



---

INTERNATIONAL  
STUDENT SERVICES  
GENERAL  
INFORMATION  
HANDBOOK

## TABLE OF CONTENTS

<b>GETTING TO KNOW BALDWIN WALLACE</b> .....	2
<b>AMERICAN CULTURE AND CULTURE SHOCK</b> .....	5
<b>QUICK FACTS AND ACADEMIC DEFINITIONS</b> .....	12
<b>HOUSING</b> .....	19
<b>ON CAMPUS SERVICES</b> .....	30
<b>VISA AND IMMIGRATION</b> .....	37
<b>MISCELLANEOUS</b> .....	42
<b>FREQUENTLY ASKED QUESTIONS</b> .....	46
<b>THINGS TO REMEMBER</b> .....	51
<b>BEREA AND BEYOND</b> .....	53
<b>CONVERTING MEASUREMENTS</b> .....	60

# **GETTING TO KNOW BALDWIN WALLACE**

*Founded in 1845, Baldwin Wallace was one of the first colleges in Ohio to admit students without regard to race or gender. That spirit of inclusiveness has flourished and evolved into a personalized approach to education: one that stresses individual growth as students learn to learn, respond to new ideas, adapt to new situations and prepare for the certainty of change.*

## **BRIEF HISTORY OF BALDWIN WALLACE UNIVERSITY**

In 1828, John Baldwin and his wife, Mary came to the village of Berea from New England to claim their 200-acre purchase of land. They joined other established families in a wilderness where human beings were scared, mobility minimal, and survival threatened by wolves, bears, and wildcat.

An educated and religious man, Baldwin formed Lyceum Community and School, a Christian community devoted to working and teaching in agriculture, industry, and manual science. It was the first of five schools which Baldwin was instrumental in founding. Of these, Baldwin Wallace, Baker University in Baldwin, Kansas, and Baldwin's Boys' and Girls' High schools in Bangalore, India are still operating.

The Baldwin Quarry Company, founded by Baldwin in 1842, provided the financial resources for his donation, three years later, of a five-acre campus, thirty village lots, and fifty acres of additional land with valuable stone quarries to the Methodist Episcopal Church for the founding of Baldwin Institute.

The growing strength of local public schools prompted the expansion of the Institute into the realm of higher education, and in 1845, Baldwin University was formed. The curriculum of the new institution included classical, scientific, commercial, and preparatory course. Instruction was also offered in vocal music, piano, melodeon, and guitar.

A department of German was added to the University in 1857. The growing German population for the area encouraged the German Methodists to divorce their department from Baldwin University in 1863 and establish a second school, German Wallace University.

Throughout the nineteenth century, the two Berea University s shared curricula and permitted student exchanges. In 1913, the two were reunited, marking the official beginning of Baldwin-Wallace University.

Today Baldwin Wallace University offers a four-year liberal arts program leading to five undergraduate degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, Bachelor of Music and Bachelor of Music Education. The University offers two graduate degrees: Master of Arts in Education and Master of Business Administration. The degree of Master of Business Administration also provides concentrations in the areas of Executive MBA and International MBA.

## **INTERNATIONAL STUDENT SERVICES (ISS) STAFF & CONTACT INFORMATION**

### **Baldwin Wallace University International Student Services**

Bonds Administration Building Room 110

275 Eastland Road

Berea, OH 44017

Phone: 440-826-2134

Email: [iss@bw.edu](mailto:iss@bw.edu)

Website: <http://www.bw.edu/stulife/international/>

### **Christie King-Shrefler**

Co-Director International Student Services

[cking@bw.edu](mailto:cking@bw.edu)

440-826-8111

### **Julie Candela**

Co-Director International Student Services

[jcandela@bw.edu](mailto:jcandela@bw.edu)

440-799-1105

### **Lurline Brotherson**

Office Manager

[LBrother@bw.edu](mailto:LBrother@bw.edu)

ISS Office Phone: 440-826-2134

# **AMERICAN CULTURE AND CULTURE SHOCK**

# THINGS TO KNOW ABOUT THE AMERICAN CULTURE

## Social Behaviors

- Americans like their space. They normally do not stand close together while waiting in line or even when talking to their friends.
- Americans tend to speak louder; however, this does not necessarily mean that they are angry with you. It is just how some Americans speak.
- Americans look one another directly in the eye. This means that they are listening to you and may want to have a conversation with you.
- Most Americans greet one another with a firm handshake. This may be very different from how people in your culture greet one another.
- Small talk is also very common in American culture. An example of small talk is: “Hi! How’s it going?” They will often greet each other and then walk away. This is a normal part of American culture.

## Time

- Americans are very time orientated and like to plan. If you have a meeting with someone at 4:00 PM, make sure you meet them at 4:00 PM. Americans are not normally late to events/meetings, but if they are running late, they will call to let you know.
- Being on time for class is very important. It is even a good idea to arrive at class five minutes early.

## Offices, Shops, and Restaurants

- Many offices, shops, and restaurants in the U.S. have specific business hours. Most businesses in the U.S. are open from 9:00 AM to 5:00 PM Monday through Friday and are closed on Saturdays and Sundays, but there are exceptions like restaurants for example that operate on the weekend and after 5 p.m. Most offices have a lunch hour from noon to 1:00 PM. It is important to respect lunch hours as you may not be helped during that time.
- ATMS are usually available at all times and day; however, be sure to practice safety when you are getting money out of an ATM.
- When you go to a restaurant in the US, it is important to know that the tip for your server is not included in the bill. Americans usually tip 15%. However, it is important to remember that most Americans only tip when they are at a “sit down” restaurant and that it is customary to leave the tip on the table before you leave and not hand it to your server. At fast food restaurants like Wendy’s a tip is not required.

## Abiding the Laws

- While staying in the U.S. it is important to respect all federal, state, and local laws. If you want to drive a car you must get car insurance and a driver’s license. If you are caught driving without a driver’s license and/or without car insurance you will have to go to court, pay a fine, go to jail, or possibly even be deported. If you get your driver’s license and you do not obey a traffic law, you must pay a fine and you may have to go to court. *Please note many municipalities in Ohio are*

*outlawing cell phone use and texting while driving.*

- In many countries it may be common to bribe a police officer. However, you never bribe a US police officer. If you do, that is breaking a law and you will have to go to court, pay a fine, or even go to jail.

## **Hygiene**

- Hygiene is very important to Americans. Americans typically shower once a day and use body deodorant every day. Brushing of the teeth is also very important to Americans. They usually brush their teeth at least twice a day, sometimes three times a day. It is also customary to always wash your hands before eating a meal.

## **CULTURE SHOCK**

Culture Shock is the anxiety and feeling people experience while operating within a different or unknown cultural or social environment, such as a foreign country.

Everyone's experiences will be different, but they normally follow these stages:

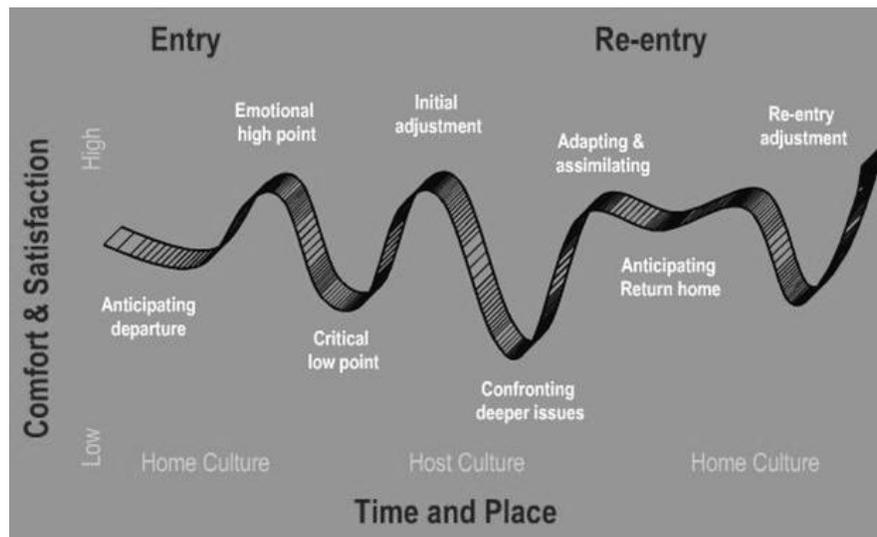
- 1) **Honeymoon Phase—Everything's new and wonderful**
- 2) **Negotiation Phase— Anxiety, irritation, mood swings**
- 3) **Adjustment Phase— "More normal" acceptance of culture**

Possible, more severe, symptoms of culture shock include: homesickness, loss of the ability to work effectively, need for excessive amounts of sleep, withdrawal, boredom, compulsive drinking, and unexplainable fits of weeping.

Ways to Help Handle Culture Shock:

- Talk with family and friends from home
- Eat native food and watch favorite movies
- Talk to a counselor
- Be aware of the effects of culture shock

Whenever we experience a new culture, we can feel the highs and lows. The chart below is a visual example of the cycle of culture shock. Over time, we learn to adjust to our new environment, but as it is a cycle—feelings of anxiety may happen more than once



## **AREAS THAT CAN CAUSE CULTURE SHOCK**

### **Weather**

Culture Shock is not always a reaction to culture. It can also be a reaction to the environment. For many international students in Ohio, the winter weather such as the snow and ice can influence negative emotions. When living in Ohio, it is important to know that it begins to get cold in late October and doesn't warm up until early April. Make sure that you bring an umbrella, as it does rain a lot here, a winter coat, boots, a scarf, a hat, and gloves.

