tofu and tempeh, organic produce, and dairy products from local producers. The Food Co-op is located in the Illinois Disciples Foundation at 403 South Wright (352-3347). They are open from 3:00 p.m. until 8:00 p.m. during the week, and from 11:00 a.m. until 7:00 p.m. on Saturday and Sunday.

For fresh fruit and vegetables, Pontius Berry Farm in White Heath (762-7714) offers fresh produce in their store and pick-your-own-produce. This service is seasonal. Fresh produce and locally grown produce are also available at the Farmer’s Market during the summer and fall (Tuesdays at the Old Farm Ships in West Champaign, and Saturdays at Lincoln Square Mall, Urbana).
CHAPTER 4: CURRENCY AND BANKING

CURRENCY
American currency is based on the decimal system with 100 cents to each dollar ($). Currency is issued in either coins or bills. Coins are copper and silver and come in six different sizes and values:
- 1 cent = (a penny); the only copper coin.
- 5 cents = (a nickel); larger than a penny.
- 10 cents = (a dime); the smallest coin.
- 25 cents = (a quarter); larger than a nickel.
- 50 cents = (a half-dollar); not commonly used.
- 100 cents = (silver dollar); rarely seen in circulation.

Paper bills are all the same size and color. They are issued in denominations of one (often called a “buck”), five, ten, twenty, fifty, one hundred, etc., dollars. Coins are used for many machines such as food and soda vending machines, photocopiers, telephones, parking meters, washing machines and dryers. There are dollar changers, machines that will give you coins for your paper money, on campus. Some of them are located in the Illini Union and others in the Undergraduate and Main Libraries.

BANKING
One of the first things you should do when you arrive here is to deposit your money in a bank. To do this, you must have your passport, social security number (in some cases), and a permanent address and phone number. It is not a good idea to carry large amounts of money with you or to keep it where you live. There are two types of accounts at banks: a “checking account” which most people use for paying regular bills and for most shopping needs, and a “savings account” or “money market account” which allows you to earn interest on money you do not need to use immediately.

Checking Accounts
A checking account with a bank allows you to write drafts or “checks” against money you have on deposit in that account. Opening a checking account is very easy. You need to deposit money and fill out a signature card. You will be given temporary checks right away, but you should order “personalized” checks which usually have your name, address and home phone number or Illinois driver’s license number printed on them. Most merchants prefer that this information be printed on your checks before they will accept them for a purchase. You will pay a fee for your checks, usually less than $15, for 200 checks. Always carry identification with you if you plan to write a check. You will usually need to show a valid driver’s license, an Illinois ID card from the Department of Motor Vehicles, a major credit card, or a University of Illinois ID card as proof of your identity. Be sure to carefully record each check that you write in the register of your checkbook. If you receive a paycheck from the University of Illinois, it can be deposited directly into a local checking account. You can receive information about this from your department office.

Each bank has different banking practices, and the types of checking accounts available vary from bank to bank. Some banks charge a monthly “service fee” or charge 10-15 cents for each check that you write. Others do not charge a service fee, but require that you maintain a minimum balance in your account. Some banks, credit unions, and savings and loan institutions offer special checking accounts that permit you to earn interest on money that remains in the account. The type of account you choose should be determined by the number of checks that you write each month and/or the amount of money which you are able to keep in your checking account. It is recommended that you compare different banks’ services by talking with their customer service personnel.

Automatic Teller Machines (ATMs) and Debit Cards
Most banks in Champaign-Urbana now have a service whereby you can make deposits and withdrawals 24 hours a day by using a computerized device called an automated teller machine or ATM. You will be given a small plastic card, and a personal identification number (PIN) to use this service. PINs are generally four digits in length and should NOT be a date of birth, to prevent theft. Do not print your PIN number on your card or carry it in your wallet near your card; if your wallet or purse is stolen or lost someone may be able to easily take money out of your account. It is best to memorize your PIN and destroy any written record of it. Ask your bank for information on ATM service. Keep in mind, however, that there is usually a fee for ATM service.

Many banks in Champaign-Urbana now offer the Visa Debit Card. You can use this card as you would use an ATM card to access your checking and/or savings account from automated teller machines; and you may also use the card to purchase goods or services wherever the Visa card is accepted. Unlike a credit card, where the transactions are billed and interest is charged, Visa Debit Card transactions are deducted directly from your checking account balance. Some people find this to be a convenient alternative to check writing in many situations.
Savings Accounts

If you have money that you do not need to use for routine living expenses, a savings account is a safe way to invest it. Savings accounts are available at most commercial banks, credit unions, and savings & loan institutions, but the interest rates vary. There are several types of savings accounts. A regular “passbook account” allows you to withdraw money from it whenever you need it. If you have a checking account at the same bank you can usually telephone the bank and have them transfer money from your savings account to your checking account. Frequent withdrawals are usually discouraged, but the bank will pay you any interest that your money has earned up to the date you withdraw it.

There are also several different time deposit accounts or “certificates of deposit” (CDs) which pay higher interest rates, but you must keep your money in the account for a certain amount of time, up to 5 years. The bank will charge you a penalty on early withdrawals from these accounts.

Traveler’s Checks and Money Orders

Personal checks drawn on your bank account may not be honored outside of this area or state. Traveler’s checks provide a safe and convenient way to carry money when you travel. They can be purchased at any bank for a small charge (1%); some banks even provide them free to their depositors. Traveler’s checks can be cashed at banks, hotels, restaurants, and most stores throughout the world. They can also be replaced if they are lost. It is important to keep a record of the check numbers separate from the checks in the event that your traveler’s checks are lost or stolen. You should sign the checks when you get them at the bank and then endorse them again when you make a purchase.

Do not send cash through the mail. If you need to pay bills by mail you can use your checking account or buy money orders at banks and some large stores. Money orders are safer than sending cash through the mail and you will be provided with a receipt when you use this service.

Should you need to buy an expensive item from an individual who does not want to accept a personal check for the purchase, your bank can issue you a “cashier’s check” for the amount of the purchase. This guarantees the person getting the money that there are funds in your account.

Cash

If you pay for anything, such as your rent or other large items, with cash, be sure to get a written receipt as proof that you have paid.

When you need cash, you can go to your bank and write out a check payable to “cash” or payable to yourself and funds will be taken from your checking account. Some supermarkets allow you to write a check for an amount over the cost of your purchase so that you get the extra amount back in cash. Check cashing services are also available at some supermarkets, but you must fill out an application before receiving this privilege. ATM machines are another easy way to obtain cash and are quite accessible in the campus area. The Illini Union and the Illini Union Bookstore Building, for example, each have ATM machines available to students for purposes of obtaining cash. Employees of the University may also cash checks at the Cashier windows in Room 100, Henry Administration Building by showing their staff I.D.

Receiving Money from Another Country

It may be possible to arrange for a bank in your home country to cable funds directly to your bank here. Most banks charge a service fee to process both incoming and outgoing wire transfers. You must provide the following information to the home country bank:

1. the name and address of your bank in Illinois;
2. your bank’s identification or routing number;
3. your name and bank account number here;
4. your address and telephone number in Illinois;
5. exactly how you want to receive your money, such as deposited in your account, in the form of a cashier’s check, etc.

It is a good idea to request money transfers well before the time you will need the money. Wire transfers can take anywhere from a few days to a full month or more to complete depending on the processing time of the bank in your home country. In case there is an unaccountable delay, it may be wise to have a small savings account here for living expenses. Some foreign governments or state banks require proof of a student’s good academic standing before releasing funds. Certificates that attest to your status are available at OISA. Such certificates are also available for students whose home countries have restrictions on dollar exchange.

Money Sent Through the U of I

If the check is made payable to the University of Illinois, it should be indicated for whom the money is intended and for what purpose the money is to be used. If you are already in the United States and have a checking account here, verify the balance, but do not close the account until you arrive in Champaign-Urbana. At that
point, you can transfer your funds to a local bank if you wish.

If you have a scholarship or grant from your government or other sponsor, be sure to carry a statement with you that indicates the office that administers the scholarship and the amount of money provided. If you sponsor wishes to receive the bill for your tuition and fees, your sponsor must send a statement of billing instructions directly to USFSCO, Attn: Third Party Billing, 162 Administration Building, 506 South Wright Street, Urbana, IL 61801. These billing instructions must be on file in the USFSCO before registration. Without these instructions, you will be required to make an initial payment of tuition and fees at registration.

Sending Money to Another Country

There are two ways to send money abroad: 1) send an International Money Order or Foreign Draft directly to the individual or institution; or 2) have your local bank send the funds to an individual’s bank by air mail or cable. Provide the bank’s name, address, and bank identification number as well as the individual’s name, account number, and address so that person will be notified when the funds arrive. Bear in mind that processing delays of from 1 to 6 weeks may be encountered before the funds become available to the receiving individual.

It is best to send items by “registered” or “certified” mail as an extra precaution. You may also purchase a “return receipt” with registered or certified mail. The return receipt is signed by the individual who is to receive the item and then sent back to you. If money is lost through mail or cable systems, there may be a long delay--up to six months -- before the bank sending the money can locate it and issue a refund. In most cases, these systems provide adequate security.

It is not wise to send a Cashier’s Check or personal check outside of the U.S. If a Cashier’s Check is lost or stolen, the bank issuing the money may not be required to refund it. Many foreign banks do not want to cash these checks. If the checks are returned to the U.S., it may be two months or more before the individual to be paid is able to collect the money.

Financial Institutions in Champaign-Urbana

There are many financial institutions close to the campus area to choose.

Freestar Bank, 631 East Green, Champaign, 351-6688
Busey Bank, 614 South Sixth Street, Champaign, 365-4552
TCF Bank, Illini Union Bookstore, Champaign, 265-6500
Chase Bank, 201 W. University Ave, Champaign, 351-1600
PNC Bank, 505 E. Green St, Suite 5, Champaign, 363-4080

University of Illinois Employees Credit Union, Illini Union, Urbana, 278-7700

Credit Unions are different from banks in the sense that the depositors or shareholders own them. Profits from loans are distributed as interest to depositors’ accounts. They have the advantages of competitive savings rates, interest earning checking accounts, and low interest loans.

Consult the Yellow Pages in your telephone book for a more complete listing of local banks and savings & loan associations.

Money Management Hints
(from “Handbook for Foreign Students and Scholars”, University of Iowa, 1978).

Most students live on limited budgets. It is important to manage your money carefully to make sure that it lasts as long as possible. Until you have become accustomed to the value of the dollar and get a good idea of your daily living expenses, it is wise to be cautious. The following are hints from other international students on managing your money:

Budget carefully. You know how much your income and basic expenditures are, so pay all bills immediately at the start of each month and you will know exactly how much remains.

Keep accounts. Keeping track of expenditures in various categories - food, books, supplies - can pinpoint areas of heavy spending, which might surprise you. Done on a monthly basis, this can give you quite an incentive to economize in certain areas.

File tax returns. Examine all options for exemptions or rebates, and do not hesitate to seek advice from the Internal Revenue Service (www.irs.gov). Keep records of expenditures throughout the year so that filling out returns will be easier. ISSS also provides access to GLACIER Tax Prep for all UIUC international students. GLACIER Tax Prep is a tax soft-ware program that will be available from any computer with internet access.

Use inexpensive transportation. Recognize that a few extra dollars for an apartment near campus can save hundreds of dollars each year on a car. The car is part of the “American Dream”, and it takes some courage to realize that it is expensive to buy, to run and in many cases is unnecessary. Many young Americans are turning to bicycles and buses as a primary means of transportation. You can always rent a car for a long trip if you need to. It is much less expensive in the long run.

Be careful with credit. For many of you this is the first exposure to credit on any
scale. For those of you who arrive in the United States with few household possessions, credit cards may seem like an easy answer, but beware of overextending yourself. Remember that you may be paying up to 22% per year in interest on some accounts.

Buy used or second hand! Garage and yard sales advertised in newspapers are frequent in the spring and summer, and you can buy used appliances and household goods at very reasonable prices. You can sell your items the same way when you leave.

Eat at home. If you do not live in a residence hall where meals are provided, it is very tempting to eat out regularly rather than prepare your own food. This expenditure can double your food bill.

Save at your credit union. If you are employed by the University and think you might be able to save some money, have a deduction made from your paycheck for deposit in the University Credit Union. What you don’t see you won’t miss, and it mounts up quickly in your savings account.

Take advantage of sales. Newspaper advertisements will tell you when a store is having a “sale” on something, i.e. selling it at a lower price than usual. If you can afford to do so, stock up on items that you use regularly when they are on sale.

**CHAPTER 5: INSURANCE AND MEDICAL CARE**

**INSURANCE**

*Health Insurance Coverage*  
The University requires every student to have medical insurance; therefore, a fee is assessed to all registered students which will automatically enroll them into the University Student Health Insurance plan. If you have exempted yourself from the University plan by filing for an exemption, you will not be assessed the fee; your dependents are not eligible for coverage.

NOTE: Health insurance policies in the United States do not pay for all of the expenses resulting from illness or injury. Insurance plans, including the University's insurance, have deductibles (a specified amount of money you must pay for medical services before your insurance makes payment), co-payments (the percentage of your medical bill that you must pay after paying the full deductible), and exclusions (services for which the insurance will not pay) which must be paid by the student. Study your policy carefully, and contact the Student Insurance Office or your insurance provider if you have any questions.

The Student Health Insurance plan provides worldwide coverage with your choice of provider.

**Exemption from Student Health Insurance fee:**  
In order to be exempt from the University of Illinois Health Insurance plan, you must show proof of having equivalent health insurance that is valid from the first day of the University's semester that you wish to apply for Exemption. While J-1 Insurance Requirements state that you must have at least $50,000 in benefits per accident or illness, in order to exempt from the insurance fee, you must have a minimum of $200,000.00 in benefits. All Exemptions must be applied for during the Enrollment/Change Period for the semester you are requesting the Exemption. Applications are on our website during this time; applications and proof of coverage must be mailed to the Student Insurance Office located at 506 S. Wright in the Henry Administration Building, Room 100A North, Urbana, IL 61801. Applications are also in our office at this location. The Exemption is permanent; even if you leave UIUC for a period of time and return. Reinstatement into the plan is possible, but not guaranteed.
Extension of Coverage:
If you have University of Illinois Student Insurance Coverage and you do not register for a semester, such as the summer semester, but you wish to have health insurance coverage, you must extend your health insurance policy by purchasing an Extension of Coverage during the Enrollment/Change Period for the semester you are requesting coverage. This extension is not automatic. You must complete an application for Extension and pay the fee. Undergraduates need to complete a paper application and submit it along with the payment to the Student Insurance Office. The fee will be charged to your university statement of charges. Fall and Spring Extensions require a paper application be completed, and submitted along with the payment to the Student Insurance office. See our website at www.si.uiuc.edu for more information. Alternatively, contact the Student Insurance Office (333-0165) for details.

Health Insurance for Dependents

Medical care in the United States is very expensive. A visit to the doctor can cost hundreds of dollars and a hospitalization, many thousands of dollars. Second, it can be difficult to receive proper health care without insurance.

Students who are enrolled under the Student Health Insurance plan can purchase coverage for their spouse and/or children during the Enrollment/Change Period, or within 31 days of dependents arriving in the United States. Dependent coverage can also be purchased within 31 days of acquiring a new dependent such as the birth or adoption of a child or marriage/or spouse equivalent contract (same or opposite sex). Newborns with parent(s) covered under the plan receive 31 days of free health insurance coverage from the date of birth. The purchase of dependent coverage would be necessary within 31 days from date of birth in order to continue coverage. No coverage is available for other family members, such as parents or siblings. ISSS has information about other short-term insurance possibilities for students’ families.

You may purchase medical insurance from outside the University of Illinois. A list of outside medical insurance providers is available on the ISSS website. Keep in mind that most insurance programs only pay for a portion of your care. It is important to read your policy brochure for information on coverage, limitations, and exclusions.