### **Common American Traits**

- Privacy
- Individualism
- Importance of Promptness
- Competitiveness
- It may be difficult to make strong friendships with Americans

### **Making Friends**

- Time-consuming
- Difficult to break into established groups
- Getting involved in campus events, activities, and clubs

### **Academics**

- Frequent Discussion and Class Participation
- Regular class work
- If you need help, you must ask for it

## **TABLE MANNERS IN THE U.S.**

- The host/hostess will tell you where to sit.
- You should wait for others to start eating before you do. Some families may pray first.
- Do not reach across the table or in front of someone to get something. Simply, ask them to pass it to you.
- When passing dishes of food, pass to the right. When a dish of food is passed to you always remember to say “thank you.”
- If you are not certain if you will like the food, then try a little of everything.
- When you would like more of a certain dish and it is not right in front of you then say: “Please pass the (food name).”
- If you do not want something, pass the dish to next person. You do not need to say anything. If they ask, just say: “It looks really good, but I do not want any, thank you.”
- Keep the table and tablecloth as clean as possible. Do not put bones or anything on the table. Things that are not eaten should be put on your plate.
- Do not spit anything out. If there is something in your mouth that you cannot swallow, quietly put it in your paper napkin (i.e. seeds & bones).
- Do not talk with your mouth full of food. Wait until you have swallowed everything before talking.
- Watch how fast others are eating. Try not to be too slow or too fast –keep up with their pace.
- Try not to burp or chew with your mouth open. It is considered to be rude.
- Try not to slurp your soup or noodles. It is considered to be rude.
- Do not touch your nose, hair, or teeth at the table.
- If you need to leave the table to go to the bathroom, say, “Excuse me for a moment, please.” If you do not know where the bathroom is then simply go to the host/hostess and ask them politely “Pardon me, where is your bathroom?”
- Once the meal is over make sure to tell the host/hostess that the food was excellent and that you were grateful to be invited.
- As for toothpicks to clean your teeth, they are not offered in personal homes. After the meal, feel free to go to the bathroom to clean your teeth. It is best and most polite to clean your teeth in the bathroom.

## **BEING AN OVERNIGHT GUEST AT SOMEONE'S HOME IN THE U.S.**

**TAKE:** toothbrush, tooth paste, pajamas, toiletries, towels, and soap

Know when you will be arriving and know when you will be returning. It is important to keep the family's schedule in mind as well as to be considerate to their needs.

- **Bedtime:** Go to bed, when the family heads to bed
- **Morning:** Ask your host when you should be up in the morning for breakfast. Sometimes they may be very specific about the time and at other times they may just tell you that whenever is fine. People are usually up by 9:30 a.m.

Bathroom use – if you are sharing a bathroom with other people, then do not take longer than 30 minutes at a time. Also, make sure to leave the bathroom clean and dry. Take all of your toiletries out with you when you leave.

Phone – ask before you use it. As many people have cell phones, some families no longer have a common phone in the house. It is easiest if you take your cell phone with you.

Meals - it is courteous to help in meal preparation and clean-up. Ask if you can help and if the host/hostess declines your request then feel free to keep the host company as they are preparing the meal and cleaning-up afterwards.

Children – you never have the right to criticize or scold other people's children. However, you always have the right to praise them and talk to them.

Pets – if you are allergic or afraid of dogs or cats, it is best to ask if the family owns one before going to their house. Unless asked to, do not scold, hit, or criticize someone's pet. Sometimes people treat their pets like children instead of animals, so be prepared for that.

ALWAYS say Thanks! – with each meal, snack, or favor. Secondly, make sure to write a thank-you note for their hospitality the next day.

If you break anything, tell your host immediately saying, "I am so sorry, I broke your\_\_\_\_." They most likely will not be angry and will forgive you readily.

Air conditioning – your host will set the temperature. If you are cold, put on a sweater, but do not touch the controls.

Do not use the host's brush, comb, or toothbrush.

A closed door means that someone is inside usually. KNOCK and wait to be invited in before entering. Americans may not lock the bathroom and bedroom doors in their homes as closing the door is usually sufficient.

When you leave, make sure that the room you stayed in is neat and clean. Make your bed and put your things away.

## **WAYS TO SAY “THANK YOU”**

In America, it is the custom to express appreciation to people who help you in any way. Because it is commonly practiced, most people expect to be thanked when they do something for someone. Sometimes the absence of a “thank you” is misunderstood to mean the effort to help was not appreciated or was not wanted. There are a variety of ways to express gratitude, and the type of help received can help one determine what method of saying “thank you” is most appropriate.

A foreign student should not be overly concerned how to say “thank-you”, most important is to remember to always express appreciation in one way or another. One should also feel free to be creative in the methods used.

Here are some possibilities:

1. Always verbally communicate appreciation. When the favor shown did not require a great deal of time or effort, a verbal “thank you” is enough.
2. Write a short letter or “thank-you” note. Small note cards with “Thank You” printed on the front are sold in most campus bookstores, as well as “Thank You” greeting cards. However, regular stationery is often used and perhaps less expensive.
3. Give a small, inexpensive gift. The gift can be purchased or something you made.
4. Treat the friend to a meal, a movie, or just a snack (ice-cream, frozen yogurt, pie and coffee, etc.)

If the favor shown is small, a verbal “thank you” is adequate. For example, if you ask someone for directions, for help with a homework problem, for information, etc., saying “thank you” verbally is enough. The closer the relationship, the less formal the expression of gratitude needs to be. If a classmate is your close friend, a verbal “thanks” is probably enough. If another student whom you do not know well spends many hours helping you prepare for a test, perhaps a written note would be nice. If an American student helps you on the regular basis (weekly or before each test, etc.) perhaps at the end of the school term you could give him or her a small gift and/or a written note of appreciation. To write a thank you note each week would not be appropriate or necessary.

When an American family or friend invites you into their home for a meal, mailing a thank you note to them a day or so later would be appropriate. It is not necessary to carry a gift to the home when you go to eat, but you may if you wish since that may be your custom. It is not the American custom but would not be strange or inappropriate. A small bouquet of flowers or a box of candy would also be appropriate. If you stay overnight in a home, a thank you note should be left on the bed or bedside table as you leave or mailed to the hostess soon after. A small gift can also be left for the hostess with the note or presented to the host prior to leaving, but is not necessary. If your time in the family’s home is an extended visit, a small gift should be given to the hostess. If you spend Christmas with an American family, prepare to give a gift to the family. It doesn’t need to be an expensive gift. Present the gift at the time they exchange gifts on Christmas Eve or Christmas Day, or just quietly place the gift under their Christmas tree with the other gifts. It is not necessary to present gifts for other holidays.

If an American friend gives you a gift, it would be nice to write a short note to express gratitude to them.

# **QUICK FACTS AND ACADEMIC DEFINITIONS**

## QUICK FACTS FOR NEW STUDENTS

**Network Account:** Each new student is issued a computer network account and username which has a maximum of 8 letters and 2 numbers. In most cases, it will be the first initial of your first name followed by the first 7 letters of your last name and the 2-digit year of entry at B-W. (Ex: gwashing11)

**Network Passwords:** A temporary default password is also assigned when your account is created. Instructions for accessing the B-W network and changing your password during the first login are sent by mail to the home address. Students are encouraged to choose “strong” passwords by using upper & lower case letters, numeric digits, punctuation, and a minimum of 8 characters. Always maintain and protect the security and integrity of your accounts: Passwords should never be shared with others!

**E-Mail:** B-W students use Microsoft “Outlook Live” e-mail. Your e-mail address is your network account name (username) followed by @mail.bw.edu. To access your e-mail, go to: outlook.com and enter your full e-mail address (ex: gwashing11@mail.bw.edu) and password. Outlook accounts also feature a “Sky Drive” with 10GB of e-mail storage and 25GB of personal file storage space!

**Wireless & Wired Networks:** Wireless service is available in all academic buildings, residence halls, most open areas of the campus, and at B-W East. To access the wireless network from either campus, you must configure your wireless devices to be compatible. For instructions, go to: <http://wireless.bw.edu>. B-W’s gigabit fiber optic wired network provides high-speed access to the Internet and Internet2 in all campus buildings, residence halls, and at B-W East in Beachwood. Appropriately configured personal computers can connect directly via active ports located in classrooms, resident rooms, or labs.

**Network File Storage:** Students are provided with 100MB of space on the network (H:drive) to store files. Files can then be accessed from any networked computer or multimedia cart on campus.

**Blackboard Academic Suite:** “Blackboard” is an electronic learning management system which allows instructors and students the ability to share materials and information. The “Yellow Jacket Portal” feature in Blackboard is a customized gateway to all the resources and materials available to B-W students. You have the ability to customize a home page with links to your courses, organizations, and frequently used resources. You are then equipped to receive announcements and information specific to your participation on campus. To access Blackboard, go to: <http://www.bw.edu/campus>.

**Online Forms for New Students:** Incoming freshmen students complete their orientation forms online using WebExpress (<http://webadvisor.bw.edu>), including the application for housing, summer orientation session choice, and a course schedule preference form. Instructions on how to access these forms, as well as a username and password, will be sent by mail to all new students after a deposit is paid.

**WebExpress Online Registration:** All students (except first semester freshmen) have access to Web Express – an online system to register for classes, access records, view schedules, grades, and program evaluation (degree audit) information. Web Express also includes a Graduation Plan feature which helps

you map out a four-year plan and keep your progress on track.

**Online Planning Tools:** Students are encouraged to use the BW Action Plan and e-Portfolio (located in Blackboard) for monitoring their academic, social, personal, and professional goals. The tools will help you to track coursework, experiences, plans, and life!