Dental and Vision Insurance

The University of Illinois provides dental and vision insurance for graduates with assistantship appointments between 25%-67%, inclusive, for three-quarters of the term, and Fellowships with stipends of $3,000 or more per term. Eligible students are enrolled automatically in the dental and vision insurance program when appointment papers are completed. Graduate students not receiving automatic coverage may elect to purchase dental and/or vision insurance through the Delta Dental and/or Eye Med Vision Care. In addition, graduate students may purchase coverage for their dependents, if the student is also insured. Consult the Graduate College website for costs, details of the plan, and deadlines to add insurance coverage.

The Student Health Insurance Plan includes a dental and vision discount program.

You may also purchase dental/vision insurance from outside the University of Illinois. Keep in mind that most insurance programs only pay for a portion of your care. It is important to read your policy brochure for information on coverage, limitations, and exclusions.

Even with insurance coverage, some students find that it is more cost effective to take care of routine dental procedures during visits to their home country. This may be a good idea if you travel home frequently.

Special J-1 Insurance Requirements

All J-1 exchange visitors and their J-2 dependents are required to have adequate health insurance while in the United States. Willful failure to maintain health insurance coverage may result in program termination. Minimum coverage required by the state must provide the following: medical benefits of at least $50,000 per accident or illness, (see requirements for an exemption above); repatriation of remains in the amount of $7,500; and a deductible not to exceed $500 per accident or illness. The University of Illinois Student Health Insurance plan exceeds these basic insurance requirements. If you purchase insurance from a non-University source, it must meet or exceed the university limits, according to university policy. You may purchase insurance for medical evacuation and repatriation separately. ISSS has a list of companies providing such insurance.

MEDICAL CARE

Student Health Service

Only registered students at the University who have paid the McKinley Health Service Fee can use the services of McKinley Health Center. The health service fee is
assessed at registration for the use of McKinley’s services. Students’ spouses may use McKinley services, if the spouse has health insurance coverage and pays a special health service fee. Call McKinley at 333-2701 for information on the fee and application deadlines. Children may not use McKinley.

McKinley Health Center is an appointment clinic open Monday through Friday. Appointments are available by calling the DIAL-A-NURSE at 333-2700. This service, which operates 24 hours a day, is also available for advice, or help in evaluating a concern. When you call, the nurse will make an appointment for you, give you general medical advice, and direct you to come right to the McKinley Health Center or suggest you go to the local emergency department.

McKinley Health Center offers a variety of services, which include: Medical Clinic, Women’s Health, Mental Health, Health Education/Sportwell, Preventive Medicine, Pharmacy, Laboratory, X-Ray, and a Resource Room.

Students must present a valid student identification card when using the Health Center. If you must cancel an appointment, you may call 244-6066 anytime 24 hours a day, 7 days a week. Students who do not cancel at least two hours before the scheduled appointment will have a $10 fee charged to their student account.

For more information about McKinley’s services, call 333-2701 or visit their website.

Health Care for Families

It is a good idea to establish contact with a physician and dentist if you have your family with you. You may wish to ask your host family or friends to recommend a doctor. Physicians are listed in the Yellow Pages of the telephone directory under “Physicians and Surgeons.” There are two major clinics in this community, Carle at 602 West University, Urbana, and Christie at 101 West University or 210 S Market St, Champaign, both of which have a large number of general and specialty doctors. There are also independent doctors listed in the phone directory.

It is important to be punctual for doctors’ appointments. Before making an appointment, you should ask the receptionist how much the charge would be. On your first visit to a new doctor, you may have to pay at the time of the visit. Take your health insurance papers with you to the doctor’s office. Be aware, however, that many insurance plans may not pay for all the services you receive. Children are required to have a physical examination before entering the school system. You will receive proper forms for this when you register your child for school. It is important for healthy children to have regular physical check-ups and immunizations against illnesses. When your child is ill, telephone your doctor’s office for advice or to make an appointment.

Maternity Care

There are obstetricians (specialists in maternity care) and nurse-midwives in the Champaign-Urbana area. Most prefer to begin caring for women in the second or third month of pregnancy. There are a few female doctors in this area that care for pregnant women. If you or your spouse is uncomfortable with a male doctor, you may ask that a female nurse be present during the examination. Many hospitals in the area offer courses for expectant parents. Ask your doctor about these programs.

Dental Care

There are many dentists practicing in the Champaign-Urbana area. You can find a list of dentists in the telephone directory yellow pages under “Dentists.” The McKinley Health Center also compiles a list of area dentists. The cost of services varies from dentist to dentist. Call several to ask about the cost of examinations, x-rays, cleaning, and fillings. If you have Delta Dental insurance, you may wish to use a dentist who participates in the Delta Dental plan. Check the Delta Dentist website for a list of participating dentists. Links to their website can be found on the Graduate College website.

Parkland College’s Dental Hygiene Clinic offers low-cost cleaning and fluoride treatments. Call 351-2221 to make an appointment.

Emergencies

If a non-life-threatening medical emergency arises, call McKinley Dial-a-Nurse (333-2700) or your doctor. In case of a serious or life-threatening medical emergency, call the emergency dispatch service, (911 from a regular phone and 9-911 from a campus phone.)

In case of accidental poisoning, call the Illinois Poison Control center at (toll-free) 1-800-222-1222, or 1-312-906-6185 (for persons using a telecommunications device for the deaf). Have the container containing the poisonous substance with you so that the Center can tell you exactly what to do.

Hospitals

Carle Foundation Hospital at 611 West Park, Urbana, is a regional trauma center
and has an Acute Illness Department located in its Emergency Room for treatment of urgent medical problems that are not true emergencies. Call 383-3482 for emergencies, 383-3311 for general information. Carle also has a “Patient Advisory” number available 24 hours a day at 383-3233.

Provena Covenant Medical Center, 1400 West Park, Urbana, is equipped to deal with emergency psychiatric problems as well as other emergency services. Call 337-2131 for emergencies and 337-2000 for general information.

Accepting U.S. Government Benefits

The Public Charge Issue

“Public Charge” is a long-standing feature of U.S. immigration law. By definition, someone who is a “public charge” relies on the U.S. government for financial support. Under immigration law, an alien who is or is likely to become a public charge may be barred from the entering the U.S., and is ineligible to adjust status (become a green card holder). The use of government funds alone does not necessarily make one a public charge. Rather, the Immigration and Naturalization Service must consider each individual’s circumstance when making a public charge determination.

Government Benefits Subject to Public Charge Consideration:
In May 1999, the Clinton Administration published a proposed regulation clarifying which government benefits might subject an alien to the public charge consideration. Those benefits are:

- Cash assistance for income maintenance through Supplemental Security Income (SSI)
- Cash assistance for the temporary Assistance to Needy Families (TANF)
- State or local cash assistance programs for income maintenance, often called “General Assistance” programs.

Government funds used to offset the cost of long-term care in a nursing home or mental health institution may also invoke public charge considerations.

Government Benefits Not Subject to Public Charge Consideration:
Benefits not intended for income maintenance are not subject to public charge consideration. Those benefits include:

- Health Care benefits, including programs such as Medicaid, the Children’s Health Insurance Program (CHIP), prenatal care, or other free or low-cost care at clinics, health centers, or other settings (other than long-term care in a nursing home or other institution)
- Food Programs, such as Food Stamps, WIC (the Special Supplemental Nutrition Program for Women Infants and Children), school meals, or other food assistance
- Other programs that do not give cash, such as public housing, disaster relief, Head Start, or job training or counseling

Caution:
The decision to use public benefits, even those exempt from public charge consideration, should not be made without reasoned thought to the possible consequences. For instance, at the time of visa application, nonimmigrant students and their dependents must demonstrate that they have adequate funds to support themselves during their stay in the U.S. A family that used public funds for prenatal care and delivery, for instance, might find it more difficult, even impossible to renew their U.S. entry visa while abroad.

How to Avoid Becoming a Public Charge:
Primarily, consider your financial situation prior to bringing dependents to the United States. Spouses and children in F-2 status cannot work, so the F-1 must have adequate funds to support the entire family. While J-2 dependents may apply for work permission, they must first demonstrate that they already have adequate financial support prior to receiving work authorization.

Second, purchase health insurance for each family member. Health care in the United States is very expensive. Adequate health insurance can protect you from financial ruin if you or a dependent family member needs medical care in the United States.

Third, take stock of your financial situation. You may find that you can re-arrange your budget to identify funds to pay for day care, school lunches, etc. Do not use government benefits if you can afford to pay for your family’s expenses.

For more information:
If you would like more information about the public charge issue, you may visit the USCIS website or call or stop by ISSS.
Some Other Important Medical Telephone Numbers
Residential Drug Abuse-Prairie Center for Substance Abuse - 328-4500  24 hour hotline: 356-7576

Crisis Line and Suicide Prevention - 359-4141

Domestic Violence Hotline - 384-4390

A Woman's Fund - 384-4462  Includes "A Woman's Place" (shelter and services for victims of domestic violence), Rape Crisis Services - 384-4444

Planned Parenthood of East Central Illinois - 359-8022  Medical services related to reproductive health including birth control, pregnancy testing and counseling, first trimester abortions, and testing and treatment for sexually transmitted diseases.

Mental Health Center of Champaign County - 359-4141  A division of the Mental Health Center of Champaign County offers counseling and personal development services.

Champaign County Health Consumers- 352-6533  Information on dealing with the health care system, including a consumer health hotline for assistance with service issues.

C-U Public Health District - 352-7961  Offers a variety of health services, including immunizations and childhood nutrition programs.


CHAPTER 6: CHILDCARE AND EDUCATION

SCHOOLS

Illinois law requires all children between the ages of 7 and 16 years to attend school. Public school is free; private school is not. Some private schools are affiliated with churches and you may have to be a church member in order for your child to attend.

Children entering Kindergarten, fifth and ninth grades must get a physical examination before beginning school. The school will also want to see the child’s birth certificate and some indication of the amount of schooling he or she has already had in order to place your child at the proper grade level.

Schools are divided into three levels: elementary schools (kindergarten through fifth grade), junior high or middle school (sixth through eighth grade), and high school (ninth through twelfth grade).

In Urbana, children usually attend the public school nearest their place of residence. Elementary school age children living in Orchard Downs are assigned to attend Martin Luther King School, 1008 West Fairview, Urbana (384-3675). Transportation is provided. King School has a multi-cultural, multi-lingual program. For information about the school your child will attend, call 384-3600.

Residents of Champaign have the option to choose where their child(ren) will attend public school. The Controlled Choice Program allows parents to learn about each of the eleven elementary schools in Champaign, and then make an informed decision about which school they want their child(ren) to attend. For more information contact the Champaign Community School Family Information Center, 405 E. Clark St., Champaign (351-3701).

Day Care Centers and Nurseries

There are many private nursery schools, pre-schools, and day care centers in Champaign-Urbana for children 5 years of age and under. There are also "Before and After-school" programs which care for school-aged children before and after regular school hours. An example of an after-school program is the "Kid's Club" at Orchard Downs. Kids meet at the Community Center for activities and games until their parents get home from school or work. Other programs are offered through the Cham-
How to Choose the Best Day Care Program for Your Child
(By Peggy Patten, instructor/head teacher at the UIUC Child Development Lab)

Two good ways to judge the quality of a center are to talk with parents whose children attend the center and to visit the center. When you visit a center, be sure to call in advance to make an appointment to speak with the director or to observe the program. The price of the day care alone is no guarantee of quality. There are four major concerns to consider when making your evaluation: curriculum, staff, physical space, and family/school relations.

Regarding the curriculum, staff should recognize that children learn in different ways and at different rates. A good center values children’s learning through inquiry and active involvement. When you visit the center, ask the director to go over the daily schedule with you. Look for a balance in the schedule between vigorous and quiet play; indoor and outdoor activity; large-group, small-group, and independent involvement; and teacher-directed and child-directed experiences. Is there evidence of good relationships among children? Conflicts can be avoided by effective scheduling, physical space arrangement, availability of materials, and clear guidelines for classroom behavior. When conflicts do arise between children, they should be given some responsibility in resolving their own conflicts and given effective strategies for doing so.

The center should meet the State of Illinois minimum requirements for group size and teacher-child ratio, and the teachers need to meet the minimum requirements for teacher training in early childhood education in Illinois. To find out the requirements call the Child Care Resource Center. Look during your visit for evidence of good teacher-child relationships. Interactions should not consist primarily of corrections and reminders, but should be concerned more with children’s interests, involvement, and ideas. Guidance techniques need to be fair, consistent, and clear to children.

The physical space should be large enough to accommodate a variety of activities and equipment. The facility should have good light, heat, and ventilation, and should be clean. Each child should have an individual cot or mat. Ask if current medical records and emergency information is maintained for each child and staff member. Observe whether materials are accessible to children and organized so that children know where to find and return them.

Staff should acknowledge and respect family cultural backgrounds and lifestyles. The center should involve parents in the program and inform them of their child’s activities and progress. Parents should also be encouraged to visit and observe the center and participate in the program.

The benefits of a good day-care experience extend throughout your child’s life. Your decision should be an informed one.

Babysitting

There are many reliable baby-sitters who can care for your children. State law requires that anyone caring for an unrelated child for more than 10 hours per week must be a licensed day-care provider. Many private family homes are licensed day-care homes. For additional information, contact the Child Care Resource Service, 333-3252. Some University students who want to baby-sit leave their names at the}

paign and Urbana Park Districts, and through your child’s school. You will find these nursery schools, pre-schools and day care centers listed under “Child Care” and “Schools” in the Yellow Pages.

The University of Illinois maintains a Day Care Register with current information on each day care center in the Champaign-Urbana area. The register is available at these locations on campus:

Family Housing Office, 1841 Orchard, Urbana, 333-5656

Child Care Resource Service, 905 South Goodwin, 314 Bevier Hall, Urbana, 333-3252

The University Primary School, a project of the College of Education, operates a school for young, bright and talented children ages 3 through 7. There is one class for four year-olds and one combined kindergarten and first grade class. For further information call 333-3996.

The University also operates the Child Development Laboratory at 1105 West Nevada Street, Urbana and the Early Child Development Laboratory, 1005 West Nevada Street, Urbana, for children aged 6 weeks - 5 years. For applications and information call 244-8622.

The Child Care Resource Service is a service that helps you answer your questions about child care and offers updated information about child care options available in Champaign-Urbana. Call 333-3252 for information.

The Orchard Downs Cooperative Nursery School is open only during the academic year. It accepts children from three to five years of age. Call 333-3497 for information and applications.
Student Employment Office. Call 333-0600 for information about costs. Young students can earn money by baby-sitting. It is a good idea to get a recommendation from someone else to insure that the sitter is reliable. There are also exchange groups called baby-sitting pools in many housing areas such as Orchard Downs. In these groups, parents take turns caring for each other’s children.

**CHILD CARE LAWS**

Many people would be surprised to learn that Illinois State law stipulates that parents must not leave a child unattended, even for a short period of time. If you need to go to the laundry, take an exam, attend a class, etc., and you cannot take your child with you, it is your responsibility to make sure that your child is supervised by a responsible person. Leaving children unsupervised is considered child neglect in Illinois. Certain people (teachers, physicians, etc.) who observe this kind of behavior are required by law to report the incident to the Illinois Department of Children and Family Services (DCFS). A member of the DCFS staff is then required to visit the reported family to decide what action is necessary. In severe cases, children may be removed from their homes and placed in foster homes where adequate care can be assured.

**CHAPTER 7: TRANSPORTATION AND TRAVEL**

**LOCAL TRANSPORTATION**

**Bus**

Champaign-Urbana has an excellent municipal bus system called the MTD. You should be able to get to most places in Champaign and Urbana by bus. For specific route information, visit the website at www.cumtd.com.

The number, color, and direction of a route are indicated on the front of the bus. Bus service operates from about 6:00 a.m. to 2:00 a.m., Monday-Saturday, while the University is in session. The service is more limited on Sundays and late at night. Students are assessed a mandatory fee with their tuition which allows them unlimited utilization of the bus system throughout Champaign-Urbana with their student ID.

Complete day and evening schedules are available at the Information Desk in the Illini Union, the Student Services Building, and on most MTD buses. If you need more information about the bus system, call the Mass Transit District Office (MTD), 384-8188, or visit their website.

**SafeRides**

SafeRides provides safe transportation to and from the University of Illinois for student, faculty, and staff who are traveling alone when no other means of safe transportation is available. It is a free service and is in operation from 5:00 pm – 6:15 am during day light savings time and 7:00 pm - 6:15 am seven days a week, when school is in session. For information more detailed information, visit their website.

**Taxicabs**

There are several cab companies in the area. If you need to call for a cab, phone numbers are in the telephone book Yellow Pages under “taxicabs” or you can find them online. Taxi service is a convenient way to get around, picking you up at your home and taking you directly to where you want to go. However, taxi service is far more expensive than taking the bus. It is also customary to pay an additional 15% of the fare as a tip.
Bicycles

Although bicycles may not be as common in the U.S. as they are in other countries, there are many of them on campus. The campus has some bicycle lanes in which to ride. It is important to remember not to ride your bicycle on the Quad, or central campus, except in the bicycle lanes. Because there are many people walking in this area, it is dangerous to ride on the sidewalks. Campus police can issue you a ticket if you ride or lock your bike in an illegal area. When riding your bicycle in the streets, you must obey the same road rules as automobiles; drive on the right hand side of the road, signal for turns, etc. Remember that a bicycle can cause a traffic accident as easily as a car, and that a bike rider can be seriously injured. Bicycle shops sell such safety devices as lights and helmets to protect you.

If you own and ride a bicycle on campus, it is encouraged to register it with the Division of Campus Parking and Transportation at 1110 West Springfield, Urbana (333-3530). The hours are 8:00a.m. – 5:00p.m. Monday – Friday. When you register your bicycle, you will receive a serial number to place on your bicycle. This will help in the case if your bicycle is lost or stolen. You will receive a campus bicycle route map and the campus bicycle rules when you register your bicycle.

It is very important to lock your bicycle securely whenever you leave it. Always lock the bicycle to a bicycle rack or immovable post to avoid theft. The person who sells you the bicycle can recommend a good sturdy lock for it. The campus or city police departments can also engrave an identification number on your bicycle to help you identify it if it is stolen and recovered.

Used bicycles for sale are often advertised in the "Daily Illini" or the "News Gazette" or can be found at garage sales. Bicycle shops sell new and sometimes used bicycles as well. Ten-speed racing models and mountain bikes are very popular in the U.S., but they are also very expensive. Many students choose to ride older, used bicycles as they are not as attractive to thieves and are just as serviceable. If you do not know much about bicycles, try to find someone who knows about them to help you look for a bicycle.

Motorcycles

Motorcycles and scooters are also quite popular in Champaign-Urbana. They are available for purchase from dealers or sometimes individuals. Check the Classified advertising section of the newspaper for a listing of used motorcycles for sale. Motorcycles are subject to the same laws as automobiles and should follow the same precautions. Contact the Driver's License Examination Station (278-3344) for details about motorcycle licensing and insurance requirements.

ZipCar

Zipcar is a car-sharing service where you can rent a car by the hour or by the day. There are various cars located on campus and in the cities of Champaign and Urbana. You will have access to reserve a car by joining Zipcar. You will have to pay a membership fee to join the program. For more information of program cost and how it works, view their website.

Automobiles

It is quite possible to live in this area without owning a car. Owning a car can be very expensive. Cars, especially used cars, need maintenance and at times require repair, which can be very costly. As an automobile owner and driver you are also required to purchase license plates, insurance, and fuel. It is important to consider all of these costs before you decide whether a car is in your budget.

Driver's License

Licenses from nearly all countries are valid in Illinois until expiration, providing the holder is not a resident of the State of Illinois. Illinois does not recognize the international driver’s license. The definition of residence is vague for purposes of a driver's license. If you qualify as a resident for U.S. income tax purposes - if you are planning to be a student here for two years or longer - you may also be considered a temporary resident of the State of Illinois. Employees and residents of the State of Illinois must apply for an Illinois driver’s license within 90 days of the beginning of their employment or residence.

To apply for an Illinois driver’s license, you must be at least 18 years old, have a U.S. Social Security Number or a letter form the Social Security office stating you are not eligible for one, and two other forms of identification, one of which must show your birth date. If you are under 18 years old, you must have written consent from a parent or guardian (not an international student advisor) to apply for a driver’s license. A birth certificate and passport are good forms of identification to show. University of Illinois student ID cards are not accepted.

The Drivers License Examination Station is located near Parkland College at 2401 West Bradley Ave., Champaign. Their office hours are: Tuesday, 8:00a.m. – 5:30p.m.; Wednesday through Friday, 8:00a.m. – 5:00p.m.; and Saturday, 7:30 a.m. – 12 noon. They are closed on Sundays and Mondays. You may obtain a copy of the booklet about Illinois driving rules, Rules of the Road, at the Driver's License Station.
Examina
ton Sta	on or at the ISSS front desk. This booklet contains general infor-
mation on which you will be tested. To receive an Illinois driver’s license you must
pass three tests: a short computer test of the rules of the road and the vehicle
code, an eye examination, and a test of your driving ability. The driver’s license cur-
rently costs $30.

BUYING A CAR

You may buy a new car from an automobile dealer. Financing may be obtained
from the dealer, a bank, or a credit union. Dealer financing is usually more expen-
sive. Be sure that you understand everything about the contract before you sign it.
At most car dealerships, the price of a car can be negotiated. Inquire about special
dealer incentives, which may offer a discount on the price of a new car. It is best to
go to several automobile dealerships in the area to compare prices. Speak with a
salesman at each place and try to negotiate a selling price. You will most likely find
that the final prices after negotiation may vary from dealer to dealer. Be careful of
"Dealer Add-Ons," non-essential extras that a car dealership will add to some cars.
These include aesthetical additions such as special paint, protective coating, or oth-
er extras which you do not want to pay for. All of the charges for the car should be
listed on the price sticker posted on the window of the car or in the contract. You
should be able to choose the options you want in your car, such as air conditioning,
a CD player, power windows, the color of the car and any add-ons. Most dealers
will be able to special order the exact car you desire.

You can also buy a used car from an automobile dealer or a private person. It is
advisable to take someone with you who is knowledgeable about cars. A used car
purchased from a dealer may have a warranty of 30 to 90 days, but a used car pur-
chased from an individual usually does not have any warranty. Without a warranty,
you will be responsible for paying for any and all repairs necessary for the car. Be
sure to inspect the car carefully and take it for a test drive before you buy it. You
may also take it to a mechanic to have it inspected. While the inspection will cost
money, it is a worthwhile investment; the inspection may uncover mechanical prob-
lems that would be much more costly than the inspection itself. It is much riskier to
buy a used car than a new one. Be prepared when you are looking to buy a used
car. You should have an idea about the value of the car based on the make, model
and year of the car. In addition, the number of miles on the car can also decrease
the value. A car made in 1994 with 80,000 miles will most likely have a lower value
than a car made in 1993 with 40,000 miles. If you find a car you think you might like
to buy, look for the dollar value of the car in the “Blue Book.” The Blue Book is a list
of car makes, models and years with their estimated dollar value. This book can be
found at any bookstore in the “Automotive” section, in the public library or online
by searching for “Kelley Blue Book”.

You must obtain a “certificate of ownership” from a car dealer or a certificate of
title from an individual when you buy a car. The car must be registered immediate-
ly in the new owner’s name. A Certificate of Title must be registered with the Illinois
Secretary of State and transferred to the name of the new owner when the car is
purchased. You need to take the title to the Driver’s License Facility to have the title
transferred to your name. You will also have to pay a license tax and title fees.
Many times the dealership can assist you with these transactions.

Car Registration

Registration with the Illinois Secretary of State, Motor Vehicle Division, is required
within 90 days after bringing a car to Illinois from another state. Contact the Secre-
tary of State’s Office, 278-3344. You may drive on out-of-state license plates until
they expire. If you need to buy Illinois license plates, there will be a fee charged
depending on the horsepower of the car. This fee is good for one year.

Car Insurance

All Illinois automobile owners are required by law to possess basic liability insur-
ance. Be sure that you or the other person has proper insurance coverage when
borrowing someone else’s car. Insurance may be expensive, but it is only a fraction
of the amount that you will have to pay if you injure other people, damage your car
or another car, or if your car is stolen.

There are several types of automobile insurance. Liability insurance protects you if
your car kills or injures someone else, or damages someone else’s property. Liability
insurance is the minimum required by law. Collision insurance protects your car in
case it is damaged in a single-car accident, or if a collision cannot be proven to be
someone’s fault. Comprehensive insurance covers your loss if your car is stolen or
damaged by fire, vandalism, etc.

There are many insurance companies in the telephone book Yellow Pages or online.
If you do not know anyone who can recommend a good insurance company, it is
wise to call a few places about your insurance needs. Insurance rates vary; the
amount you pay will depend upon many factors, such as the value of the car, the
age of the driver, and the past driving records of the driver.

Illinois Seat Belt Law

The State of Illinois has a law which requires the driver and passengers in the front
seat of an automobile to wear seat belts. If the driver of the car is under the age of 18, then the driver and each passenger under the age of 19 must wear a seat belt regardless of where they are in the car. Additionally, children under the age of eight must be restrained in an approved car seat. You will be charged a fine if you are found without your seat belt fastened, or if your children are not restrained while you are driving.

Driving in Winter

Winter often brings very dangerous driving conditions to Champaign-Urbana. If you plan to drive a car during the winter, there are several things to know. First, get your car “winterized”. This means getting “snow tires” (they have a heavier tread than regular tires), or making sure that your tire treads have not worn smooth; adding anti-freeze to your radiator (unless the car’s engine is air-cooled); changing to a lighter weight oil; getting an ice scraper to remove ice from car windows; and making certain brakes, heaters, windshield wipers, turn signals and headlights are in good operating condition. It is also a good idea to keep a “Winter Survival Kit” in your trunk, in case you get stuck or have car problems while traveling. This kit should include a candle; matches; an empty coffee can (in which you can melt ice for drinking water); hard candy, nuts, or other packaged food; a blanket; a shovel; sand, salt, or cat litter; and a brightly colored cloth to place on the car to tell others of your emergency. In the event that you experience car problems while traveling, do not leave your car. Stay in your car, with the windows cracked open slightly.

Your car may be hard to start in the winter. To start a car without fuel injection, push the gas pedal to the floor once. (If your car has “fuel injection,” do not push on the gas pedal before starting your car, as the engine will flood.) Turn the key. If the engine doesn’t start, don’t let it labor for very long. The engine could be flooded with gas; the car won’t start for about 10 or 15 minutes when the engine is flooded. Keep your gas tank full in the wintertime, as water condensation in a nearly empty tank can cause starting problems.

If you have trouble accelerating on a slippery surface, push gently on the gas pedal, keeping pressure steady. If the car doesn’t move, try again. Don’t let the wheels spin, as the road surface will just get more slippery. If you still can’t move, sprinkle some sand on the ice. Sprinkle it behind and in front of the tires that are spinning in order to give the car traction.

There are times when roads are so slippery and visibility is so limited that you should only use your car if necessary (radio and television reports will inform you of dangerous conditions). If you must use your car, drive slowly. Do not steer too sharply, and avoid sudden turns or lane changes. Do not follow other cars closely. Tap lightly several times on your brakes to stop rather than pressing on the brake pedal steadily. If you try to move too fast, stop too quickly, or turn too suddenly, the car will skid (uncontrolled slide). If your car does skid, turn your wheels in the direction of the skid and take your foot off the gas pedal. Don’t brake during the skid, or you will skid even more. The road may look clear, but watch out for icy patches, which can form in shaded areas of the road. Be careful when driving on an overpass or bridge, as these areas may freeze sooner than the rest of the road.

If you fall into trouble, on campus, contact, Campus Motorist Assistance, which is a free program, offered by Campus Parking. If your car will not start, you have a flat tire, or any other problem, call 244-HELP (244-4357) and someone will come to assist you between the hours of 7:00am – 5:45pm, Monday through Friday.

Parking

If you use a parking meter in a parking lot or on the street, it is necessary to put an adequate amount of money in it for the time that your car will be there. Since most parking meters in the campus area accept only quarters, be sure to have plenty of those if you plan to park on campus. Also, you can purchase a cash key, a program-mable key that provides a cashless way to use parking meters. If you receive a ticket, pay it as soon as possible. Records are kept of vehicle owners who have not paid fines and the fines can increase. If you park in areas on campus, where you do not have a proper permit or in areas labeled no parking or private parking, your car may be towed away and you will have to pay a large fee to get it back. Some major streets in Champaign-Urbana are designated “Snow routes” during the winter. After a snowfall of two or more inches, owners must move their cars off these streets by a certain time, or else they will be towed away.

If you are going to use your car on campus, you must register it with the University of Illinois Facilities and Services, Parking Department at 1110 West Springfield, Room 201, Urbana (333-3530). This will allow you to use University parking or storage facilities. The Orchard Downs parking lots and many campus-area streets are University-owned facilities and require registration for regular use.

Warning!
You can be ticketed and even arrested for breaking traffic laws. However, for most traffic offenses, you will just need to pay a fine. You may have to go to court to defend yourself against charges. You may defend yourself or hire a lawyer to represent you. One of the most serious offenses is driving while intoxicated. It is also against the law to have open alcoholic beverages in your car while driving. If you fall into a situation where you need legal advice, contact Student Legal Services.
OUT-OF-TOWN TRAVEL

Travel Agencies

You can find listings for travel agencies online. There are several travel agencies on campus. Travel agents can make reservations for you to travel to other places, arrange tours, rental cars, and accommodations, and there is no cost for their services.

Air

Call a travel agency or specific airline to obtain information about flights and make reservations. You may also buy airline tickets online through different websites like Cheaptickets, Expedia, Travelocity, Priceline, etc. You may save money if you are able to make your reservations well in advance, travel on certain days or at night, or go between certain large cities. Be sure to question the travel agent or airline representative closely about the cheapest fare available. Be cautious about buying from agencies who advertise in newspapers, but may not have a fixed business establishment—such agencies have a reputation for issuing tickets (and collecting money) for flights which are already fully booked.

University of Illinois Willard Airport is located south of Champaign on South Neil Street. You can fly from Willard Airport to larger cities for connecting flights. It may, however, be less expensive to take a car, bus, or train to a larger city rather than to fly from Willard.

Train

The Amtrak train station is located in downtown Champaign at the Illinois Terminal, 45 E. University Ave. You can call 1-800-872-7245 (1-800-USA-RAIL—a free, long-distance call) or visit them online for information and reservations on Amtrak trains throughout the country. There are special rates for going to and returning from Chicago on the same day. For some of the trains you are required to make a reservation in advance.

Bus

There are many bus companies in the area. Their services range from airport shuttles, to transportation to the suburbs of Chicago.
Hitchhiking

It is not as common as it has been in the past to see people hitchhiking on American highways, that is, standing beside the road with a thumb up or with a sign indicating that they want a ride from a passing car. Hitchhiking is illegal in some states and on some highways and streets in the United States.

Please note: Hitchhiking is not as safe here as it is in some countries. For this reason, it is not safe to ask for a ride in this manner or to pick up hitchhikers. Women should NEVER hitchhike alone. Also, if a woman is driving alone, it is best NOT to pick up a hitchhiker. If you must hitchhike you should go with someone who is an experienced hitchhiker.

CHAPTER 8: RECREATION AND ENTERTAINMENT

SPORTS FACILITIES

Campus Recreation offers active learning and self-discovery opportunities to students. With the Activities and Recreation (ARC), Campus Recreation Center East (CRCE), the Ice Arena, and Freer Hall Pool there is approximately 500,000 square feet of state-of-the-art recreation space available to concentrate on wellness and healthy lifestyles. The ARC alone features a 35-foot climbing wall; 12 courts for basketball, volleyball, and badminton; 12 racquetball courts, 3 squash courts, seven multi-purpose rooms, a combat room, indoor and outdoor 50-meter pools; a 35-person sauna, a 1/5-mile jogging track, 180 pieces of cardio equipment, tons of weights, an adventure center, and much more. CRCE also provides an indoor soccer and inline hockey gym, cardio and weight equipment, a 12-person spa, a leisure pool with water slide, a jogging track, and three basketball courts. Conveniently, the residence halls are all within a five-minute walk of one of the recreation facilities.