**Computer Labs:** There are 35 computer labs located across campus and 2 at B-W East. The Math and Computer Science Lab is open 24-hours a day. All labs feature MS Office 2007, web-authoring tools, graphic design packages, computer simulations, statistical software, programming languages, and discipline-specific software. Two Cyber Cafés (one in the Student Union, one at the Center for Innovation and Growth) offer Internet access in a coffeehouse setting. The multimedia lab in M/CS is for scanning images, A/V editing, PDF file creation, burning DVDs, streaming media, building web pages, and creating computer animations. Students can readily locate available seats in campus computer labs by accessing the online application in Blackboard which features real-time results of where seats are open.

**Printing:** Each semester, full-time students (12+ credits) are given a \$25.00 credit allowance for printing in the BW computer labs. Part-time students (1-11 credits) receive a \$15.00 credit. Each black & white sheet printed is deducted at .05/page and color printing is .40/page. Duplex printing (available in some labs) counts as one page. The balance declines as printing is utilized throughout the semester. You can monitor your print usage by selecting the “My BW Printing Activity Report” module in Blackboard. B-W offers Wireless Printing which provides you with the ability to work anywhere on campus, queue your print job to a lab of choice, and go to that lab’s release station and print your document.

**Classrooms:** Multimedia podiums with a networked computer, DVD/CD drive, ceiling-mounted data projector, Internet access, A/V tools, and laptop connectors are present in most classrooms on campus.

**Game Consoles:** Resident students with game systems such as the Wii, PS3, and Xbox can connect to the BW network in their residence hall. Register your system at: <http://resnet.bw.edu/gameregister>.

**Anti-Virus Software:** BW provides all students with an anti-virus client, Symantec. Software and available updates are provided to all students free of charge and can be downloaded directly from the network (while on campus) at: <http://virus.bw.edu>.

**Professional Support Services:** The BW HelpDesk (440-826-7000), located at 20 Beech St., provides telephone and online chat support for student computing questions. Students can also access the online HelpDesk in Blackboard to retrieve additional information, tips, and Quick Cards. The HelpDesk is able to perform a variety of fee-charged PC repair services (such as cleaning viruses or spyware and re-installing operating systems) on Dell, IBM, HP, and other products. B-W is also an Apple Authorized Repair Center.

**Telephone Service:** Local and campus-wide telephone service with voicemail is available to resident students by request only (in-person) at the Telecommunications Office located at 10 Beech Street. Students who request service must provide their own phone. Long distance service is not provided and must be made from cell phones or with calling cards.

**File Sharing, Music or Video Downloads:** Students should be aware of the significant security risks associated with Peer-To-Peer (file sharing) applications, including viruses which can cause irretrievable loss of data. Furthermore, in compliance with HEOA (Higher Education Opportunity Act) and DMCA (Digital Millennium Copyright Act) regulations, BW will take action against alleged copyright infringements, such as the unauthorized download or distribution of copyrighted materials, which occurs from a device connected to the campus network. ([http://www.bw.edu/resources/infotech/pubs/heoa/.](http://www.bw.edu/resources/infotech/pubs/heoa/))

**Misuse of Facilities and Services:** Students are expected to refrain from activities that are illegal, destructive, harassing, or reduce the ability of others to make use of the shared electronic network and facilities. Consequences for misuse can result in restricted access, termination of use of electronic facilities, or more severe penalties. See the “Responsible Use of Information Technology Resources” policy ([http://www.bw.edu/resources/infotech/pubs/Responsible\\_Use\\_of\\_IT\\_Resources\\_Policy.pdf](http://www.bw.edu/resources/infotech/pubs/Responsible_Use_of_IT_Resources_Policy.pdf)).

**Transcript:** In order to receive a copy of your official transcript you need to request a copy from the Registration & Records Office, Bonds Administration Bldg., Room 105. Because of FERPA laws, BW cannot send transcripts unless students complete a transcript request form before departure from BW. You can simply stop by the Registration Office to fill out the request form.

## ACADEMIC TERMINOLOGY

**Academic year:** The school year begins with autumn classes. The academic year at most US University s and universities starts in August or September.

**Advisor:** School official, usually assigned by your University or university, who can help choose your classes and make sure you are taking the right courses to graduate.

**Associate's degree:** A type of degree awarded to students at a US community college, usually after two years of classes.

**Audit:** To attend a class without receiving academic credit.

**Bachelor's degree:** A degree awarded to undergraduates, usually after four years of University classes.

**Commencement:** Day of graduation.

**Course Number:** The number your University or university uses to classify a course. You usually need this number in order to register for a class.

**Credit Hour:** The number of hours assigned to a specific class. This is usually the number of hours per week you are in the class. The number of credit hours you enroll in determines whether you are a full-time student or a part-time student.

**Doctorate:** Highest academic degree. This degree is awarded after a bachelor's and master's degree.

**Elective:** A class you can take that is not specifically required by your major or minor.

**Extracurricular activities:** Groups you belong to outside of class, such as sporting teams, clubs and organizations.

**Financial Aid:** Money you receive for you University tuition or expenses that you may or may not have to pay back. (See: "Grant," "Loan," and "Scholarship")

**Freshman:** First-year University student.

**Full-time student:** A student who enrolls in at least a minimum number (determined by your University) of credit hours of courses.

**General education classes:** Classes that give students basic knowledge of a variety of topics. Students often must take general education classes in order to graduate. This set of classes includes different courses and is called by different names at various University s and universities.

**Grade point average:** The average of all of the course grades you have received, on a four-point scale.

**Grant:** A form of financial aid from a non-profit organization (such as the government) that you do not have to repay.

**Greek:** Fraternities and sororities. They often have specific student housing options for their members. Essentially they are an exclusive club, where the members are required to do certain things (like community service, get good grades etc.) To join, you must either go through recruitment (meaning a process of becoming a member) or be asked to join.

**Internship:** A temporary job, paid or unpaid, usually in the field of your major. You may be able to receive University credit for an internship.

**Junior:** Third-year University student.

**Loan:** A form of financial aid that you must repay.

**Major:** Your primary area of study. Your University major is the field you plan to get a job in after you graduate (for example: business, linguistics, anthropology, psychology).

**Master's degree:** A degree awarded to graduate students. The awarding of a master's degree requires at least one year of study (and often more, depending on the field) after a student earns a bachelor's degree.

**Minor:** Your secondary area of study. Fewer classes are required for a University minor than for a major. Universities and universities usually don't require students to have a minor. Many students' minors are a specialization of their major field. For example, students who want to become a science reporter might major in journalism and minor in biology.

**Non-resident:** A student who isn't an official resident of the state where a public university is located. Tuition at public universities is less expensive for residents.

**Office hours:** Time set aside by professors or teaching assistants for students to visit their office and ask questions or discuss the course they teach. Your professor or teaching assistant will tell you at the beginning of the term when and where office hours will be every week.

**Online classes:** Courses you take by computer instead of in a traditional classroom.

**Part-time student:** A student who doesn't enroll in enough credit hours to become a full-time student, as defined by your University. Part-time students often take only one or two classes at one time.

**Prerequisite:** A class that must be taken before you can take a different class. (For example, Astronomy 100 may be a prerequisite for Astronomy 200.)

**Private university:** A university that is privately-funded. Tuition for a private college or university (before scholarships and grants) is usually the same for all students.

**Public university:** A university that is funded by the government. Public colleges and universities are less expensive for residents of the state where they are located.

**Quarter:** Type of academic term. A school with this system generally will have a fall quarter, winter quarter and spring quarter (each about 10 weeks long), along with a summer term. (See also: "Semester")

**Resident:** A student who lives in and meets the residency requirements for the state where a public university is located. Tuition at public universities often is more expensive for non-residents.

**Scholarship:** A form of financial aid that you do not have to repay.

**Semester:** Type of academic term. A school with this system generally will have a fall semester and a spring semester (each about 15 weeks long), along with a summer term. (See also: "Quarter")

**Senior:** Fourth-year University student. You are a senior when you graduate from University.

**Sophomore:** Second-year University student.

**Syllabus:** A description of a course which also lists the dates of major exams, assignments and projects.

**Term:** The length of time that you take a University class. (See also: "Quarter" and "Semester")

**Transcript:** An official academic record from a specific school. It lists the courses you have completed, grades and information such as when you attended.

\*<http://www.universitylanguage.com/guides/University-terms-and-phrases-to-know/>

# HOUSING

## **ON-CAMPUS HOUSING: IMPORTANT INFORMATION TO KNOW**

### **CLEANING**

Students are responsible for cleaning their own rooms. Custodial staff is responsible for cleaning the public areas (hallways, lounges, etc.) and public restrooms. Students in their individual rooms or suites are responsible for cleaning their own bathrooms on a regular basis with their own cleaning supplies.

### **PARKING**

**All students are eligible to receive a BW parking permit.** Those who operate vehicles on campus are required to register their vehicles with the Parking Services Office, located in the Bonds Administration Building, Room 119. Student parking assignments are based on class rank and student residency. Students who only need a car for a few days each semester may apply for a temporary permit at no cost. These permits are valid for no more than 10 days each academic year. Please check with the Parking Office to find out the cost of this year's BW parking permit.

### **SECURITY**

- Do not prop or block exit doors or fire exits at any time.
- Residents should not allow strangers to enter campus housing.
- All guests must be escorted at all times by a resident of the building while in campus housing.
- Close any door that you find propped open.
- Confront and/or report any unescorted non-residents to the Hall Director, RA or Safety and Security.
- As you leave the residence hall, make sure the door to your room is closed and locked. It only takes a few seconds to enter an unlocked room and take valuables.
- Forceful entry into any residence hall door will result in disciplinary action.
- Suspicious activity should be reported immediately to Safety and Security. Special awareness of security is needed during vacation periods when there are fewer students on campus.
- Broken locks or lights and other potential security problems should be reported as soon as possible.
- Report any issues to your Hall Director or RA.

### **SMOKING**

Baldwin Wallace University is a completely smoke free environment. Smoking is not permitted in any University building, including residence halls.

- The use of any tobacco products (smoke or smokeless) is prohibited in campus housing.
- All smoking must occur at least 25 feet from any part of any residence hall and academic building.
- Cigarette butts must be disposed of in proper receptacles.
- Hookahs or similar smoking devices are considered illegal items in the residence halls, houses and apartments. These items will be confiscated by Safety and Security.

## **QUIET HOURS/COURTESY HOURS**

Residents have the right to sleep and studying their rooms at any time. As such, the following policies regarding noise are in place:

- When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. This policy applies to noise that can be heard from both inside and outside a residence hall. Courtesy hours are in effect 24 hours a day, 7 days a week. As a rule, at no time should noise be heard from a resident's room more than two doors away, or from another floor.
- Quiet hours are in effect from 11:00 pm – 8:00 am Sunday through Thursday nights, and from 12:00 am – 10:00 am Friday and Saturday nights. Individual halls may determine that quiet hours start earlier in the evening, but never later. Quiet hours means that sound must not be audible beyond the limits of any individual room, hallway, or lounge.
- During finals week, 24-hour quiet hours will be in effect. Any student removing a personally owned loft at the end of the semester or academic year must do so before 24-hour quiet hours begin or wait until final examinations are complete.

## **CONSOLIDATION**

Residents who find themselves with an open bed in their room, apartment or house may face consolidation. Residents in a room, apartment or house with an open bed must do one of the following by the third Monday of each semester, or no later than five calendar days from the date the bed becomes available: (1) request a space buyout and pay the additional charge; (2) have another student move into the open bed; (3) transfer to another room, apartment or house with an open bed. An exact additional charge may be obtained by contacting the Office of Residence Life at (440) 826-2114. If no action is taken, the Office of Residence Life reserves the right to bill the student at the buyout rate or reassign open beds as deemed necessary.

## **ON-CAMPUS HOUSING-WHAT'S IN MY ROOM?**

### **Cable**

Cable connection is provided in each room for cable-ready televisions. Please bring your own coaxial cable. Televisions not cable-ready will require a cable box, which is available at most electronics retailers.

### **Internet**

Each room has a data port allowing students access to the University 's network and the Internet. Each student in a given room has his/her own port allowing for multiple computers in each room. Also, each residence hall and academic building is equipped for wireless Internet for laptops and other mobile devices. For more information, please visit the Information Technology Web site.

### **Laundry**

Each residence hall and apartment complex is equipped with Jacket Express (your student ID) card swipe laundry facilities. Ironing boards are provided in most halls but residents must furnish their own iron.

**Telephone**

Telephone service is provided upon request to Telecommunications. You must go in person to their office, located at 10 Beech. Students should bring their own phone set (you can purchase a cheap one at most stores). For more information please visit the Information Technology web site.

**Vending**

Coin-operated and Jacket Express card swipe vending machines are located in each hall. The number of machines and selection of food products depends upon the size of the residence and the needs of its occupants.

**U.S. Mail**

U.S. and campus mail is delivered every weekday to the residence halls. Students will be issued a mailbox with a key or combination access. Outgoing mail pick up also is available.

**Room Furniture**

In each BW room (Residence Hall or Apartment), a bed, desk, and desk chair is provided for each person. Depending on the building, the room will come with a stationary closet or a movable wardrobe. In addition, the room or apartment will come with drawer space for clothing. BW apartments come with fridge, stove, a dining room table, and chairs.

**Bed Mattress**

All the beds in the residence halls and apartments are twin beds. All mattresses on campus are 80 inches long (twin XL size).

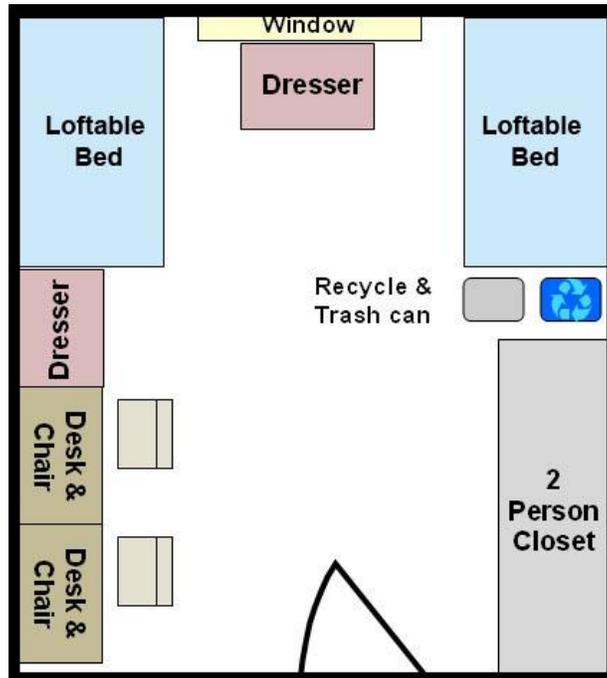
**Window Treatments**

All windows come with horizontal blinds. Sizes vary, so if you want to purchase additional treatments you must wait until you move in and measure the exact size. There are many retailers within minutes of campus.

**Trash Can and Recycling Bin**

Each BW room or apartment comes with a standard trash can and a recycle bin. The recommended size for trash can liners is called "Tall Kitchen." You will be responsible for emptying your own trash cans and recycle bins.

## YOUR ROOM LAYOUT



Pictured above is a pretty typical room. You can rearrange the furniture however you like. Each room is a little bit different, but you can rearrange the room to make yourself comfortable. Below are two examples:



## **WHAT YOU MIGHT NEED TO BUY**

### **For your room:**

- Sheets
- Electric converter
- Hangers
- Alarm clock
- Cell Phone (Trac Fone)
- Electric Teapot
- Laundry basket/bag
- Bath towels
- Extension cord/power strip/surge protector
- Rug
- Bedspread
- Blanket
- Cell Phone or Calling Card (needed for long distance calls)
- Camera and Film/Storage Media
- Clothes Hangers
- Co-Ax Cable TV Cord (from wall to TV)
- Computer/laptop\*
- Cordless Telephone 900 mhz (only if you plan on requesting a phone line)
- Cups, Mugs, Flatware
- Fan
- First Aid Kit
- Iron
- Mattress Cover
- Microwave\* (not to exceed 1.5 cubic feet)
- Pillow
- Reading Lamp
- Refrigerator (not to exceed 4.2 cubic feet)
- Sewing Kit
- Television/VCR/DVD/CD Player
- Shower Shoes
- Towels

### **Personal Items**

- Shampoo and/or conditioner
- Soap
- Deodorant
- Lotion (it's very dry in the winter!)
- Toothbrush/toothpaste

- Shaving supplies
- Laundry Detergent
- Kleenex
- Aspirin
- Shower caddy (to carry all of it!)
- A VERY warm winter coat...mittens, hat, scarf, boots
- Umbrella
- International Phone Card
- 

**School Items\***

- Calculator
- Pens/Pencils
- Notebooks, paper
- Backpack or book bag
- Highlighter markers
- Flash drive or CDS (for computer)

**\*You can also buy these items at Baldwin Wallace University's Bookstore with your Jacket Express card.**

**\*Computers and Microwaves MUST be used with a surge protector (UL approved) with self-tripping breaker unless they are plugged directly into the wall outlet.**

## LAUNDRY HOW-TO

We realize that not everyone knows how to do laundry. We are here to help. You will need:

- Detergent (liquid or powder)
- Dryer sheets
- A laundry basket or laundry bag

### 1. How to Sort Clothes Before Washing Them:

Sort your laundry by color. White and light colored clothing will go into one pile, dark colors in another, and bright colors in the final pile. Each pile of laundry will go in different temperatures of water as follows

- Whites and light colors: warm water
- Dark colors: cold water
- Bright colors: warm water (do not put bright clothes in with the whites...the colors will go onto the whites)

If you are still unsure how your clothing should be washed, check the tags to make sure you are washing them in the correct water temperature. The tag will usually tell you how to care for your clothes. If the tag says nothing, wash it in cold water to be safe (no colors run in cold water).

### 2. The Washer

- Put a pile of clothes in the washer and close the door.
- Then put your laundry detergent into the dispenser on the washer (should say 'detergent'). Liquid detergent is the most commonly used. On the inside of the liquid detergent cap there are levels for small load, medium, and large. So, if you have a lot of clothing put in the highest measurement in the cap. Once you put the detergent into the dispenser close the compartment.
- Choose Cold or Warm (depending on type of clothing) and usually indicate Normal instead of Delicate
- Finally, punch in the number/letter of the machine you are using. Use your Jacket Express card on the machines available to swipe. This will make the washers turn on and also pay the price to use the washer.

### 3. The Dryer

- The dryer dries your clothing quickly and efficiently (usually in an hour). Remove your clothes from the washer to the dryer machine. Make sure to read your clothing tags to avoid shrinking or ruining your clothes in the dryer.
- Throw in a dryer sheet with your clothing. This softens your clothes and makes them smell fresh.

- Once the drying cycle ends, remove them from the machine and put them in your basket to take to your room. Then, clean the lint filter which is usually located at the bottom of the dryer to prevent the machine to overheat or possibly cause a fire.

## **BAD ROOMMATE SURVIVAL GUIDE**

**Roommate Agreements:** Roommate agreements are the rules you and your roommate(s) have agreed to follow. Your roommate agreement is very important! Put a lot of time and thought into your agreement and make sure you can actually live under these circumstances.

Make sure you cover the following areas:

Who will clean what and when— make sure you define “clean,” so that you and your roommate are on the same page

Make a chore list and follow it. Example: “I will take out the trash when it gets full, if you will take care of sweeping the floor weekly

Decide what can be shared and what cannot be shared. Make sure you make it clear what is off limits to your roommate and what you do not mind allowing them to borrow (or eat).