There are also multiple outdoor fields, including two synthetic turf soccer fields, available at the Complex, Outdoor Center Fields, and the Illini Grove, along with outdoor tennis, basketball, sand volleyball, and an inline skating rink being available for use.

Campus Recreation also offers many diverse programs and services, including almost 70 group fitness classes each week, over 25 personal trainers available, approximately 20 intramural sports each semester, adventure recreation trips and clinics, aquatic activities, ice skating and hockey programs, and over 40 club sports.

If you need a job, look no further than Campus Recreation. Over 500 students can find a job at one of the facilities or with one of the program areas. Jobs range from life-guarding to swiping IDs to answering patron’s questions to officiating sports and everything in between.

Learn more by visiting the Campus Recreation website.

ILLINI UNION

There are many activities, programs, and special events offered by the Illini Union which is located at the corner of Wright and Green. The Union’s South Patio opens
up to the Main Quad straight across from Foellinger Auditorium. On the lower level of the Union, there are bowling lanes, a billboard room, food court, health center and a variety of video games. The Quad (a convenience store), Jamba Juice, Espresso Royale, an ice cream shop and several study lounges are on the first or main floor. For studying and meeting friends, you may be interested in the large Vending Service Room on the east side of the first floor or the Courtyard Cafe in the center of the first floor. If you have any questions concerning the Union, campus, or community, the staff at the Information Desk (in the North Lounge), 333-4636, can assist you or visit the Union’s website.

On the second floor of the Union’s south wing, the Student Activities Complex (Room 284) and Student Organizations Complex (Room 280) house many of the campus student programs. This is also where the Illinois Leadership center and Office of Volunteer Programs can be found. Located on the north wing’s second floor, the Ballroom serves an affordable but upscale buffet lunch every weekday. Hotel guest rooms, meeting rooms, and offices such as LGBT Concerns, Tennant Union, and Student Legal Services can be found on the third and fourth floors. The Illini Union may take some time to explore, but it is truly a center of student activity on campus. A large map is located at the Green Street entrance and is also available online at the Union’s webpage.

Illini Union Board

The Illini Union Board (IUB) provides cultural, educational, recreational and social programming for the campus. IUB’s several programming committees sponsor such activities as the annual Spring Musical, Culture Shock, Mom’s Fashion Show, Dad’s Day Variety Show, IUBazaar, as well as numerous concerts, lectures, and performances.

Of particular interest to international students are IUB’s cultural programming committees, such as the African American Programming Committee, the Asian American Programming Committee, and the Cross Cultural Programs Committee. For more information, visit the Program Department in Room 227 of the Union, call 333-3663, or visit the Illini Union Board’s website.

Krannert Center for the Performing Arts

University of Illinois alumnus Herman Krannert and his wife Ellnora donated funds to build Krannert Center for the Performing Arts, a world-class training and performing arts complex which opened in 1969. The facility includes rehearsal halls, studios, classrooms, and technical shops, as well as four indoor theatres: the 2100-seat concert hall, the Tryon Festival Theatre, a 979-seat opera and dance house; the 678-seat Colwell Playhouse; and the Studio Theatre, and experimental space that can seat up to 200. Krannert Center’s Intermezzo offers delicious entrees and Viennese pastries, and the Promenade gift shop has many unique items on performing arts themes.

Krannert Center presents some 350 performances each year, including professional artists from around the world on its Marquee Season, and University of Illinois productions by the Illinois Dance Theatre, Illinois Opera Theatre, Illinois Repertory Theatre, and School of Music. Performances range from classical music, ballet, opera, and theatre to jazz, folk, and world music, modern dance, contemporary theatre, and family events. Call 333-6280 for event and ticket information or visit the Krannert Center’s website.

Museums

Spurlock Museum – The Spurlock Museum at the University of Illinois at Urbana Champaign, College of Liberal Arts & Science, is a museum of world history and culture, holding in its collection approximately 40,000 artifacts from diverse cultures and varied historical time periods. The Spurlock Museum is located at 600 South Gregory St., Urbana. For additional information call 333-2360 or visit the website.

Krannert Art Museum - The Krannert Art Museum is located in the Fine and Applied Arts Building at 500 Peabody Drive, Champaign, 244-0516. The permanent collections provide a visual review of art history. Egyptian sculpture, Greek vases, medieval stained glass, renaissance paintings, English silver, Indian miniatures, and Chinese porcelains are among the many original objects housed at the Museum. You may visit individually or may make reservations for guided group visits by writing or calling the Krannert Art Museum or visiting the website.

Assembly Hall & Memorial Stadium

The Assembly Hall hosts basketball games, concerts, operas, ballets, symphony orchestras, ice shows, and wrestling tournaments, among other events. The building is used for large University and student functions including the annual Spring Musical and Commencement. Call 333-5000 for event and ticket information. Memorial Stadium is home of the U of I football team. The stadium also hosts special events throughout the year.
CINEMAS AND DRAMA THEATRES

The University’s IUB Program Office sponsors weekend movies in the Foellinger Auditorium Theatre at the south end of the Quad. It also sponsors several foreign films each semester. Many student interest groups sponsor popular “oldies” and newer movies as fund-raisers. These are usually held on weekends in various large lecture halls on campus. The fee to see a campus movie is usually lower than a movie theatre or cinema’s full price ticket. The department of Cinema Studies also schedules free viewings of foreign films for students in Cinema Studies as well as for the general student population.

There are several other movie theaters in downtown Champaign and in some of the major shopping centers in Champaign-Urbana, as well as in Savoy. The New Art Theater, 126 West Church in Champaign (355-0068) shows many foreign films. The least expensive shows are usually matinees. All of the movie theaters are listed under “Theaters” in the telephone book Yellow Pages. The Daily Illini and the News-Gazette are good sources of information about current movies. You can also find the locations of movie theatres online.

The Krannert Center for the Performing Arts, the Armory Free Theater, Parkland College (351-2528), the Virginia Theater (356-9063), and Urbana’s Station Theatre (384-4000) present dramatic productions. Check the Daily Illini or call the Illini Union Information Desk for performance dates.

PARKS

Champaign and Urbana Park Districts

Champaign and Urbana house 49 parks and recreation centers for public use. If you are thinking of a picnic, nature walk or even a class, check with the Champaign and Urbana Park Districts. Crystal Lake Park, located at Park and Broadway in Urbana, has fishing and a jogging exercise trail at the north end of the park. Busey Woods features the Anita Purves Nature Center—a headquarters for environmental education and information. Meadowbrook Park, located on Windsor Road in Urbana, has a walking trail, and also features experimental gardens, and large-scale sculpture. Visit the Champaign Park District’s website for further information.

Lake of the Woods

The Lake of the Woods, located in Mahomet, sponsors a wide range of activities: you can rent a paddle boat or row boat, swim in the lake for a small fee, play a round of golf, take a hike, or visit the Early American Museum and adjoining Botanical Gardens. Take I-74 West to the Prairieview Road exit. Call 586-3360 for directions or additional information.

Allerton Park

If you are interested in photography or just beautiful scenery, University-owned Allerton Park is the place to go. Natural areas as well as formal manicured gardens and sculptures highlight hiking or strolling paths. The park is open from 8:00 a.m. until sunset and is located 20 miles west of Champaign on I-72. Take the Monticello Exit and follow the signs to Allerton Park. For additional information, e-mail allertoninfo@illinois.edu, or call 333-3287. You can also visit their website.

Kickapoo State Park

The Kickapoo State Park offers boating, fishing, and canoeing along with camping and picnicking sites. Winter sports include ice skating, ice fishing, and sledding. The park closes at 10:00 p.m. Kickapoo State Park is located four miles west of Danville on I-74. For more information, contact the Ranger at RR #1, Oakwood, IL or phone (217) 442-4915.

Turkey Run State Park

This park features a park museum, an old covered bridge, campgrounds for tents and trailers, horseback riding, a guest lodge, a swimming pool, and acres of wooded land, hiking trails, and meadows—a perfect place for a day’s journey. Canoeing on the Sugar Creek, which runs through the park, is also available nearby. The park is located just east of the intersection of highways 41 and 47 in Indiana—about one and one-half hours east of Champaign-Urbana. For more information, write or call: Turkey Run State Park, Marshall, IN 47859, (765) 597-2635.

Fox Ridge State Park

This park is located eight miles south of Charleston on Illinois Route 130, about an hour from Champaign-Urbana. Steep, wooded ridges and broad, rich valleys complement the six miles of hiking trails. Camping, fishing, boating, and hunting are also allowed. For details write: Site Manager, 18175 State Park Road, Charleston, IL 61920 or phone (217) 345-6416. E-mail: dnr.foxridge@illinois.gov.

Rockome Gardens

Located in the heart of Amish Country, Rockome Gardens features native rocks in-
laid in architecture, gardens, and fences, as well as the re-creation of a 19th century village on fifteen acres of land. It is located five miles west of Arcola, IL just off 1-57 and Route 45. The park is open from late May to late October, from 9:00 a.m. to 5:00 p.m. on weekends. For information e-mail info@rockome.com or call (217) 268-4106.

Kankakee River State Park

This park is located six miles northwest of Kankakee on Illinois Route 102 and features fishing, boating, picnicking, and camping. The park is open from 6:00 a.m. to 10:00 p.m. For more information e-mail kathy.pangle@illinois.gov or call (815) 933-1383.

Clinton Lake

This 10,000 acres of recreational area, located about 50 miles west of Champaign on Route 10, offers fishing, boating, picnicking, camping, and hunting. For more information e-mail tom.jackson@illinois.gov or call (217) 935-8722.

Lake Shelbyville

Take 1-57 south to the Mattoon exit and travel west on Route 16 to Shelbyville. You will find some of the most scenic areas of shoreline on this 11,000-acre lake. Lake Shelbyville offers swimming, fishing, water skiing, nature study, and camping. For more information, call 1-800-874-3529 or 217-774-2244.

Moraine View State Park

This park covers 1,687 acres and features picnicking, fishing, boating, hunting, camping, horseback riding, and winter sports. The park is accessible by taking US 150 or I-74 to LeRoy. Turn north from 150 or I-74 to the LeRoy-Lexington blacktop, and travel five miles to the park entrance sign. For details e-mail dnr.moraineview@illinois.gov or call (309) 724-8032.

Homer Lake (Salt Fork River Forest Preserve)

Homer Lake has 565 acres of land and an 80-acre lake featuring fishing, sailing, hiking, cross country skiing, picnicking, and nature study. Every year in March this park features a "Maple Sugar Days" festival. It is open from 7:00 a.m. until sunset throughout the year. Take I-74 east to the Ogden exit and take Route 49 South about one mile and follow the signs. For information, call (217) 896-2733.

Middlefork River Forest Preserve

This park offers swimming, fishing, trail hiking, and camping. Take I-74 East to the Ogden exit and continue north to Penfield, following the signs. The park is located about five miles north of Penfield. For more information e-mail hq@ccfpd.org or call (217) 595-5432.

Weekend Trips

The Illinois Department of Commerce and Economic Opportunity, Office of Tourism prints the Illinois Calendar of Events. The Calendar outlines a wide variety of festivals, museum exhibits, arts and crafts, music and theater, sports, and special events. For a listing of events, visit www.enjoyillinois.com or call 1-800-2-CONNECT.

You may also want to consult a travel agency about special tours. There are daily buses and trains to Chicago, as well as airline service from Champaign-Urbana.

Chicago, Illinois

Visit the Windy City! This large metropolitan area and cultural center is located two and a half hours north of Champaign-Urbana. Many of the sights are located along the beautiful shoreline of Lake Michigan.

Museum of Science and Industry: North end of Jackson Park at 57th Street and Lake Shore Drive. Phone: (773) 684-1414. Open from 9:30a.m. to 4:00p.m. daily with extended hours during the summer. Admission is $15.00 for adults and $10.00 for children. There is a separate schedule and admission charge for the Omnimax Theater and some special exhibits.

Field Museum of Natural History: In Grant Park at Roosevelt (12th Street) and Lake Shore Drive. Admission prices vary based on what is included. An all-access pass is $29.00 for adults, $20.00 for children, and $24 for students with a valid ID. This price includes admission to all special exhibitions and a 3-D film. Phone: (312) 922-
9410. Open 9 a.m. – 5 p.m. daily except holidays.

**Adler Planetarium:** On Northerly Island, east of Lake Shore Drive near Meigs Field and Burnham Harbor. Admission is $10.00 for adults and $6.00 for children ages 3-11. Shows cost extra. Phone: (312) 922-7827. Open 10:00 a.m. – 4:00 p.m. on weekdays and 10:00 am to 4:30 pm on weekends. Summer hours are 9:30 a.m. – 6:00 p.m.

**Shedd Aquarium and Oceanarium:** In Grant Park at 1200 South Lake Shore Drive. Admission is $28.95 for adults and $19.95 for children ages 3-11 and senior citizens. Phone: (312) 939-2438.

**Buckingham Fountain:** In Grant Park. The fountain runs from 8:00 am to 11:00 pm daily from mid-April to mid-October. Water displays from April 1 through November 1, 10:00 a.m. – 11:00 p.m. Beginning at dusk, every 20 minutes a major water display will occur, accompanied by light and music.

**Art Institute:** In Grant Park on Michigan Avenue between Monroe Drive and Jackson Blvd. Open Monday – Wednesday 10:30 a.m. to 5:00 p.m.; Thursday 10:30 a.m. to 8:00 p.m.; and Friday - Sunday 10:30 a.m. to 5:00 p.m. Admission is $18.00 for adults, $12.00 for children, students and senior citizens. Children under 14 years of age are FREE. **FREE admission for everyone on the first and second Wednesday of every month.** Phone: (312) 443-3600.

Explore the **Gold Coast**, the location of many elegant homes. Just north of North Avenue on Lake Shore Drive.

**Water Tower Place:** 845 N. Michigan. Open 10:00 a.m. - 9:00 p.m Monday – Saturday and 11:00 a.m. – 6:00 p.m. Exclusive shopping, movie theatres and restaurants.

**Lincoln Park Zoo and Conservatory:** Three miles north of downtown along the lakefront at Fullerton Avenue. Open September and October 10:00 a.m. – 5:00 p.m.; November through March 10:00 a.m. - 4:30 p.m.; April and May 10:00 a.m. – 5:00 p.m. and Memorial Day through Labor Day weekdays 10:00 a.m. – 5:00 p.m. and weekends 10:00 a.m. – 6:30 p.m. Admission is free. Phone (312) 742-2000.

**John Hancock Center:** 857 N. Michigan Avenue; famous skyscraper in downtown Chicago.

**Willis Tower (formerly the Sears Tower):** 110 stories on Wacker bounded by Adams, Jackson and Franklin streets. The observation deck is open from 9:00 a.m. to 10:00 p.m. from April through September and from 10:00 a.m. to 8:00 p.m. October through March. Admission to the deck is $17.00 for adults and $11.00 for children ages 3-11. Call (312) 875-9696 for more information.

In addition to these major attractions, there may be many others of specific interest to you. Check with the Chicago Office of Tourism at (312) 744-2400.

**Springfield, Illinois**

Springfield is the capital of Illinois as well as the home of Abraham Lincoln. There are many historical events and beautiful places to see. Listed below are several of these sites:

**Abraham Lincoln Presidential Library and Museum:** 212 N. 6th St. Open 9:00 a.m. – 5:00 p.m. daily. Admission is $12.00 for adults; $9.00 for students (with valid student ID) and $6.00 for children ages 5-15. Children under 5 years of age are free.

**The State Capitol:** Second Street and Capitol Avenue. Free guide service, first floor information desk, open Monday-Friday, 8:00 a.m. - 4:30 p.m.

**Old State Capitol:** City Square between Adams, Washington, 5th, and 6th Streets. Reconstruction on original site. Open Tuesday through Saturday from 9:00 a.m. - 5:00 p.m. A donation is suggested and also includes a guided tour.

**Lincoln Home National Historic Site:** 426 South 7th Street at Jackson Street. This is the only house Lincoln ever owned. The house and its interior have been faithfully restored. Guide service available. Daily 8:30 a.m. - 5:00 p.m. Free admission.