Set rules for visitors including:

- When they can be in the room
- What they are allowed to do/use while they are there
- Who can spend the night, and when
- What food can be shared and what is off limits

Can music or the TV be left on while studying? If not, when can the TV or music be played?

Is it OK to allow guests to sleep in each other’s beds (when they/you are gone)?

Do you have any allergies/health concerns they should know about? Anything else you can think of!

## **WHAT TO DO WHEN...**

**You cannot live with your roommate:**

Talk to your RA and ambassador. They will help you take the best action for your situation.

**Something in your room breaks:**

Talk to your RA, they will put in a work order and get it fixed for you.

**If you see a safety hazard:**

Tell an RA or contact Safety and Security 440-826-2000

**If you have an emergency:**

Call 911 or Safety and Security 440-826-2000

**If you are not sure who to talk to:**

Talk to your ambassador, they can help you find the right person. We cannot stress enough; your ambassador should be your first contact when you have a problem. The ambassadors know who to talk to and can help you!

## RESIDENT HALL ADDRESSES

### **21 Beech**

21 Beech Street  
Berea, OH 44017-2001

### **63 Beech**

63 Beech Street  
Berea, OH 44017-2059

### **Bagley**

123 E. Bagley Road  
Berea, OH 44017-2010

### **Carmel**

125 E. Grand Street  
Berea, OH 44017-2052

### **Constitutions** (specify East or West)

144 Tressel Street  
Berea, OH 44017-2054

### **Ernsthausen** (specify A, B, C, D)

171 E. Center Street  
Berea, OH 44017-2177

### **Findley**

275 Beech Street  
Berea, OH 44017-1209

### **Heritage** (specify A, B, C or D)

114 Tressel Street  
Berea, OH 44017-2054

### **Klein**

77 Beech Street  
Berea, OH 44017-2059

### **Kohler**

65 Seminary Street  
Berea, OH 44017-1905

### **Lang**

253 Beech Street  
Berea, OH 44017-1232

### **North Hall**

253 Beech Street  
Berea, OH 44017-1209

### **Saylor**

55 Beech Street  
Berea, OH 44017-2059

### **APARTMENTS**

#### **Bridge Street Apartment**

104 E. Bridge Street  
Berea, OH 44017-2158

#### **Floreske Apartment**

219 Seminary Street  
Berea, OH 44017-1958

#### **Hamilton House Apartment**

(specify A or B)  
375 Front Street (specify apt)  
Berea, OH 44017-1707

#### **Hamilton House Apartment**

(specify C=SPROUT or D=HAMILTON)  
381 Front Street (specify apt)  
Berea, OH 44017-1710

#### **Hamilton House Apartment E**

15, 17, 19 or 21 W. Fifth Street  
Berea, OH 44017-1722

### **Townhouse WEST Section:**

#### **Town House Apartment**

66 E. Bridge Street (specify apt# 11-14)  
Berea, OH 44017-2119

#### **Town House Apartment**

70 E. Bridge Street (specify apt# 21-26)  
Berea, OH 44017-2150

#### **Town House Apartment**

74 E. Bridge Street (specify apt# 31-36)  
Berea, OH 44017- 2175

#### **Town House Apartment**

78 E. Bridge Street (specify apt# 40-46)  
Berea, OH. 44017-2178

### **Townhouse EAST Section:**

#### **Town House Apartment**

82 E. Bridge Street (specify apt# 50-56)  
Berea, OH 44017-2179

#### **Town House Apartment**

86 E. Bridge Street (specify apt# 61-66)  
Berea, OH 44017-2180

#### **Town House Apartment**

90 E. Bridge Street (specify apt# 71-76)  
Berea, OH 44017-2181

# **ON CAMPUS SERVICES**

## HEALTH AND COUNSELING SERVICES

BALDWIN WALLACE UNIVERSITY  
HEALTH & COUNSELING CENTER

207 Beech Street, Berea 44017

Phone: (440) 826-2178

Fax: (440) 826-3382

<http://www.bw.edu/resources/health/>

<http://www.bw.edu/resources/counseling/>

Dear New Student,

We look forward to welcoming you to Baldwin Wallace University. As part of your orientation you will visit the Health & Counseling Service. Personnel from the Health Center will discuss with you the requirements for Tuberculosis screening of students. Background information on the requirement is provided now so you are aware of our policy.

The American University Health Association has published guidelines on tuberculosis (TB) screening of University and university students. These guidelines are based on recommendations from the Centers for Disease Control and the American Thoracic Society. Based on these guidelines, Baldwin Wallace University requires that students who have arrived within the past 5 years from countries where TB is common must be screened for tuberculosis. The guidelines indicate what countries are considered high risk.

Tuberculosis screening involves a skin test for tuberculosis and possibly referral to the County TB Clinic for chest x-ray and further evaluation. The skin test will be done at the Health Center. The skin test can be done either during your orientation or within 5 days of your arrival on campus. If your skin test is positive you will be referred to the County TB Clinic for further evaluation. **Screening must be completed and verified by the Health Center to continue here as a student.**

Baldwin Wallace University values your health and following the national guidelines for tuberculosis screening is in your best interest. If you have questions on our policy Health Center personnel will be glad to answer them. We look forward to meeting you and wish you the best experience as a member of our University community. Thank you.

Sincerely,

Lauren Bara

Lauren Bara, Nurse Practitioner

Director of Health Services

### **Eligibility**

Any student, campus resident or commuter (day, evening, weekend or graduate), who is in need of medical or mental health assistance is eligible for the services of Health & Counseling Services.

### **Confidentiality**

Whether you come to our center for medical or mental health services, please rest assured that records of all visits are **STRICTLY CONFIDENTIAL**. Information about the nature of students' illnesses or mental health issues is NOT given to anyone (including faculty, administration, family) without written permission of the student. Information is released to agencies only in cases of public health matters required by law. In the event of a serious illness or accident, the University physician will, upon consent of the student (if 18 or older), notify parents of the situation.

### **Health Services**

Clinic care is provided by an experienced Nurse Practitioner and Registered Nurses. Physicians are on-site Monday-Friday. In-patient care is provided during clinic hours for students needing observation in serious instances. Southwest General Hospital, a community hospital is located one mile from campus for advanced care. The address for Southwest General Hospital is 18697 Bagley Road, Middleburg Heights, OH 44130.

Clinic care includes evaluation and treatment of illnesses and injuries. Gynecological and contraceptive services, evaluation and treatment of sexually transmitted infections, and health maintenance counseling are available by appointment. Please visit our website for more information on services available.

### **Counseling Services**

All counseling services are free to B-W students. With **Individual Counseling**, you may talk confidentially one on one with a counselor about anything that's on your mind. We provide an atmosphere where it's safe and comfortable to be yourself. Counseling Services offers **Group Programs, Career Counseling and Consultation & Outreach**. Please visit our website for more information.

### **Psychiatric Services**

May be available based upon a Counselor's recommendation.

#### **Health Center Hours**

Monday-Thursday	9:00 am-6:00 pm
Friday	9:00 am-5:00 pm
Saturday & Sunday	CLOSED

#### **Doctor's Hours**

Monday & Thursday	12:30-1:30
Tuesday	1:30-2:30
Wednesday	12:00-1:30
Friday	1:30-3:00

## **COUNSELING SERVICES**

\*By Appointment Only

(440) 826-2180

**ELIGIBILITY:** Anyone enrolled in at least one class is eligible. **Insurance is NOT NECESSARY!**

**OBTAINING SERVICE:** Service is first come, first served, NO APPOINTMENT NECESSARY. If the door is locked, please ring the doorbell. If you have a **MEDICAL EMERGENCY DIAL 911.**

**BASIC CLINIC SERVICES INCLUDE:** Evaluation/treatment of illnesses and injuries, treatment for acne, warts, burns, removal of sutures, certain lab tests, immunizations, allergy injections, health/wellness literature, referrals when indicated and loaning of medical equipment such as crutches, heating pads and vaporizers.

**NURSE PRACTITIONER SERVICES INCLUDE:** Physicals, gynecological and contraceptive services, testing and treatment of sexually transmitted infections, pregnancy testing and counseling. **(BY APPOINTMENT ONLY-NO WALK-INS PLEASE!)**

**CHARGES:** Charges can be paid with jacket express, cash, check or charged to your tuition bill. Items charged are medications, lab work, injections, physicals, GYN exams, tests, and equipment not returned.

### **THERE IS NO CHARGE TO SEE A NURSE OR PHYSICIAN!**

#### WHEN TO COME TO THE HEALTH CENTER!

- Any injury or bleeding
- Fever for 24 hours
- Cough and/or stuffy nose for 4 days or longer
- Diarrhea and/or vomiting for 24 hours
- Sore throat for 2 days or longer
- Come to the Health Center if you don't feel well and are not sure what to do.
- If you come to the Health Center, please bring any medications you are currently taking.
- If you anticipate any difficulty communicating your needs to us in English bring a friend who could help translate if necessary.