**Illinois State Fair:** Ten days in mid-August. For more information, visit the Illinois State Fair website or call (217) 782-6661. For more information about Springfield, visit www.visit-springfieldillinois.com or call (217) 789-2360.

**St. Louis, Missouri**

For more than 200 years, St. Louis has been the dominant city in Missouri. Located on the Mississippi River, this city boasts many attractions. Contact the Visitors Center (314) 241-1764.

**The St. Louis Art Museum:** Houses collections of American and European paintings and decorative art. Open Tuesday - Sunday, 10:00 a.m. - 5:00 p.m., Friday 10:00 a.m. - 9:00 p.m., closed Mondays, January 1 and December 25. Admission is free with the exception of special exhibitions.
River Excursions: (Gateway Arch Riverboats) Foot of Washington Avenue. Several daily one-hour sight-seeing cruises and an evening dinner cruise are offered. Phone (314) 621-4040 or toll free at (800) 878-7411.

Gateway Arch and Jefferson National Expansion Memorial: 11 North 4th Street, Eero Saarinen’s Gateway Arch. A 630-ft stainless steel structure symbolic of the starting point of the westward expansion movement. Ride the capsule transporter to the observation deck at the top of the arch! Open daily – June through Labor Day 8:20 a.m. – 9:10 p.m. and the remainder of the year 9:20 a.m. – 5:10 p.m. the remainder of the year. Admission is $10.00 for adults and $5.00 for children ages 3-15.

Missouri Botanical Garden: Tower Grove Avenue at Flora Boulevard. A 79-acre garden with wagon rides, the largest traditional Japanese garden in North America, and the world’s first geodesic greenhouse. Open daily. Call (314) 577-5100 for more information.

St. Louis Zoo: Open daily 9:00 a.m.-5:00 p.m.; Memorial Day-Labor Day 8:00 a.m.-7:00 p.m. Friday – Sunday and 8:00 a.m. – 5:00 p.m. Monday – Thursday. Admission is free except for parking and some special attractions. Phone: (314) 781-0900 or (800) 966-8877.

Indianapolis, Indiana

The state capital of Indiana, this city houses a major airport, Children’s museum, Art museum, Zoo, Racecar track, and shopping in the old Union Train station. For more information on the sites and attractions of Indianapolis, check out the website at http://visitingindy.com or call (800) 323-INDY.

Religious Organizations

The many places of worship in Champaign-Urbana welcome your attendance and participation in their programs, even though you may not be a member of their denomination. You will find a more complete listing of these places in the telephone book Yellow Pages under “Churches”. There is also a list of religious organizations in the U of I Student/Staff Directory. Many churches have special classes for children and youth, and study and social groups for men, women, and couples.

Chapter 9: Life in an International Community

Living in a community with people from all over the world—over 100 countries are represented in Champaign-Urbana—can be a positive experience, an indifferent one, or a negative one. We would like to help make your relationships here pleasant and educational rather than tense and nonproductive.

Intercultural Communication

The essential first step to successful intercultural communication is to concentrate on understanding rather than judging the other person. If both parties do this, then any cause for mutual anxiety is eliminated. Both are able to understand one another rather than worry about their personal insecurities in dealing with people whose cultures differ from their own.

How do we attain this understanding? Usually, it is by talking with the other person. When the other person is talking, you are trying to figure out what he means by the words he or she chooses and the behavior that accompanies his or her talking. This process is more complex when the other person is different from you. Your words will not mean the same things to both of you, since the differences in your backgrounds mean that particular words and ideas do not have the same significance for both of you.

Here is a specific example. Suppose someone tells both you and a friend something about a woman who lives next door to you. You are both told that the woman went to a movie with a male student last Friday night. Then, on Saturday afternoon, she went to a football game with another male student. You and your friend both assign the same meaning to all of the individual words you have heard about this woman, so you both know the same “facts” about her behavior. But if you are asked, “What kind of person is this woman?,” it may become clear that you do not assign the same meaning to the behavior. If one of you is an American, you might say the woman is “popular, probably attractive and socially skilled, generally a good kind of person.” But if one of you is from India, you might say that the woman “obviously has loose morals and should be avoided.”

Here is another example: Suppose the wife of someone you know has her first child. Two months later, you see this woman working in an office on campus. You congratulate the woman on the birth of her child and ask how she is taking care of her
baby. The woman tells you that she has arranged child care at a center near her home so that she can continue her job. Your response may range from shock, indifference or delight to disbelief, depending upon the value attached to this woman’s words in your culture.

In a third example, two gay friends wish to celebrate their commitment to one another with a special union ceremony and reception much like a marriage. They invite you to be a guest. You may be shocked or outraged when they use the word “marriage” to describe their relationship and ceremony, because marriage, in your culture, is a solemn and religious ritual practiced by heterosexual partners.

As the preceding examples suggest, people who grow up in different cultures learn basically different assumptions and values. These assumptions and values affect many life situations. The preceding examples were about male-female relationships and child rearing. Another topic about which cultures teach different assumptions is the concept of the individual. U.S. citizens are taught to admire the “rugged individualists” the strong, self-reliant person who does his or her “own thing” and relates to other people in an informal, egalitarian way. People from many other cultures consider U.S. citizens to be too “individualistic.” They think that Americans tend to be selfish, self-centered, disrespectful of authority and inadequately concerned about the feelings of others. Generally, people who hold this opinion have been raised in cultures where it is expected that the feelings and needs of others must be considered when making any decisions. There are many other important differences in assumptions and values that distinguish various cultures. They are too numerous and complicated to discuss here.

Nonverbal communication habits differ from culture to culture, giving rise to confusion if not misunderstanding when representatives of different cultures interact. Non-verbal communication influences many things such as the use of space, or how far from another person you stand when you talk; the use of time or what constitutes “promptness” and how important it is; and the use of gestures, or how much the hands and arms accompany conversation. If you are a Latin American, for example, you might decide that North Americans are “cold” because they tend to move away from you when you talk with them, or because they do not touch you when you talk. In fact, they have learned to stand further away from conversational partners than you have, and they have not learned to touch others as a sign of casual friendship.

Communication Skills and Guidelines

Here are some skills you can practice and guidelines you can follow when talking with someone from another culture:

Pay attention. Try to clear your mind of its various preoccupations so you can concentrate on what you and your friend are saying. Try hard to listen.

Set your assumptions and values aside. Try to hear not just what other people are saying, but what they mean by what they say. You may find that this requires you to ask a lot of questions.

Be complete and explicit. Be ready to explain your point in more than one way, and even to explain why you are trying to make a particular point in the first place.

Ask for verification. After you have spoken, try to get confirmation that you have been understood. Ask your friend to restate what you have said by saying something like this: “I want to be sure I made myself clear, so would you tell me what you understood me to say?” It does not usually work to ask your friend, “Do you understand?” Many people will say “yes” to that question, whether they understand or not.

Do not ask questions that you would not or could not answer yourself. If you could not describe the attitude of other people from your country towards women’s liberation, do not ask your friend what people from his/her country think about it. Following this guideline will help you avoid asking embarrassing or silly questions.

Talk about any trouble you are having with communication. By using phrases such as “I do not understand that point”, or “I am not sure how that relates to what you said before”, or “I do not think I made myself clear”, or “let me explain why I am telling you this”, you can focus your attention on the process of communication—rather than on the topic you were discussing—and try to clear up any confusion.

Relationships with a Language Barrier

It sometimes happens that people communicating across cultures will have a language barrier. This naturally inhibits their ability to converse with and understand each other.

Nearly all newly-arrived internationals from a non-English speaking country experience some difficulty with local American English during the initial part of their stay. After a few weeks of exposure to the local brand of English, internationals “tune in” and are able to speak and understand more easily.

However, it does take an extended length of time to develop complete proficiency in a second language, and occasional misunderstandings will probably still occur.
Try not to let these misunderstandings keep you from trying to establish relationships with people from another culture.

**FAMILY LIFE IN OTHER CULTURES**

Many of you are now living in a community that is composed of families from around the world. This is an excellent opportunity to observe some habits and customs that may be completely new to you.

You may find that the roles, behaviors, and even dress of men and women are quite different from what you are accustomed to. The care and behavior of children varies widely from culture to culture. Many families practice religious customs that may be quite unknown to you. Different cultures start and end their day at different hours. Their voices may seem much louder or softer than you are used to. Families’ eating habits and choices of food may be unfamiliar.

Amidst the endless variety of possible lifestyles, remember that the family is a universal institution no matter what form it takes. Nonetheless, each family around the world meets its basic needs in different ways. Using the other information in this section, you can become better at interacting with families that may have values and customs that are very new to you.

**TOPICS AND ACTIVITIES FOR ESTABLISHING UNDERSTANDING**

This in itself is a good topic for conversation between you and your friend: Which topics are considered “safe” for new acquaintances to discuss in your society? Do people generally try to move beyond them? Do you? If so, in what circumstances? Which topics are reserved for discussion among close friends? Which topics are almost never discussed? Notice that many of the following questions involve communicating about communication. They are generally “safe” but at the same time interesting, and elicit responses which will help you understand each other. Here are some other topics and questions for discussion:

1. Why are you seeking more education? Who or what most influenced you to do so?
2. How did you come to be at this particular educational institution?
3. What career do you plan to pursue? How did you choose it? Who, if anyone, influenced you most in your career choice?
4. Describe the inside of your parents’ house. Who lives there? Who visits? Which rooms do guests enter?
5. Who is in charge of your family’s home? Who makes decisions that affect the entire family? Are the husband’s and wife’s roles clearly distinct from each other? What are their major roles? How are children raised in your country? Are there distinct roles for the male and the female children? Are male and female children valued and treated equally?
6. On what occasions are gifts usually given in your society? When you receive a gift, are you supposed to open it in the presence of the giver? How are you supposed to acknowledge receipt of a gift?
7. Tell about your best friend. Who is it? How long have you known him or her? What kinds of things do you do together? What things do you discuss? What sort of relationship do you expect to have in the future with this person?
8. At what age do people usually marry? After they marry, what kind of relationship do they usually have with their parents? Do they live with them? See them frequently? Ask their advice?
9. Are there definite ideas in your society about what a good man is and what a good woman is? If so, what are those ideas?
10. Not all people have the same ideas about dealing with conflicts with other people. Some people assume it is best never or hardly ever to discuss topics or issues around which differences or disagreements exist. Other people think it is necessary to discuss their differences or disagreements in order to resolve them or find some suitable compromise. What are both of your opinions about this?

In addition to the above, you might read “Dear Abby” or other advice columns in the newspaper or online and discuss the advice that is given. Do you agree with it? What culturally-based assumptions and values seem to underlie the advice that is given?

Watch—but do not listen to—some other people who are having a conversation and share your speculations about the kind of relationship that exists between them. Try to explain the reasons for your particular speculations—that is, explain why you reached the opinion you did about them. Try this when the people you are watching are North Americans and when they are foreign students.

These are just a few of the countless topics and activities you can use for discussion.
The important thing is not what you talk about but how you approach each other. If you are committed to understanding each other and if you remain mindful of the ideas and guidelines presented here, you are bound to have a rewarding experience.

**AMERICAN CHARACTERISTICS, MANNERS, AND TRADITIONS**

It would be impossible to describe all the customs and traditions of the United States in such short space. However, there are a few major social customs of which you might like to be aware. You will find a wide variety of behavior among young people on campus. Social customs are constantly changing in our society; they are especially diverse in a university setting where there are many people representing a variety of ethnic, religious, socio-economic, age, occupational and other types of groups. We do not expect you to change your own customs or identity; we do hope that a knowledge of our culture will help you to understand it better and make your stay in our country more enjoyable.

**Notable Characteristics of Americans**

In this country, “Americans” refers to the people living in the U.S. although we are not the only Americans.

**Individualism**

Americans value independence. They generally believe that the ideal person is autonomous and self-reliant. This may mean that they prefer to spend less time with their friends than people from other cultures. They often dislike being dependent on other people, or having others dependent on them. People from other cultures may view this as “selfishness” or as a “healthy freedom from the constraints of ties to family, clan, or social class.”

**Informality**

Americans tolerate a considerable degree of informality in dress, relationships between people, and methods of communication. In some cultures this may reflect “a lack of respect,” and in others it “reflects a healthy lack of concern for social ritual.”

**Making Friends**

You may find that American students smile easily and are not hesitant to talk, but this is not an automatic commitment to friendship. In this mobile society where Americans are taught to be self-reliant, friendships are often transitory and established to meet personal needs at a certain time. Many Americans have friends at work, friends at school, and so on, but only a few very close friendships. Friendships are usually the result of repeated interactions between individuals who share similar views and a variety of experiences together. Casual friendships are especially common among college-age students who are trying to establish personal autonomy and are coming into contact with a variety of people representing different values and life-styles. This is not meant to discourage international students from attempting to establish friendships with Americans. Most Americans readily accept new people into their social groups. One of the best ways to meet Americans is to go to concerts, sporting events and church activities, or to join a special interest group on campus.

**Time Consciousness**

“Doing” is very important to Americans and wasting time is viewed negatively and discouraged. Punctuality is very important for business and most other meetings involving a group of people, a date or dinner invitation. For many other social events, such as large informal parties, time is more flexible. Many Americans organize their activities according to a schedule. As a result, they always seem to be running around, hurrying to get to their next appointment. This fast pace of life may be overwhelming for people from other cultures.

**Materialism**

Success in American society is often marked by the amount of money or the quantity of material goods a person is able to accumulate. Hard work, cleverness, and persistence are valued as means to accumulate material goods. Some cultures view this as “a lack of appreciation for the spiritual or human things in life.” Others may see this as “a way to sustain a comparatively high standard of living in this country.”

**Personal Cleanliness**

Americans have a saying, “Cleanliness is next to godliness.” Most Americans are very conscious of body odors and may seem to be fanatic about taking showers, washing their hair, and using many types of toiletries, such as deodorant. Americans are also very particular about the cleanliness of their homes, especially the bathroom. If you doubt this statement, visit any supermarket or discount store and take note of the large amount of shelf space dedicated to cleaning and personal hygiene products.
MEETING AMERICANS

When two people are first introduced there is a ritual greeting. The dialogue is: “How are you?” “Fine, thanks, how are you?” “Fine, thanks.” After the first meeting, a more formal “Good morning” or “Good afternoon,” or a less formal “Hello” or “Hi” followed by “How are you?” is customary. The answer is usually “Fine,” whether or not you are fine.

Men usually shake hands with each other the first time they meet. Men usually do not shake hands with women unless the woman extends her hand first. Women usually do not shake hands with one another.

Americans frequently use first names. This is true even when people first meet. Address people of your own approximate age and status by first name. If the other person is clearly older than you, you should address them with Mr., Mrs. or Ms. (for both unmarried and married women), and the last name. Unless a faculty member or someone else with a title tells you to use his or her first name, address that person using his or her title and last name. We do not use titles with first names in this country.

The use of nicknames is very common among Americans. A nickname is not a person’s real name but a name given to that person because of a physical characteristic, a behavior pattern, etc. Americans may shorten your name if they find it difficult to pronounce. Being called by a nickname usually indicates that you are viewed with respect and even affection.

Americans are usually quite verbal when they are with one another. Unless they are very close friends, being quiet is usually noticed. Long silences are often uncomfortable to Americans. For this reason, Americans make “small talk” or discuss trivia. This type of conversation takes place before any serious conversation.

When Americans talk to one another, they usually establish eye contact and keep a distance of about two feet. It is extremely uncomfortable for most Americans to talk with someone who stands too close to them, and you will find them backing away from such a situation. Physical contact, other than shaking hands, connotes sexual attraction or aggressiveness to some Americans.

Visiting Americans

You may receive a verbal or written invitation from an American to visit his or her home. You should always answer a written invitation, especially if it says R.S.V.P. Do not say that you will attend unless you plan to do so. It is acceptable to ask your host about appropriate clothing. It is polite to arrive on time for special dinners and parties. If you will be late, call your host to explain. When you visit an American, especially for dinner, you will be asked what you would like to drink. You do not need to drink an alcoholic beverage. If you have any dietary restrictions you should tell the host at the time you accept the invitation.