#### **General tips to stay healthy**

- Wash your hands frequently
- Drink plenty of fluids (including water)
- Get plenty of rest

#### WHAT TO DO WHEN THE HEALTH CENTER IS CLOSED!

- Call the Duty Phone (440-829-2568)
- You may go to an Urgent Care Center
- You may go to the Emergency Room at Southwest General Hospital  
18697 Bagley Rd – Middleburg Hts. 44130

The following example situations are best cared for in the Emergency Room:

- Severe breathing problem
- Major gaping wounds
- Heart attack or stroke symptom
- Spinal cord or head injury
- Pregnancy related emergency
- Major broken bone or bone protruding from your skin
- Major burn (third degree or over a large part of your body)
- Seizures from a fever
- Bring your BW I.D. with the health insurance card

Claim forms are available at the Health Center, International Student Services, or may be obtained from the insurance company website [www.BollingerInsurance.com/BWC](http://www.BollingerInsurance.com/BWC)

## LEARNING CENTER SERVICES

While most people think of the Learning Center as a place, we like to think of ourselves as a service. Located on the top floor (second level) of the Ritter Library, we provide academic assistance to more than 2,000 BW students per year. Our staff provides the following academic support services:

- Peer tutoring for many undergraduate classes
- Drop-In Math and Drop-In Business Tutoring (no appointment necessary; see hours below)
- Intensive math tutoring with a professional math specialist (by appointment)
- Learning and study skills classes
- Academic accommodations for students with documented disabilities
- ESL help for international students who may need a little extra assistance with speaking, grammar, writing, note taking, study strategies, vocabulary development, pronunciation and listening comprehension
- Individual consultations with Learning Specialists
- Individual and small group assistance in
- Preparing for and analyzing tests
- Organizing and managing time
- Taking and using class notes
- Study reading

### Tutoring

It's never too early to apply for a tutor and set up weekly tutoring sessions, but it can be too late if you wait. Students interested in working with a tutor should visit the Learning Center in room 203, top floor of Ritter Library and complete a brief tutor request form or print out the form by clicking on the link **Tutor Request form**, complete the form, and return it to the Learning Center.

### Drop-in Math Tutoring

Students seeking math assistance can obtain help by visiting the **Drop-in Math Tutoring Lab** in the Learning Center (Ritter Library second floor Rm. 206) between **noon and 9:30 p.m. Monday through Thursday and again from 6:00-9:00 p.m. on Sunday evenings**. No appointments are necessary, no time limit is set for working with a tutor, and no charge is made to students requesting tutoring services at the math lab. Check the list of the classes each tutor considers their strengths so you can work with the appropriate tutor.

### Math Tutoring by appointment with our Math Specialist

In addition to obtaining math help from tutors in the Drop-In Math Tutoring Lab, students can obtain help from **Ms. Sally Sikorski**, the professional math specialist, between 9:00 a.m. and 5:00 p.m. Monday through Friday. While her tutoring services are free, hourly appointments are required to work with Ms. Sikorski. Students can visit or call the Learning Center at (440) 826-**2147** to schedule an appointment with the math specialist.

### **Drop-in Business Tutoring**

Students seeking help in business courses can obtain help by visiting the **Drop-In Business Tutoring Lab** in Kamm 216. Click on the link for the hours and more information. No appointments are necessary, no time limit is set for working with a tutor, and no charge is made to students requesting tutoring services at the business tutoring lab.

### **Drop-in Economics Tutoring**

Economics tutoring is available Monday through Thursday from 3:00 - 6:00 p.m. in Kamm 214. No appointment is necessary.

### **Drop-in Physics Tutoring**

Physics tutoring is available in Wilker 330 on Tuesdays and Thursdays at 3:00 - 8:00 p.m. and Sundays 6:00-9:00 p.m. for PHY 131, 132, 145 and 331. No appointments are necessary.

### **Drop-in Chemistry Tutoring**

Chemistry tutoring is available on Monday from 2:00-5:00 and Thursday from 3:00-5:00 in Telfer 337. No appointment is necessary.

### **Drop-in Sociology Tutoring**

Sessions for SOC 100D will be Tuesdays from 6:00 p.m. - 7:30 p.m in MC 212.

### **Drop-in Psychology Tutoring**

Open group mentoring for Research Methods class is on Mondays from 4:30 - 6:00 p.m. in MC 212. Open group tutoring for Elements of Statistics will be on Tuesday from 5:00 - 6:00 p.m. in MC 212.

## **ENGLISH AS A SECOND LANGUAGE**

English as a Second Language (ESL) services are available to all Baldwin-Wallace students whose first language is not English. These services are provided for international exchange students as well as other B-W students. The two courses listed below, ESL 101 and ESL 102, are available for credit to help students improve English speaking and writing skills. Each course can be taken for up to 3 credits. Students with a TOEFL score of 523 or below are required to take ESL 101 and 102. Students with a TOEFL score above 523 can take ESL 101 and 102 to improve their skill in English. After taking the course for credit, students may continue to receive ESL services in subsequent semesters. Due to potential unique circumstances, ESL students may be allowed to add the course(s) after the first week of the semester. Please contact the ESL office for specific consideration and guidance.

In addition to these courses, ESL instructors are available for individual instruction, informal conversation groups, assistance with written assignments, cultural understanding through discussion and field trips, and TOEFL study groups. ESL instruction and support are part of B-W's Learning Center, located on the top floor of Ritter Library. ESL assistance and other services to support student success, such as tutoring and study skills are available to all B-W students free of charge.

# **VISA AND IMMIGRATION**

## VISA INFORMATION

### **International Students on F-1 visas must maintain full-time academic status.**

Undergraduate students must be registered for 12 credit hour or more

IMBA students must be registered for 9 credit hours or more.

**Having a less than full-time registration will violate the F-1 visa status.**

### **Passport and Visa Renewal**

You are advised to give a copy of your PASSPORT and VISA to the Office International Student Services after you renew your passport or visa for our records. If you lose your passport, we will then be able to make a copy from our records.

### **SEVIS**

*The Student and Exchange Visitor Information System (SEVIS) is a web-accessible database used by the Department of Homeland Security to collect, track and monitor information regarding exchange visitors, international students and scholars who enter the United States on F, M or J visas.*

To check your status, go to:

<http://www.bw.edu/stulife/international/information/>

Click on "Legal Issues"

### **Important Information**

All International citizens entering the U.S. are required to have a sponsor or present proof of sufficient financial resources so as not to become a "public charge".

When students enter the United States, they show proof of sufficient funds and proof of their program acceptance. International students with spouses and dependents with them in the United States are required to show sufficient funds for both themselves and their families. I urge you not to jeopardize you status by accepting public benefits.

Occasionally public service agencies including hospitals, clinics, or social services will encourage international students or their dependants to apply for public benefits because the personnel at the agencies themselves may be unaware of the rule governing non-immigrant status. However, to do so, could jeopardize students' non-immigrant status, especially if they travel outside the U.S and then re-enter.

Examples of services offered are:

- Medicaid
- Food stamps
- Federally subsidized housing
- Special charitable benefits

**Do not accept any public benefits from federal, state, county or local public service agencies as doing so may jeopardize your non-immigrant status in the United States.**

# IMMIGRATION BASICS

## LEGAL RESPONSIBILITIES RELATED TO F-1 STATUS

There are essential things that you are responsible for doing with respect to immigration laws and regulations:

- Your PASSPORT MUST be valid at all times. You MUST extend your passport at least six months before it expires.
- F-1 students must maintain FULL TIME ENROLLMENT during the academic year. Enrollment in the summer session is not required. The U.S. Government allows full-time students one vacation term per year.
- F-1 students must file a PROGRAM EXTENSION if they need more time than allowed on the I-20 ID to complete the program of study for which the I-20 is issued.
- Do not accept employment unless the employment is officially authorized off-campus
- Do not TRAVEL outside the United States even briefly without the proper documents and signatures on these documents. Your I-20 form must be signed by Lurline Brotherson in our Office in Bonds Administration Building.
- Report your **ADDRESS CHANGE** to **Bureau of Citizen and Immigration Services** within ten days after the change. Please pick up the Change of Address Form 11 at the Office of International Student Services. **Report any address change to the International Student Office and Registrar Office as well.**
- Pay your INCOME TAX, if you are required to do so. Fill out the forms appropriate to your tax status.
- Give TRUTHFUL answers to the questions. An INS officer may ask about your student status.

**IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO ASK THE INTERNATIONAL STUDENT SERVICES CO-DIRECTORS: Julie Candela and Christie King-Shrefler.**

You should MAKE PHOTOCOPIES of your travel documents and keep the copies in a safe place. Do not keep them with the originals

- The passport pages that have your picture and personal information
- The passport page with visa on it.
- Both sides of your Form I-94
- Both pages of your I-20 ID

### VISA

The VISA STAMP put in your passport by the U.S. consul abroad was needed to ENTER the United States. It DOES NOT show how long you can STAY.

### RENEWING YOUR VISA

It is necessary to renew your Visa at your home country if you plan to go home and re-enter the U.S. after your Visa has expired.

## **FORM I-94, DEPARTURE RECORD**

The I-94 shows that you have been lawfully admitted to the U.S. The I-94 is usually stapled near the U.S. visa page of your passport. It contains an eleven-digit identifying number (called your admission number). The INS uses it to keep track of your arrival and departure from the United States. This admission number is also often hand-written on the visa page of the passport.

## **EXPIRATION**

There may be a date written in the upper right hand corner of your I-94. You must leave the country by that date, or apply to extend your stay. If there is no date, but rather the inscription D/S (duration of status), you are admitted for the length of your program as indicated on Form I-20 for as long as you maintain your full-time nonimmigrant student status according to the regulations governing your status.

## **EXTENDING YOUR STAY**

If your permission to stay is going to expire and you need to remain in the U.S. beyond its expiration in order to continue your program, you are responsible for extending your stay. You should apply at least 30 days before the expiration date on your I-20. Please see Lurline Brotherson in the ISS Office located in Bonds Administration Building.

## **REGULATIONS FOR MAINTAINING F-1 STATUS**

- Keep your passport valid
- Maintain full-time enrollment and normal full-time progress toward your degree/program
- Limit employment on campus to 20 hours per week while school in session
- Do not work off-campus without authorization
- Follow procedures for change of educational level, transfer to a new school, etc

## **DURATION OF STATUS**

F-1 students have permission to remain in the country for what is known as "duration of status", noted on the I-20 ID and Form I-94 as "D/S". Duration of Status is defined as the period during which the student is pursuing a full course of studies in any educational program and any period of authorized practical training, plus sixty days within which to depart from the U.S.

## **COMPLETION DATE**

Item #5 on your I-20 ID shows the date by which you are expected to complete the program of study for which your I-20 ID was issued. The date is based on an estimate of the length of time it takes a student to complete that particular program of study.

## **LEVEL OF STUDY**

The various levels of study are indicated on the I-20 ID. When an F-1 student changes from one level to another (from ALA to the BW programs), you must obtain a new I-20 form from the admission office.

## **TRAVELING OUTSIDE THE U.S.**

- YOUR PASSPORT MUST BE VALID AT LEAST SIX MONTHS WHEN YOU PLAN TO RE-ENTER THE U.S.
- YOUR VISA MUST BE VALID FOR "MULTIPLE " ENTRIES INTO THE U.S. AND MUST BE VALID BEYOND THE PROPOSED RE-ENTRY DATE. Exceptions to this rule are for short visits to Canada, Mexico, or the Caribbean Islands. For such trips, you will need only your passport, your ENDORSED I-20 ID and a current Form I-94. In addition, any person who would need a Canadian non-immigrant visa to enter Canada from his/her own country needs a Canadian visa to enter from the U.S. If you have any questions about Canadian Visa, call Canadian Consulate (313) 567-2340 (Detroit) or (716) 852-1252 (Buffalo).
  - YOUR I-20 ID MUST BE ENDORSED BY THE INTERNATIONAL STUDENT ADVISORS.

## **EMPLOYMENT (F-1)**

Employment opportunities for foreign students are restricted by law. The law makes it illegal for employers to knowingly hire non-immigrants who are in a non-immigration status that does not permit them to work.

### **On-Campus Employment**

No BCIS permission to work is required when an F-1 student who is maintaining his or her status is employed under the terms of a scholarship, fellowship, or assistantship or at a part-time, on-campus job. You have to see Lurline Brotherson for required paperwork and you can look for an on-campus job from the STUDENT EMPLOYMENT CENTER, second floor Room 213, Bonds Administration. Ask for the on-campus job directory. You will see job opportunities. Write them down and talk to the supervisor as soon as possible. F-1 students are allowed to work up to 20 hours per week on campus when school is in session and up to 40 hours per week on campus during a school vacation.

### **Optional Practical Training and Curricular Practical Training**

For information about OPT and CPT, please contact Lurline Brotherson, Office Manager at 440-826-2134.

### **Address Change**

**All** international students are required to report changes of address to **U.S. Department of Homeland Security**, within 10 days of moving. Here are the steps you need to take:

Go to this web address: <http://www.uscis.gov/portal/site/uscis> to download the form AR-11, or use the attached form.

Complete the form and send the original to U.S. Department of Homeland Security and a copy to ISS and the IMBA Office.

We are required to update your record in the SEVIS Program within 21 days.

It is your responsibility to send a copy of your Form AR-11 to International Students Services and the IMBA Office (graduate students only) within 10 days of moving.

# MISCELLANEOUS

## **OBTAINING HEALTH INSURANCE AND A SOCIAL SECURITY NUMBER**

As students of Baldwin-Wallace University, you are eligible for B-W's Health Insurance. You can pick up your card in the ISS Office once we have received them from the Cashier's Office.

To find out what this Health Insurance covers, please go to the following website: [www.Bollingercolleges.com/BWC](http://www.Bollingercolleges.com/BWC).

To get a Social Security number you must first obtain a campus job. So, you would first go to the Employment Office on the second floor of Bonds and apply to a job/s. Once you have been hired, you come to the ISS Office to complete the student employment package. Once Lurline signs the I-9 Form and copies your documentation/identification materials, you then take your paperwork to Cathy Fazekas in the Student Employment Office for further processing. The Office or person that employs you must also send a SEC Requisition Form to the Student Employment Office as well. Finally, Lurline prepares a form letter which the student then takes to the Social Security Office. To go to the Social Security Office, please notify the GA of the times you can go so that they can arrange transportation if needed. At the Social Security Office you will need all your forms (VISA, I-94, letter from ISS Office, and I-20). You will also need to fill out a requisition form when you arrive at the Social Security Office.

Once you receive your Social Security number (usually in 2-4 weeks), you must bring that card to the ISS Office and the Student Employment Office.

## **INSTRUCTIONS FOR CAMPUS EMPLOYMENT**

### **What should I do first?**

To Obtain a Social Security Number

- If you are planning to work on campus, you need to apply for a social security number.
- You do NOT need a social security number for a driver's license.

To obtain a social security number, see below:

You must have employment on campus before applying for a social security number.

### **To find employment, please visit the S.E.C. website link at**

<http://www.bw.edu/resources/sec/seccampusjoblistings/>

Request a letter from Lurline Brotherson, Office Manager to International Students verifying non-immigrant status and noting that you are authorized for on-campus employment.

### **Where do I Get the Employment Forms?**

Student Employment Center (SEC) forms must be picked up from the International Students Services office located in Room 110 Bonds Administration Building.

### **How do I complete the forms?**

Only the parts highlighted on the W-4 and I-9 forms must be completed.

### **Where do I take the Completed Forms?**

Take the completed forms to Lurline Brotherson, Office Manager to International Students with the following items:

- Form I-9
- Passport (with I-94 card)
- Forms I-20
- Pick up completed Form I-9 in 3 days.

The signed employment forms must go to Cathy Fazekas, Student Employment Office, Room 213C Bonds Administration Building

### **Where do I pick up my Paycheck?**

Paychecks are picked up at the Cashier's Office.

**Please Note:** International students are encouraged to complete the direct deposit form to have paycheck go directly into their bank accounts. Then international students can pick up a copy of their paycheck at the Cashier's Office in the Bonds Administration Building.

## **BANKING, CELL PHONES, AND TRANSPORTATION**

### **Banking**

During orientation you will have the opportunity to sign up for a bank account with PNC Bank. PNC Bank is the most convenient banking option especially for students wishing to work on-campus or pay tuition bills by money transfer. Also in terms of accessibility, PNC has an ATM on-campus and a full-service bank within walking distance of Baldwin Wallace University. If you choose another bank and try to use the ATM on-campus you will be fined about \$3.50 more than what you withdraw as a non-member fee. Here is their website where you can learn more about the bank itself [www.pnc.com](http://www.pnc.com)

### **Cell Phones**

- **How do I get one without a social security number?** Students who don't have a SSN can obtain a prepaid phone.
- **What is a pre-paid phone?** A pre-paid phone is a cell phone that comes with minutes already on it. Basically, you pay for minutes as you go. There is no bond or deposit required either.
- **Are SIM Cards used here?** SIM cards are not widely used in the U.S. but there are a few providers that offer them like T-Mobile.
- **Where and when can I get one?** During orientation, we will take you to get a phone if you desire one. The TracFone is the most affordable cell phone with prepaid minutes for domestic and international calls. There are no calling plans or bills with TracFone either.

### **Transportation**

Berea does have public transportation in the form of public buses. The bus system that many students use is to get to the above-ground train station in Brookpark in order to get to Cleveland. This bus number is 86 and the bus stops all over Berea. Any student can call 216-566-5100 for more information

on the bus system (arrival/leave times) and about the train system or go to their website: <http://www.riderta.com/>. If you need any assistance using the public transportation, feel free to ask your ambassador or any of our staff for help.

### **Driving a car**

You cannot drive a car in the US without a license or car insurance. If you are going to be here more than one year, then obtaining a license may be possible. You will need to first take the Driver's Permit Exam. Then, if you have never driven before, you will need to take driving lessons (there is a local place where you can do this). Finally, you will take the driver's exam which leads to licensure. If you are interested, you must communicate with the GA to coordinate and plan for all of these procedures.

# **FREQUENTLY ASKED QUESTIONS**

## **FREQUENTLY ASKED QUESTIONS:**

### **Does my insurance plan cover dental?**

No.

### **What is the weather like in Cleveland, Ohio Area?**

It can be very hot in summer (around 80 ° F) and very cold in winter (around 15 ° F), though temperatures generally stay between 40 ° F - 65 ° F in spring and fall, so please bring clothing appropriate for four seasons (heavy coat, gloves, scarves, umbrellas, water-proof shoes, etc.). Snow, rain, wind, and warm weather are common in both Spring and Fall semesters.

### **When will I meet my academic advisor and register for classes?**

You will meet your academic advisor and register for classes at **Orientation**.

### **Do you offer free pick up at the airport?**

**Yes.** You need to call the ISS Office at **1-440-826-2134** or email [lbrother@bw.edu](mailto:lbrother@bw.edu) with your detailed flight information, such as airline, flight number, departure and arrival dates and the time you are arriving at the Cleveland Hopkins International Airport. If you have any delays or experience problems during your trip here, you can call the ISS after-hours phone: **1-440-829-2568**.

### **Will the school help me to adjust to the new environment?**

**Yes.** We offer **Orientation** to all the international students to help you get familiar with the new environment, culture, and education system. International Student Ambassadors, the Learning Center, the Counseling Center, and a fully-dedicated staff, which will help you make a smooth adjustment to Baldwin-Wallace University and American life.

### **How many credits do I need to take?**

**Undergraduate students** must register for at least 12 credit hours per semester.

**Graduate students** must register for at least 9 credit hours per semester.

Otherwise you will be out of status. It is your responsibility to maintain a good student status so that you are eligible for an F-1 student's benefits.

### **Can I work on campus?**

**Yes.** As an F-1 student, you are allowed to work a maximum of 20 hours per week on campus while school is in session. International students are not permitted to work off-campus without authorization. More information regarding employment will be given at **Orientation**.

### **What is the best way to meet American people and make new friends?**

The best way is to get involved in campus life. You have to take the initiative and reach out. You will make a lot more friends if you reach out than if you wait for others to come to you. Join a club according to your own interest. Volunteering in the community is a great way to meet people and learn about civic engagement.