It is not necessary to bring a gift, unless it is a special occasion—a birthday, or an important holiday such as Christmas. However, you may always politely ask your host if there is anything you can bring. It is also nice to give a small gift if you are invited as a house guest for an extended visit. When you are invited to someone’s home, you should ask if there is anything you can do to help in preparing the meal or cleaning up afterwards. Most hosts will decline the offer, but it is considered polite to ask.

Most Americans consider it polite for guests to leave one or two hours after dinner unless a special party has been planned or you are asked to stay longer. It is a good idea to write a thank-you note afterwards to express how much you enjoyed the evening. You may also call your host a few days later.

“Potluck dinners” are very common. “Potluck” usually means that each guest or person is clearly older than you, you should address them with Mr., Mrs. or Ms. (for both unmarried and married women), and the last name. Unless a faculty member or someone else with a title tells you to use his or her first name, address that person using his or her title and last name. We do not use titles with first names in this country.

University students often hold many parties. These usually begin later at night, and continue for several hours. Such parties are very informal, and it is not as important to be on time or to dress formally. Most students will wear jeans to these parties. You should ask the person having the party if there is something you should bring: American students usually like to drink beer and eat snacks—potato chips and pretzels. You may just be asked to “pitch in when the hat comes around,” meaning that your host has bought the refreshments but expects the guests to contribute a few dollars towards the cost of the party.

Gifts

As a rule, gifts are given only to relatives and close friends. It is acceptable to give a gift to a host or hostess or to someone with whom you have a more casual relationship, but it is not required or even very common to do so. Gifts are not usually given to people in official positions; such a gift may be misinterpreted as a way to gain favor or special treatment. It is acceptable to give teachers a gift of appreciation, but it is better to do so after you have completed the course.
Americans usually give gifts to family and friends at Christmas, birthdays, weddings, graduations, and upon the birth of a child. Gifts are also sometimes given to someone who has moved into a new house or is moving away. Gifts are not expected to be very expensive. More expensive gifts are acceptable between people who are close to one another. It is best to give something that the recipient needs, wants or would enjoy.

Americans usually open gifts in the presence of the giver. A verbal expression of thanks is appropriate. If the gift is opened in the absence of the giver, a thank-you note specifically mentioning the gift should be sent. This is an important custom for most Americans, signifying that you truly like the gift.

**Time Schedules**

In general, you can telephone Americans between 9:00 a.m. and 9:00 p.m. without awakening them. Most Americans, especially families, do not like to be disturbed during the evening meal, anywhere between 5:30 and 7:30 p.m.

The office hours for most of the University are 8:00 a.m. to 5:00 p.m., Monday through Friday. Some offices close for lunch between noon and 1 p.m. Some of the town businesses close at 5:00 p.m. or 5:30 p.m. and some stay open until 9:00 p.m. The large shopping malls are usually open until 9:00 p.m. on Saturday, but only until 5:00 p.m. on Sunday.

**Dating Americans**

In the United States, relationships between young unmarried people are informal and involve a broad range of activities and values. Some unmarried couples live together, some maintain one relationship, and some date many different people without commitment to one person. This may be confusing for a non-American. An invitation to a dinner, movie, dance, concert, etc., does not necessarily imply a romantic interest, but it does mean that someone's company is enjoyed. Usually a “date” means meeting someone to “do something” which may be planned in advance or agreed upon spontaneously—for example, a cup of coffee after class. In the United States, men still tend to initiate invitations for dates, although many women feel equally comfortable asking or calling someone for a date. In same sex relationships, either person may initiate a date. In this country, when someone is asked out—asked to go on a date—he or she may politely decline. If he or she declines three or four requests for a date with someone, that person probably does not wish to “go out.” It is usually not polite to demand a reason or explanation for a refusal. However, the person may offer one.

Many students do not have much money and may share the cost of the entertainment. In a more formal situation, the person issuing the invitation is expected to pay for the transportation and entertainment. However, it is always acceptable to offer to help share the cost.

Breaking a date is very serious for most Americans. If you must break a date, but still wish to meet that person, it is okay to propose a change in plans. It is polite to inform the other person as soon as possible.

The amount of physical contact between men and women in the United States depends on the affection that two people feel for one another. Americans’ opinions differ on this issue according to their personal values and in many cases, their upbringing. A casual hug or holding hands with someone of the opposite sex should not necessarily be interpreted as an invitation to greater intimacy. Misunderstandings may result when members of the opposite sex are from different cultures. The same rules apply to same sex relationships, but both persons should realize that there may be some danger in publicly expressing affection in same sex couples. It is hoped that both individuals will be patient and respect the others feelings and social customs. Americans value and respect talking honestly and openly about their feelings, whereas others might feel uncomfortable doing so.

If your relationship progresses to include sexual intimacy, you should take measures to protect yourself and your partner from an unplanned pregnancy, sexually transmitted diseases (STDs), and AIDS. The McKinley Health Resources Centers located in room 222 McKinley Health Center, and room 129 Illini Union, provide comprehensive information about safer sex practices. You can also pick up free latex condoms, which provide protection against pregnancy and the transmission of disease, and an AIDS information packet. Present your student ID to receive these goods.

Unfortunately, gay, lesbian, and bisexual relationships are sometimes met with criticism and negativity in American culture. While many people and places are very accepting of same-sex relationships, just as many are not. A gay, lesbian, or bisexual student may find it helpful to connect with the various campus and community organizations to discuss these questions and concerns. On campus, the Office of Lesbian, Gay, Bisexual and Transgender Concerns can be reached at 244-8863. This office can help gay students find organizations, support groups, or social activities. Within the Champaign-Urbana community, the OUTPost can be reached at 239-4688. Students who have questions about sexuality issues can call McKinley Health Center’s Sexuality Education Coordinator at 333-2714.
BIRTHDAYS

In the United States, most Americans celebrate their birthdays. Children and even adults usually have birthday parties where friends help celebrate the occasion. A cake is served with candles to represent each year of the person’s life. Most adults, being more sensitive about their age, have only a few candles on their cakes. Family and friends often give cards and/or small gifts to the person celebrating a birthday.

YOUR OWN HOLIDAYS

Your own national holidays are very important while you are in the United States. If you would like to observe a special holiday and wish to keep your child home from school, you must notify school officials in advance. Many Americans are curious about their international friends and would like to learn about your holidays and even participate in them.

CLOTHING

U.S. dress is very informal in this community. You will see students on campus and adults on the street in what you may consider very casual clothing in your country. On the other hand, employees of some offices and professional people usually dress formally, even in the summer.

Women frequently are seen in pants. Children are usually clothed in public places and at home. One rarely sees nude children or children wearing just a diaper. The national dress of your country is always welcome.
CHAPTER 10: THE ACADEMIC SYSTEM

It is important that you understand how the American academic system is organized and how it works. No doubt you will learn about the system informally from other students as you take courses. But since your academic department may function differently from others, it is important that you ask questions and make sure that you understand department policies, rules, regulations, and expectations. A more complete coverage of the University’s academic policies can be found in the "Programs of Study and Courses Catalogs," the “Code on Campus Affairs,” and the "Handbook for Graduate Students" that the University publishes.

REGISTRATION

Each semester the University holds registration for classes. You may advance enroll only after you have completed a semester here. Registration is completed by accessing the UI Integrate Self Service (called the Banner system) on-line computer registration system either at specific computer stations around campus or directly from your personal computer at home. New students obtain their Network ID and password in their academic departments (graduate students) or at their college meeting (undergraduate students). In subsequent semesters, continuing students receive their Invitation to Register indicating their Earliest Registration Time (ERT) at their local address, enabling them to advance enroll for the next term. When you first arrive, your home department or college will assign you an academic advisor--usually a professor in your department--who will help you select the appropriate classes for your program of study.

The University provides the Class Schedule and Programs of Study/Course Catalog each semester. The class schedule contains a list of all courses offered by each department for that semester, the course number, as well as information about the time(s) the course will be held and possibly who will be teaching the course. You will be e-mailed a “Time Ticket” indicating the date that you are allowed to begin registration. The Programs of Study/Course Catalog is an invaluable source of information on registration and other University policies; it also has detailed descriptions of courses offered by each department.

Tuition and Fees

Tuition and fees are assessed at a resident of Illinois or non-resident of Illinois rate. Students who are in the U.S. on non-immigrant visas are assessed non-resident tuition. However, the spouse and children of an employee of the University or an allied agency with a quarter-time (25%) or more appointment may be assessed resident tuition. Permanent resident aliens who have lived for one year in Illinois can be considered Illinois residents for tuition purposes, but this does not apply to the spouse of a one-year resident of Illinois. Petitions to change your residency classification must be submitted within 20 days of either the first day of instruction or the day you register, whichever is later. Questions concerning residency should be directed to the International Admissions; 901 W. Illinois Street, Urbana (333-0302).

There are four different ranges of fees depending on the number of credit hours or units you schedule each term. Some programs such as the MBA Program add an instructional fee to the tuition and fee assessment. Tuition for some areas of study (such as Engineering, Chemistry, Life Sciences, Art, Architecture, and Music) is assessed at a higher rate. This information is available through the Office of Admissions and Records. A statement of charges for tuition and fees is available only through the UI Integrate Self Service System. You will be notified that your ebill is available through your UI-assigned e-mail account.

It is possible to pay your bill online, by mail, or in person. If you expect to obtain a refund of tuition and fees because you have reduced your course load or have withdrawn from the University, you must complete the withdrawal or reduction of credit by a specific deadline. After this deadline, you may not be eligible for a refund.

Adding and Dropping Courses

It is possible to add and drop classes during the semester. However, you should be aware of two things: there are deadlines for adding and dropping courses, and U.S. Immigration regulations require international students to be registered “full-time.” Full-time registration is considered to be at least 12 credit hours for all international students. You should consult with ISSS if you plan to register for or drop below a full course load.

Students should be aware of the official University “add” and “drop” dates. Adding and dropping or withdrawing from courses must be done officially. The department’s approval or your academic advisor’s approval is needed in most cases. It is not possible to drop or withdraw from a class simply by no longer attending it. The instructor may submit forms to report your long absence from a class. In such instances, the instructor must give you a failing grade.
**INDEBTEDNESS**

If you owe the University any money for tuition and fees, books, library fines, etc., you will not be able to register for a new semester until you have paid your bills and there is no longer a “hold” placed on your student account. You are also ineligible to receive official transcripts and diplomas if you owe money to the University. This does not apply to long-term loans or to intermediate loans with an approved repayment schedule extending into a later semester. However, a student who is indebted to the University may not borrow additional money on a short-term or intermediate loan basis. You may go to 100B Henry Administration Building if you have any questions about owing the University money.

**Financial Aid**

The Office of International Student and Scholar Services and the Office of Student Financial Aid can provide information on scholarships, fellowships, loans and on-campus employment. Eligible graduate students may apply for graduate, teaching and/or research assistantships in their departments or other units on campus. International students must complete a Form I-9 (Employment Eligibility Verification) before starting work on campus. The I-9 is completed in the hiring department and requires you to show proof that your immigration status allows you to work. If you have any questions as to whether you are eligible to obtain on-campus employment, or if you wish to inquire further about your financial aid options, make an appointment to speak with an international student advisor at ISSS.

**IDENTIFICATION CARD**

Each new student at the University of Illinois is given an identification card, called the I-Card. This card is obtained at the Campus ID Center, located in the Illini Union Bookstore building. The ID card contains your picture, name, and your network ID. The card also has a magnetic strip that is encoded with information that allows you to use it each semester that you are registered. Among other things, you may use it to check out books at the university libraries, cash checks, ride the bus, and obtain services at McKinley Health Center, the Counseling Center, and the Career Services Center. Your ID card will not be honored if you have a financial hold on your student account. If your ID card is lost or stolen, you may have the card replaced for a fee at the Campus ID center.

**THE GRADING SYSTEM**

The quality of a student’s work is measured by means of “grades”. There are eleven “passing” grades: A, A+, B+, B, B-, C+, C, C-, D+, D and D- and one “failing” grade, F. A plus (+) or minus (-) attached to these letter grades represents about one third point each. An A+ is worth 3.67 points, and a B+ 3.33 points, etc. (An A+ may appear on a transcript, but still represents only 4.00 points.) A student’s “grade point average” (GPA) is calculated by dividing the number of grade points by the number of credits earned. For example, if a student had taken four courses for three credits (hours) each, the GPA would be calculated as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3 x 4</td>
<td>12</td>
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<tr>
<td>B</td>
<td>3 x 3</td>
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<tr>
<td>B</td>
<td>3 x 3</td>
<td>9</td>
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</tr>
<tr>
<td>C</td>
<td>3 x 2</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

36 grade points = 3.0 grade point average (12 hours)

The cumulative GPA is the GPA a student has earned for all studies undertaken at the University. There are some other grades that appear on grade cards. They include S/U, CR/NC, Df, Ex, W and others. These are all explained on the back of the grade report and in the University’s Programs Catalog. Every department at the University has a minimum grade-point average which must be maintained throughout your studies. You must have at least the minimum GPA in order to maintain “good standing” in your department and to graduate.
METHODS OF INSTRUCTION

The most common method of instruction here is the classroom lecture. Many large lectures are accompanied by “discussion sections” (especially at the undergraduate level) where graduate assistants supplement the professor’s lecture. Seminars are more common at the graduate level and generally have small enrollment. Students are often required to prepare presentations based on their independent reading or research.

Students are expected to contribute to discussions in the classroom. It is not disrespectful for you to ask questions of the teacher. In many classes, part of your grade may be determined by your contribution to class discussion. In lecture situations, it may not be possible to ask questions. You are always welcome to talk to the professor during his or her office hours, or before or after class. Teachers expect their students to talk with them. Some instructors assume that you are not interested in the class if you do not talk with them.

Some classes require course work to be done in a laboratory. Laboratories help you to apply the theory you have learned in a classroom to solve practical or research problems.

TERM PAPERS

Many courses will require a “term paper” or a “paper” to be written. A term paper is based on study or research you have done in the laboratory or library. Your teacher will usually assign a term paper in the early part of the semester. You are expected to work on the paper during the semester and submit it towards the end. Term papers usually constitute a significant portion of your course grade. It is a good idea to write a paper well in advance of the due date so that someone else can read it and suggest revisions. There are several booklets available that describe the format of a term paper and how to write bibliographies and footnotes.

Most instructors require papers to be typewritten. There are also many computer facilities on campus available to all registered students. Contact the Campus Information Technologies and Educational Services (CITES), 1304 W. Springfield, Urbana, or at their general help desk at 244-7000 for information about computer resources available on campus.

EXAMINATIONS

You will have many examinations during your studies here. Almost every class has a final exam at the end of the semester. Finals are given during the week after the last day of classes each semester. The online course catalog provides a final exam schedule.

Most classes also have a mid-term examination near the middle of the semester. There may be additional tests, quizzes and small papers throughout the semester. These are designed to ensure that students are doing their work and to determine how much they are learning. Some teachers will give “take home examinations” either as final exams or during the semester. You are expected to take them home and work on them. Take-home exams are more detailed, and you are expected to synthesize and summarize your knowledge instead of just copying things out of your textbooks and class notes.

There are two basic types of examinations: objective and subjective. An objective exam tests a student’s knowledge of specific facts. These exams can be difficult because there are often subtle differences in meaning that require a sophisticated knowledge of English. Questions on objective exams are usually multiple choice, true and false, matching, identification, and fill-in-the-blanks. Subjective examinations require the student to answer essay questions. This type of exam tests a student’s ability to organize and relate his or her knowledge of a particular subject.

ACADEMIC HONESTY

Students in the U.S. can be penalized for “plagiarism” or “cheating.” Plagiarism is the use, without attribution, of someone else’s thoughts or words. According to the Student Code, plagiarism may be defined as “intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.” There are four kinds of plagiarism encountered in academic writing: a) quoting without crediting the source; b) paraphrasing without specifying the source; c) borrowing facts or information; d) adapting - without acknowledgement - someone else’s argument or line of thought. Penalties for plagiarism can range from a requirement to re-do the paper to outright dismissal from the academic program or from the University. In light of the possible severe punishment for plagiarism, it is critical that you use proper citations when quoting another source, borrowing ideas, or paraphrasing information. You should follow the same guidelines when using electronic sources (World Wide Web pages, e-mail, and newsgroup).

Cheating means using unapproved aids to complete an assignment, quiz, or examination. In general, students in the U.S. system are expected to do their own work without excessive help from other people. This does not mean that you should not ask other students questions about a particular assignment or discuss the assignment. It is not permissible, however, to have someone else do an assignment for you or to copy someone else’s assignment. It is also considered cheating if a stu-
In most cases, if cheating is detected, the student may receive a failing grade for the assignment or examination on which the cheating took place. It is also possible that a student who has been caught cheating will receive a failing grade for the course in which the cheating occurred, or could be referred to the Senate Committee on Student Discipline for suspension or dismissal from the department or the university.

CHAPTER 11: STUDENT SERVICES AND FACILITIES

STUDENT SERVICES BUILDING

In addition to ISSS, several offices offering a variety of services to students are located in the Fred H. Turner Student Services Building at 610 East John Street, Champaign. Some of these services are:

The Dean of Students Office, Emergency Dean Service, Room 300, 333-0050, provides counseling and assistance 24 hours a day. If you miss class for an extended period of time because of serious illness or injury, contact an Emergency Dean for advice.

The Office of Minority Student Affairs in Room 130, 333-0054, works to create and sustain a strong support network for students by collaborating with valuable resources and partnering with liaison deans and academic advisors in the colleges and departments on campus to offer services, programs and events for students.

The Counseling Center, 2nd floor, 333-3704, has counselors who can provide help on a wide variety of personal, social, academic, and vocational problems. In addition, they have special assistance for international students. Help is often in the form of individual or group counseling sessions, workshops, testing services, or the Reading and Study Methods Program. Counselors also provide students with professional assistance in identifying and obtaining the most appropriate help, whether from within the Center or allied agencies located on campus or within the community.

OTHER STUDENT SERVICES ON CAMPUS

The Career Services Center in the Arcade Building, 715 S. Wright in Champaign, 333-0820, offers a wide range of services to students seeking employment. Workshops and counseling on interview skills, resume writing, the off-campus job search and a library of reference materials may help you.

The Student Legal Service, located in Room 324 at the Illini Union, is funded by the Student Organization Resource Fee (SORF). The Service is available only to registered University students who have not requested a refund of the SORF fee. If you need legal advice, do not phone the Legal Service. No business can be conducted with an unknown party. You must make an appointment in person to see
someone about a legal problem. The Student Legal Service has qualified senior law students and attorneys who may help you. The Student Legal Service provides courtroom representation on most legal matters, including housing, consumer, traffic, auto accidents, or insurance problems, in addition to some criminal matters. However, the Service cannot represent one student against another, or the student against the University. The Student Legal Service has a booklet that tells you in greater detail about your rights and responsibilities concerning such areas as the landlord and tenant, consumer rights, police contacts, and domestic relations.

Disability Resources and Educational Services is located at 1207 South Oak St., Champaign, 333-1970. The Center exists to assist students with disabilities as they complete their education at the University of Illinois. The Center provides a variety of services for its students such as medical services, physical therapy, driver education, counseling, services for the visually and hearing impaired, and regularly scheduled transportation.

**ENGLISH LANGUAGE PROGRAMS AND ASSISTANCE**

All students whose native language is not English and who score below the required level on the TOEFL are required to take a test in oral and written English given by the Department of Linguistics. Students who do not demonstrate proficiency in English are required to enroll in special English as a Second Language (ESL) courses for further English instruction. Students must either receive an acceptable score on the test or successfully complete the prescribed courses in order to be awarded a degree.

**ESL Courses**

Registered international students are eligible to take English as a Second Language (ESL) courses offered by the University’s Department of Linguistics, 4080 Foreign Languages Building, 333-3563.

**Reading and Study Methods**

The Counseling Center, 206 Student Services Building, 333-3704, offers classes to improve reading speed and study methods. International students whose English is adequate are eligible to enroll in these classes. They must first see the supervisor of the program for an interview. There is a small fee for these courses.

**Writer’s Workshop**

The Center for Writing Studies operates a writing center whose services are free to any member of the University community. The center is located in the Undergraduate Library. More information is available from the Center for Writing Studies, 333-8796.

**Term Paper Counseling**

The Undergraduate Library offers term paper counseling for three weeks at the middle of each Fall and Spring Semester. There are librarians at a desk in the Undergraduate Library who offer help with topic selection and finding and locating materials.

**English Help for Teaching Assistants**

ESL for Teaching Assistants, ESL 504, 506, and 508, is offered by the Department of Linguistics to develop the communication skills of international teaching assistants. The teaching assistants work on oral presentation and discussion skills with use of video-taped presentations. There is a waiting list for this course.

**The Center for Teaching Excellence (CTE)** offers Instruction Improvement Workshops for new teaching assistants at the beginning of the Fall and Spring Semesters. The workshops address such topics as planning, lecturing, test construction, grading, leading discussions, and services available on campus. The CTE offers videotaped sessions as a method of improving instruction. For more information, call 333-3370 or go to 249 Armory Building.

**University of Illinois Special English Class**

The Special English Class is under the direction of the Department of Linguistics. It is open to any qualified adult non-native English speaker in the community who is not a University student. Many of the teachers are students in the curriculum for the Masters of Arts degree in Teaching ESL and are under the supervision of the professional staff of the Division.

The class meets four to five days per week. Enrollment is limited and based on the results of a placement examination given during registration week each semester. For more information and to schedule a placement interview, contact Sue Ingels at ingels@illinois.edu.

**University of Illinois Intensive English Institute**

The Intensive English Institute is a non-credit intensive language program offered by the Division of English as an International Language in cooperation with the Office of Continuing Education and Public Service of the University of Illinois. IEL programs are designed for (1) international students already accepted by an American college or university, or students seeking admission to such an institution, (2) visiting international scholars and lecturers, and (3) other individuals whose personal or professional goals require proficiency in the English language.
Classes are held on the campus of the University of Illinois, allowing students the opportunity to learn their way around the campus and to interact with American students at the University. A professionally trained and supervised staff provides instruction at all levels of English language proficiency: Basic (entry level), Low Intermediate, Intermediate, High Intermediate, and Advanced. For further information, please contact the IEI office at 333-6598.

LIBRARIES

Campus Libraries

There are two main libraries on campus: the Undergraduate Library and the Main Library. Regular tours are given of these two libraries during the academic year. The University’s main card catalogue, main circulation desk, general information, and stacks are all located on the second floor of the Main Library. This building also contains several libraries including the Asian, Education and Social Sciences, Literatures and Languages, and Reference Libraries, among others. The Inter-Library Loan and International Library Loan services are also located in the Main Library. Grainger Engineering Library is located at 1301 West Springfield, Urbana (333-3576). Personal computer hook-ups to the network are available at the study desks in Grainger.

There are many libraries in other buildings around campus. Some of these libraries include the Biology, Chemistry, Communications, Geology, Law, Mathematics and Physics, Astronomy and others. Information concerning the hours of all libraries on campus is available at the General Information Desk on the second floor of the Main Library and at the Information Desk in the Student Services Building.

You can access the university card catalogue electronically from any CITES computer site or from your modem at home. The main and undergraduate libraries have information pamphlets for using Illinet, the electronic catalogue.

Public Libraries

Both Champaign and Urbana have public libraries. Residents of either town are eligible to use the libraries without charge. Each library has special programs for children and a large collection of children’s books, a collection of records and pictures, video recordings that can be rented for a small fee, an international newspaper collection, and a reference section.

To obtain a library card you must present a picture ID and a piece of mail with your name and address on it to prove that you are a resident of Champaign or Urbana. A library card allows you to take items home for specified length of time. Champaign Public Library is located at 200 West Green Street (Champaign), 403-2070; the Urbana Free Library is located at 210 West Green Street (Urbana), 367-4057.

BOOKSTORES

There are three bookstores in campus town that sell University textbooks and school supplies. The Illini Union Bookstore (IUB), 809 South Wright Street, Champaign, allows you to charge your books and supplies on your valid student ID card for the semester. Follett's U of I Book & Supply is located at 627 South Wright Street, Champaign, and T.I.S. is located at 707 South Sixth, Champaign. It is best to compare prices among bookstores.

All the bookstores have books arranged alphabetically by the name of the department that offers the course and the course number, exactly as they appear in the course catalog. The tickets on the shelves tell you which books are “required” for a particular course and if any additional books are recommended. Bookstores usually offer "used" textbooks at a discounted price if the same books were used in the prior semester. There may also be the option to rent textbooks, which you would pay a fee and return to the store by their deadline at the end of the semester. Some students buy their books during the week before classes. This may be a good idea if there are a limited number of books on the shelf for the course; the store may have additional books in stock or they may have to reorder more, which can take a few weeks. It is best to buy only the required books for a course and wait to buy the recommended books. Your instructor will tell you if you really need to buy any of the recommended books for the course. Remember to keep your receipts from any textbook purchases you make, especially at the beginning of a new term. You may drop a course and no longer need a book that you have purchased. If you have not written in it yet and it is within the amount of time allowed for full refunds, the store will refund your money. Bookstores buy back most textbooks at the end of each semester for a percentage of the original cost.

CAMPUS CROSS-CULTURAL OPPORTUNITIES

University YMCA

Located at 1001 South Wright Street, in Champaign, the University YMCA is a hub of student activity. It offers a variety of programs of interest to international students and is a good place to meet people and socialize. The University YMCA also offers programs such as: Commuuniversity classes, Friday Forum lunch seminars, Know
Your University lunch seminars, and volunteer programs. For more information about classes and other opportunities through the University YMCA, call 337-1500.

**University YWCA**
The University YWCA, located within the YMCA, offers programs to help students and career women develop to their full personal potential. The YWCA encourages supportive interchange among women in the community, students, University faculty, staff, and those pursuing careers in the area. Among its many programs and workshops, the YWCA sponsors timely lectures on community and world concerns. For information, call 344-0721.

**Cosmopolitan Club**
The purpose of the Cosmopolitan Club is to cultivate social and intellectual relationships among persons of various nations on the University of Illinois campus. The Cosmopolitan Club sponsors several types of activities during the academic year such as international dinners, English conversation groups, coffee hours, evening parties, and out-of-town trips. The Cosmo Club holds events at the University YMCA.

**Registered Student Organizations**
A list of all registered University organizations and officers is available in Room 248 Illini Union (333-1153). This list includes all registered nationality groups and cultural/ethnic organizations. You can also find this list on their web site. In addition to nationality group organizations, there are a variety of other student organizations in which you may be interested. For example, there are interest groups for academics, athletics/recreation, the creative and performing arts, honorariaums, professional occupations, and religious beliefs, among many others. If you would like to start your own club (two or more students with a common interest) you can become a registered student organization. ISSS keeps a list of student organizations with an international affiliation.

**International Hospitality Committee Activities**
The International Hospitality Committee (IHC) sponsors many activities for foreign students and their families. For example: IHC offers free conversational English classes to help husbands and wives of students improve their English and Friendship Groups, small groups of international women, and sometimes their children, who meet informally once or twice a month in members’ homes to share their culture, cooking, crafts and conversation.

A storeroom located at 2044A Orchard Street lends household items such as dishes, kitchen utensils, sheets, blankets, and lamps to international students free of charge.

The IHC also coordinates the International Friends Program. Through this program, a student is matched with a family from the community. Activities and meeting times are arranged at the mutual convenience of student and family. Each host family relationship is unique, ranging from occasional dinners with the host family to extensive participation in the life of the family. For additional information about the IHC programs, contact ISSS at 333-1303.
Section III: Legal Procedures and Requirements

Chapter 12: Immigration Law

The following information is subject to change. Always consult with ISSS for up-to-date information on your nonimmigrant status.

As all countries, the United States has laws and regulations governing non-citizens temporarily within its borders. As an international student, the following are your responsibility:

Keep your passport current.

Update your residential address in Banner no more than 10 days after you move.

Do not let your immigration documents (I-94 and I-20 or DS-2019) expire.

Inform ISSS if you wish to change your department or degree level.

Maintain a full-time course load of study (12 credit hours in most cases).

Request official permission to accept work outside of UIUC.

Make sure that all travel documents are in order before taking any trip outside the U.S.

Pay U.S. and Illinois income tax if required to do so.

Complete an employment authorization form (I-9) in your hiring department if you will receive a University paycheck.

Do not work more than 20 hours per week while school is in session.

Transfer students must complete F-1 or J-1 transfer procedures within the time frame allowed by the regulations.

Be aware of immigration law. Never seek advice from a friend; ask ISSS if you are in doubt.
ENFORCEMENT OF IMMIGRATION LAWS

Enforcement of U.S. immigration law falls under the jurisdiction of the Department of Homeland Security. Three bureaus within the Department serve different immigration functions: The United States Citizenship and Immigration Services (USCIS), the Immigration and Customs Enforcement (ICE), and the Customs and Border Protection (CBP). The USCIS processes applications for immigration benefits and carries out other service-related duties. The ICE is responsible for investigations and enforcing immigration law. The CBP oversees immigration inspections at ports of entry, the Border Patrol, and Customs Service.

ISSS does not enforce immigration law. Instead, the role of ISSS is to provide you with information and advice about F and J student immigration regulations. ISSS is also required to make periodic reports on F-1 and UIUC-sponsored J-1 students to the ICE through the SEVIS system (see the following section for further information). It is your responsibility to maintain compliance with immigration laws. ISSS is also charged with the responsibility of making certain decisions regarding some F-1 and J-1 matters such as authorizing some employment, allowing reductions in course load, etc. The staff of ISSS must follow established rules when rendering such decisions.

SEVIS

SEVIS is an acronym for the Student and Exchange Visitor Information System, an internet-based tracking system for nonimmigrants in F, J, and M status. Through SEVIS the Department of Homeland Security collects and disseminates information about visitors in the above-mentioned visa categories. Information in SEVIS is available to immigration inspectors and adjudicators, visa officers, and your F or J school or program officers. These officials may also enter information into SEVIS about you. Some of the mandatory information in SEVIS includes:

Name
Current address in the U.S. and home country
Visa classification, date of visa issuance or classification granted
Academic status (full-time, part-time)
Academic disciplinary actions taken due to criminal conviction
Port of entry
Date of entry

Place and date of birth
Country of citizenship
Date of commencement of studies
Degree program and field of study
Practical training, beginning and ending dates
Termination date and known reasons
I-20 and application for I-20
Number of credits completed per year

The staff of ISSS is required by law to enter information about each F and J student and dependent into SEVIS on a periodic basis. It is important for you to follow all rules regarding your status so that you do not have any problems. Consult with ISSS if you have questions.

IMPORTANT DOCUMENTS

Passports

Your passport is a travel document showing your government’s permission for you to travel in and out of your country. It has a specific expiration date. It is not necessary nor is it advisable for you to carry your passport with you on campus. You should, however, carry it when you travel in the United States, and you must carry it when you travel outside the United States. Keep it in a secure place with your other immigration documents. If your passport is lost, stolen, or destroyed, report it at once to the local police and take immediate steps to get a new one from your embassy or consulate.

Do not let your passport expire. Extensions are made through your government’s embassy or consulate in the United States. You may need to provide proof of your registration at the University of Illinois and your expected completion date in order to extend your passport. ISSS can provide a “general certificate” letter for that purpose. In some cases it can take several months to extend a passport. Please plan ahead.
United States Entry Visa

All international students, except for Canadian citizens, must have a valid U.S. student visa to enter the United States initially. The visa is valid for a fixed number of entries or for multiple entries and has a specific expiration date. You may remain in the United States legally with an expired visa, provided that your other documents are valid (passport, I-20 or DS-2019, and I-94) and you are maintaining your student status. However, you may need to obtain a new entry visa if you leave the U.S. Always bring your passport and immigration documents to ISSS before you travel. The front desk staff can determine whether or not you will need a new entry visa and advise you about supporting documents.

New entry visas are issued outside the United States. They are obtained by presenting a form I-20 or DS-2019 to a U.S. embassy or consulate. Proof of financial support for continuing studies and proof of permanent residence abroad, among other documents, may also be necessary. Visa service should be available in most U.S. consulates or embassies; however, it is advisable that you apply in your country of citizenship or permanent residence.

Arrival-Departure Record (Form I-94)

Each non-immigrant admitted to the United States is given a small white card, usually stapled into the passport on the same page where the visa appears. This paper is an arrival-departure record and is referred to by its number: I-94. It indicates your non-immigrant status (F-1 or J-1) and is evidence that you have permission to stay in the U.S. The time at which your permission to stay expires appears in the upper right hand corner of the I-94. Students in F-1 and J-1 nonimmigrant status are admitted for “D/S,” meaning duration of status.

I-20 (F-1 students)

The I-20 form is used by F-1 students and their F-2 dependents to obtain an entry visa and enter the United States. It should be kept in your passport at all times and must be endorsed by an ISSS advisor if you need to travel outside the U.S. If a new I-20 is issued to you for any reason, always keep your original I-20 to attach to the new I-20.

DS-2019 (J-1 students)

The DS-2019 is the form used by J-1 students and their J-2 dependents to obtain an entry visa and enter the United States. The DS-2019 contains important information including your program sponsor and an expiration date. You should keep this document in your passport. You should obtain an endorsement on your DS-2019 from your J-1 program officer when you travel.

IMMIGRATION PROCEDURES

Dependent Visas (F-2 and J-2)

Student spouses and/or children applying for F-2 or J-2 visas must present four documents in addition to application forms and fees in the U.S. embassy or consulate: Form I-20 or DS-2019 (one per dependent), financial documentation, passport, and proof of relationship to the F-1 or J-1 student (marriage certificate, birth certificate, etc.). The visa officer may request additional documents as needed.

Students must be able to support their families in the United States. ISSS has cost of living estimates for married students with or without children. You must make an appointment with an advisor at ISSS when requesting documents to bring your dependents (unless you are on an outside sponsor’s J-1 program). ISSS will only issue dependent documents if you have enough money to support your family.

F-2 and J-2 dependents may attend primary and secondary school; post-secondary study is not permitted for F-2 dependents unless the study is avocational, recreational, and occasional in nature.

Re-entry after Visiting Abroad

A valid entry visa and a recently-endorsed and valid I-20 or DS-2109 are required for re-entry from most countries. However, a valid U.S. entry visa may not be required for entry from Canada, Mexico or adjacent Caribbean islands (except Cuba). Check your travel documents with ISSS or your J-1 program sponsor at least two weeks before you leave the United States; you may need new documents to facilitate your re-entry to the U.S.

Extension of Stay and Change of Program

It is essential that you do not let your I-20 or DS-2019 expire. F-1 and UIUC-sponsored J-1 students should contact ISSS for the application forms for extension of program. J-1 students with outside sponsorship should contact their J-1 program sponsor regarding extension materials. Extensions cannot be processed after the program end date listed on the I-20 or DS-2019 has occurred.
You must request a new I-20 or DS-2019 if you change your level or field of study.

**Full Course of Study**

As an F-1 or J-1 student, you are required to enroll for a full course of study for fall and spring semesters. Summer enrollment is optional unless you are admitted for the Summer Session or the Summer Session is your last semester of study. Twelve credit hours is considered full-time enrollment for undergraduates, graduates who do not hold assistantships, and/or who are not taking required or recommended ESL classes. There are certain instances in which the F and J regulations allow for less than a full academic course load. You should always consult with ISSS before reducing your course load.

**Change of Status**

Certain non-immigrants (except those in C, D, K, M, WT, WB, and, in certain instances, J) may apply for a change of status, if proof of entitlement can be shown. Changes of status are approved by the U.S. Citizenship and Immigration Services by application in the United States, or by travel and re-entry to the U.S. with the appropriate entry visa and supporting documents.

Please note that a request to change visa status is not always approved. Visa changes from exchange visitor J-1 to F-1 student or vice versa are not always possible. Also, a change from B-1 business or B-2 tourist visa to that of student (F-1 or J-1) is almost never permitted. If a person plans to enter the United States to be a student, he or she should apply for a student visa, and enter the United States with the I-20 or DS-2019. People in certain nonimmigrant statuses will not be allowed to enroll at the University of Illinois.

Any application for change of visa status should be discussed with an ISSS advisor.

**Transfer of Schools**

Students entering the U.S. to study for the first time must attend the school whose name appears on the U.S. entry visa and I-20 or DS-2019. You may continue to use that entry visa for subsequent entries while it is still valid. This visa will also be valid if you complete a SEVIS transfer to a new school provided that you attended the school listed on that visa for at least one semester.

To transfer from the University of Illinois to another school, an F-1 student must provide ISSS with verification of admission to the new school. The advisor will transfer your SEVIS record to your new school where you must begin your studies within 5 months of the completion of your last semester of study at Illinois. Transfers cannot be processed outside the US, so if you have left the US you must contact your new school to begin a new SEVIS record.

If a J-1 student changes schools, the student must either get sponsor approval or work with an ISSS advisor to make the proper notification to change J-1 program sponsors.

**Becoming a Permanent Resident**

Some non-immigrant students decide that they would like to remain in the United States for an indefinite period of time. That is, they decide that they would like to become "U.S. permanent residents" or "U.S. immigrants." You may find information about applying for permanent residency on the U.S. Citizenship and Immigration Services web site. Please be advised that it is not the function of ISSS to give assistance in these cases.

**EMPLOYMENT**

**On Campus**

The Immigration Reform and Control Act of 1986 requires the University of Illinois to establish employment authorization and identification procedures for all individuals hired after November 6, 1986, and to maintain employment authorization records. Currently, your hiring department must verify employment eligibility for any student wishing to work at the UIUC.

F-1 students are legally employable if their I-94 and passport are valid and if they are carrying a full course of study. J-1 students are employable only if their program sponsor gives work permission. Both F-1 and J-1 students may work only 20 hours per week during the academic year. F-2 and B-2 visa holders may not accept employment. J-2 visa holders may request permission to work from the U.S. Citizenship and Immigration Services. Consult ISSS for information about J-2 work permission requests.

**Off-Campus**

Under certain circumstances, F-1 students who have completed one academic year and experience a sudden, unexpected financial problem may apply to the USCIS for permission to work off-campus. Applications are decided by the USCIS on a case-by-
case basis. Consult ISSS for more information about F-1 off-campus work permission.

J-1 students require a special permit issued by their program sponsor in order to work off campus. Off-campus work permission is limited to 20 hours per week while school is in session. Consult ISSS for information about work permission outside the University of Illinois.

**Practical Training/Academic Training**

In some cases, permission to accept employment for F-1 practical training may be granted both during and after a degree program. Employment must be related to the student’s field of study. Practical training before graduation must either be required or an integral and important part of your degree program. See an ISSS advisor for eligibility requirements. Twelve months of F-1 optional practical training is available after the completion of a degree level.

J-1 students may be eligible for a period of up to 18 or 36 (for post-doctoral research positions at an academic institution) months of academic training. Academic training may take place before or after completion of studies. Contact ISSS or your J-1 exchange visitor program sponsor concerning academic training application procedures.

Always bring your passport, I-94, and I-20 or DS-2019 with you when you consult the Office of International Student and Scholar Services concerning immigration regulations, however minor the transaction.

**Chapter 13: Income Tax**

The IRS (Internal Revenue Service) is the U.S. agency responsible for the collection of income taxes. Nearly everyone who works in the United States must pay federal income tax. Most states, including Illinois, also collect income taxes. There are few exceptions.

All individuals, including international students, who have earned any amount of money in the U.S., whether from an assistantship, taxable fellowships or scholarships, must file a tax return. However, there may be a tax treaty between your home country and the United States. The treaty may exempt your income from taxation. The Payroll Office has information about such tax treaties.

**Choosing Filing Status**

If you are employed, you will fill out a withholding form, W-4, when you begin employment. Your tax status is determined at this time. If you are married to a U.S. citizen or permanent resident, or have been on a student visa for more than five years, you are classified as a resident for tax purposes only. If you have been on a student visa for less than a full five years, you are considered a non-resident for tax purposes.

**Filling out Form W-4**

After determining the appropriate tax classification, you then fill out the W-4 card. Non-residents, for tax purposes, can claim only one (1) personal exemption. Under certain circumstances, citizens of Mexico, Canada, Japan, and the Republic of Korea are exempt from this rule. To learn if any exceptions apply to you, refer to the U.S. Tax Guide for Aliens or consult a representative of the Internal Revenue Service at 1-800-829-1040, through their website, or at one of the IRS Taxpayer Assistance Centers. The local IRS office is located at 310 West Church Street in Champaign. Residents may claim exemptions for themselves and any dependents. It is generally not appropriate for aliens to claim exempt status on the W-4 form. Non-taxable income will be so declared by the University.

**Filing a Tax Return**

April 15 is the deadline for filing a return on the income earned during the previous calendar year. Sometime after January 1 of each year, your employer will send you
a “W-2 form”, showing the amount you have earned during the preceding year and
the amount of federal and state income tax that has been withheld. The W-2 form
is used in the preparation of your income tax return. If the amount of taxes with-
held exceeds the amount you would be required to pay, you should file a claim for a
refund of any over-paid taxes. If the amount withheld is less than the tax you have
paid all year, you must file and pay the additional tax. Failure to file a tax return
may result in a financial loss for you.

A newly-enforced federal income tax regulation states that all international stu-
dents and their spouses (even those who earned no income) must submit Form
8843 along with the required tax forms to the appropriate location as stated on the
Form 8843 General Instructions.

Tax forms become available in January, they are free, and may be found at the In-
ternal Revenue Service (IRS), 310 West Church, Champaign, and the public libraries
in both Champaign and Urbana. Federal tax forms can be downloaded from the IRS
filling out your Federal tax forms be sure to choose the non-resident (NR) forms.
Form 1040NREZ will be appropriate for most international students.

After leaving the United States, you can get a tax return from the nearest U.S. em-

bassy or consulate for use in filing your tax form for the calendar year during which
you left the United States.

**RECORD KEEPING**

Keep complete records of your financial transactions. Without good records, com-
pleting your income tax returns can be difficult. If you seek assistance from some-
one else in the preparation of your income tax returns, that person will need to
have thorough records of your income and expenditures. Keep a copy of any in-
come tax forms you submit to the IRS.

**ASSISTANCE WITH TAX RETURNS**

Tax laws concerning international students have changed dramatically in recent
years. Because of these changes ISSS has purchased a license agreement so that
you can use GLACIER Tax Prep to prepare your federal income tax return. GLACIER
Tax Prep is a web-based income tax software designed specifically to assist interna-
tional students in F and J visa status. NOTE: GLACIER Tax Prep is only for filing your
federal income tax return. For information on filing your state tax return and to
download state forms go to www.iltax.com.

ISSS staff cannot provide assistance in preparing tax returns. Income tax laws and
procedures are complex and ever changing. Only a trained person whose business it
is to remain up-to-date concerning those laws and procedures can help you. How-
ever, ISSS has IRS information available on their website. An additional resource is
the Internal Revenue Service website.

There are a number of businesses that, for a fee, will assist taxpayers in the prepa-
ration of their income tax returns, but you must make sure they understand that
you are an international student. You can find them in the telephone directory
yellow pages under "Tax Return Preparation."

**TAX CLEARANCE BEFORE DEPARTING FROM THE U.S.**

If you have earned taxable income and feel that you may need help with the
1040NR or 1040NREZ form, go to the local Internal Revenue Service office at 310
West Church Street in Champaign. The IRS will give you a sample of how to file
your tax forms at the appropriate time. (If you have filed a 1040NR before, bring copies
with you.) Remember that tax forms are not filed until after the end of the calendar
year in which the money was earned.

**SOCIAL SECURITY**

“Social Security” is the U.S. government’s social insurance plan. It is intended to
benefit retired people and certain people who are injured, disabled, or left without
adequate means of financial support. It is financed by means of withholding from
employees’ pay and employers’ contributions. Virtually all Americans have a Social
Security Number that designates their account with the Social Security Administra-
tion.

All international students in F-1 and J-1 status who have an offer of employment
should apply for a social security number. In Illinois, you may need a social security
number in order to apply for a driver’s license. If you are not eligible for a Social
Security Number, you can apply for a letter from the Social Security Administration
explaining your ineligibility instead of using a Social Security Card to apply for your
driver’s license.

Upon your admission to the University of Illinois you are assigned a University iden-
tification number for identification purposes within the University only. You can get
detailed information on how to file an application at ISSS during new student check-
in. Applications must be made in person, and you must have your passport, I-94
card, I-20 or DS-2019, proof of employment, and an ISSS letter of eligibility with
F-1 students must register for classes prior to applying. The application form is brief and simple. Your social security card (except for J-1 students) will say “not valid for employment.” This does not affect an F-1 student’s legal ability to work on campus.

In many cases, F-1 and J-1 visa holders are exempt from withholding taxes for Social Security. The University does not withhold Social Security from currently enrolled students, foreign or American. If you hold an F-1 or a J-1 visa, and are working in practical training status, you are responsible for making certain that your employer knows that you are exempt from Social Security withholding.

Appendix

PHONE NUMBERS

Emergency
Dial 911 from an outside phone or 9-911 from a campus phone

Non-emergency

Fire Department
Champaign 403-7200
Urbana 384-2420

Police Department
Champaign 351-4545
Urbana 384-2320
University 333-1216

Hospital (Emergency Room)
Carle 383-3313
Provena 337-2000
McKinley Dial-A-Nurse 333-2700

Other Important Numbers
Counseling Center 333-3704
A Woman’s Place (Domestic Violence Hotline) 384-4390
Emergency Dean 333-0050
McKinley Health Service 333-2701
Rape Crisis Services Hotline 355-5203
Sexual Harassment Complaints 333-9183

TRANSPORTATION

Amtrak 1(800) 872-7245
Bicycle Permits 333-3530
Campus Automobile/Motorist Protection 244-4357
University Service (CAMPUS) 333-3530
Champaign-Urbana MTD 384-8188
Safe Rides 265-7433
Greyhound Bus Lines 352-4150
Weather Forecast Info. 351-2900

**CAMPUS INFORMATION**

Admission Information
Undergraduate 333-0302
Graduate 333-3048

Telephone Number Directory
U of I 333-1000
C-U 411-1000
General Campus Information 333-4666
Housing Information 333-7111

Illini Union
Bookstore 333-2050
Rec. Room 333-2415
Dining Reservations 333-0690
Food Services 333-1140
General Information 333-4666
Program Department 333-3663
IMPE Building 333-3806
Krannert Ticket Office 333-6280
Student Legal Service 333-9053

Library Information
Undergraduate Library 333-0790
Renewal Number 333-8400

International Student and Scholar Services (ISSS) 333-1303
Women's Programs 333-3137
Career Center 333-0820

**GOVERNMENT OFFICES**

U.S. Citizenship and Immigration Services
536 S Clark St #3., Chicago, IL 60605
312-239-5900

Internal Revenue Service
310 W. Church, Champaign, IL
217-398-5210

Social Security Administration
1703 West Springfield Ave, Champaign
877-819-2593

Driver’s License Examination Station
2401 W. Bradley, Champaign
217-278-3344

**POST OFFICES**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Champaign Office</td>
<td>2001 N. Mattis Ave.</td>
<td>373-6000</td>
<td>M - F 7:30am - 6pm</td>
</tr>
<tr>
<td>Main Urbana Office</td>
<td>3100 E. Tatman Ct.</td>
<td>337-6297</td>
<td>M - F 7:30am - 5pm</td>
</tr>
<tr>
<td>Downtown Champaign</td>
<td>600 N. Neil St.</td>
<td>352-2067</td>
<td>M - F 7:30am - 5pm</td>
</tr>
<tr>
<td>Altgeld Hall (University Station)</td>
<td>700 S. Wright St.</td>
<td>367-9890</td>
<td>M - F 9am - 4:45pm</td>
</tr>
<tr>
<td>Station A (Champaign)</td>
<td>302 E. Green St.</td>
<td>355-2573</td>
<td>M - F 8am - 5pm</td>
</tr>
</tbody>
</table>