**How can I improve my English?**

Try not to be just with students from your own country, speak English, make international and American friends, join a club, and go to different activities on campus.

Every year we have lots of American students who are interested in learning about different cultures and languages.

We also have an ESL (English as a Second Language) program for all non-native English speakers that will work with you one-on-one or together in a class depending on your English proficiency test score (this test is administered during orientation).

**When should I pay my bill?**

After you register for classes, you should receive a bill from the University in about two weeks or so, which will explain when the bill is due and how much you should pay. The **DUE DATE** is the date you have to pay your bill in full, or you will have the financial charge. You can also choose where you want to have the bill sent, to your parents or to you.

**Where should I pay my bill?**

At the Cashier Office in the Bonds Administration Building.

**How many classes should I register for each semester?**

As an F-1 student, you HAVE to be a full time student in order to maintain your F-1 student status.

**How do I apply for OPT?**

You need to come to the ISS Office to learn about the process.

**How do I get a Social Security Number?**

Students that wish to apply for a Social Security Number (students who wish to work on-campus need to have one) need to contact the ISS Office and make an appointment to go to the Social Security Office in Middleburg Heights. You will need to bring your I-20, your VISA, your I-94, and a letter from the University that states that you are studying at Baldwin Wallace University. Once you apply for your Social Security Number, it will take 2-4 weeks for it to reach you in your residence hall. Once you have your Social Security Number you need to take it to the Employment Office so that you can be paid.

**How do I obtain a driver's license?**

It will depend upon the person and their native country, but if you have never driven before then you will need to get your driver's permit and then your driver's license. The permit is a written test about driving rules and you can get the study guide online: <http://publicsafety.ohio.gov/links/hsy7607.pdf>. In order to be issued a permit and then a license, a foreign national must present:

- \* Valid passport;
- \* U.S. visa;
- \* I-94 card;
- \* One of the following: An I-20, or a DS-2019 along with original letter from a recognized Ohio business or institution stating that the individual is affiliated with (i.e., employed by or attending), or a

dependent, of the institution or business;

\* The foreign national must show he or she will reside, or has resided, in Ohio for 12 months, which can normally be proven using the above documentation; and each applicant must state whether or not a permanent Social Security number has been assigned. However, a permanent Social Security number is not required to be issued a driver's license. Once you have passed the driver's permit test, you will need to practice for the practical exam (the driving test). Some students in the past have signed up for driving lessons with the Berea Driving School. However, if you are taking the license practical exam, you will need a car that is registered and is insured to take the exam. But, we will help you through the whole process.

Students that already have a driver's license in their own country have a couple of options. First of all, foreign nationals who will not reside in Ohio for more than 12 months can drive on an international driver's license. If you will be here in the U.S. for more than 12 months, you can apply for a non-renewable/non-transferable driver's license. A non-renewable/non-transferable driver's license is issued with the same expiration date that appears on the appropriate documents issued by the USCIS and will not exceed four (4) years. A non-renewable/non-transferable driver license allows individuals to drive in Ohio and other states, but it cannot be renewed or transferred to another state. The individual will be required to present current documents issued by USCIS and proof of Ohio residence street address at the time of every identification card or driver license issuance and will not exceed four (4) birthdays. This rule also applies to those under the age of 21.

#### **How do I obtain auto insurance?**

In order to obtain license plates for a car, you will be required to show proof that you have auto insurance. Many companies offer a variety of auto insurance policies, so you should "shop around". When you have selected a policy, you should read it carefully before signing any documents. The following companies offer auto insurance.

[AIG International Services](#)

+1 (877) 708-6995

[Geico Direct](#)

+1 (800) 841-3000

[Nationwide Insurance](#)

+1 (800) 882-2822

[AllState Insurance](#)

+1 (847) 402-5000

[American Family Insurance](#)

+1 (800) 225-2467

[Liberty Mutual](#)

+1 (608) 249-2111

As you can probably tell, getting a driver's license is not easy or inexpensive. A car alone costs thousands of dollars. Insurance, maintenance, and gasoline for the car are also VERY expensive. **You will also need to take driving lessons before the driver's exam for your license especially if you are new to the country. There is a local school that once you pass your permit test we can help you with getting classes there.**

#### **I have moved, who should I notify?**

If you move, you must come to the ISS Office in Bonds and let ISS know about your move as well as the Registrar which is located in Bonds as well.

**Are there limits to how much I can work on-campus?**

You can work up to 20 hours.

**If I have immigration questions whom do I talk to?**

If you have any immigration questions, you should talk with Lurline Brotherson in ISS.

**I have lost some immigration papers, what should I do?**

You need to come to ISS RIGHT AWAY! We will need to help you with replacing these documents.

# **THINGS TO REMEMBER**

## **“THINGS TO REMEMBER”**

- If you wish to change your room, you must follow all Residence Life procedure, and then when you move, you **MUST** let ISS know where you will/are living.
- You cannot change your room during the first three weeks of a semester.
- If your cell phone number changes, you must give ISS the new number so that we can contact you by phone as well as email for any emergency.
- BW Email is considered to be the standard communication between faculty, staff, and students. You must check your email daily. The proper etiquette is to answer an email within 24 hours.
- Pay special attention to the end of semester schedule so that you have plenty of time to book your return flight. You will want to book your flight after all of you classes' final exam dates and make any necessary adjustments.
- All students need to be out of the residence halls on the date specified by Residence Life. If you have booked your flight only a couple of days (2-3) after that, you may be able to apply for an extended stay. If you are staying any longer in country, the date specified by Residence Life is the date that you must leave campus with all of your belongings.
- Please be sensitive about your postings on social media.
- In order to receive your Room Deposit Refund and Jacket Express Refund at the end of the semester, you must have your room inspection done by your RA. After your room inspection is done, you must go to the ID Office and the Cashier's Office to fill out all the necessary forms for the refunds. Do not wait until the last minute to go through this process as it may take a couple of days.
- In order to maintain your F-1 status, all undergraduates must not fall below 12 credits per semester.
- If you travel outside the country at any point during your semester, you must have your I-20 signed by Lurline Brotherson. Otherwise, you **WILL NOT BE ALLOWED** to re-enter the United States.
- International Student Services provide monthly shopping trips and outings. If you wish to buy groceries more than once a month, then you can go to Giant Eagle which is within walking distance to Baldwin-Wallace. Also, if you want more mobility (and do not have a car), BW has a Bike Co-op where you can rent a bike for the year if you wish to do so for free.

# **BEREA AND BEYOND**

## **AMERICAN RESTAURANTS IN BEREA**

### **Mike's Bar and Grille**

130 Front Street  
Berea, OH  
(440) 234-2300

### **Cornerstone Brewery Company**

58 Front Street  
Berea, OH  
(440) 239-9820

### **Bucci's Restaurant**

1 Berea Commons  
Berea, OH  
(440) 826-4500

### **Wing Warehouse Sports Bar and Grill**

28 Park Street  
Berea, OH  
(440) 234-4687

### **Café Ah Aroma**

38 West Bridge Street  
Berea, OH  
(440) 260-0286

### **Eastland Inn Restaurant and Tavern**

33 Eastland Road  
Berea, OH  
(440) 234-7260

### **China House**

104 Front Street  
Berea, OH  
(440) 816-9393

### **Papa John's Pizza (Delivers)**

106 Front ST, Berea, OH  
(440) 891-1900

### **Domino's Pizza (Delivers)**

1 Berea Commons, Site 2  
Berea, OH  
(440) 826-3780

## LOCAL BAKERIES AND GROCERY STORES

### Dick's Bakery

70 Front St.  
Berea, OH  
440-234-1192

### Giant Eagle

50 West Bridge Street  
Berea, OH  
(440) 234-6616

### Marc's Grocery Store

371 West Bagley Road  
Berea, OH  
(440) 260-7000

### Aldi's Grocery Store

18324 Bagley Road  
Middleburg Hts, OH 44130-3411

## ETHNIC RESTAURANTS IN BEREAS AND THE GREATER CLEVELAND AREA

Sokolowski's Polish Restaurant (Polish) -

[www.sokolowskis.com](http://www.sokolowskis.com)

Indian Flame Restaurant (Indian) -

[www.indianflamerestaurant.com](http://www.indianflamerestaurant.com)

Udupi Café (Indian-buffet) - 440.743.7154

The Mad Greek (Greek) -

[www.madgreekcleveland.com](http://www.madgreekcleveland.com)

Aladdin's Eatery (Middle-Eastern in Berea) -

[www.aladdinseatery.com](http://www.aladdinseatery.com)

Sahara (Middle-Eastern) -

[hsaharacle.weebly.com/menu.html](http://hsaharacle.weebly.com/menu.html)

Minh Anh Restaurant (Vietnamese) -

[www.minh-anh.com](http://www.minh-anh.com)

Mekong River Restaurant (Cambodian/Thai) -

(216) 371-9575

Brasa Grill Brazilian Steakhouse (Brazilian) -

[www.brasagrillsteakhouse.com](http://www.brasagrillsteakhouse.com)

Sergio's (Brazilian) -

[www.sergioscleveland.com/](http://www.sergioscleveland.com/)

Pearl of the Orient (Chinese-Northern and Szechuan) - <http://www.pearl-east.com/>

Bo Loong (Chinese) -

<http://www.newcolonist.com/sf-boloong.html>

Zinc at 668 (French) - <http://zinccleveland.com/>

Chez Francois (French-very expensive) -

<http://www.chezfrancois.com/>

The Melting Pot (fondue restaurant) -

<http://www.meltingpot.com/>

The Harp (Irish restaurant) -

[www.the-harp.com/](http://www.the-harp.com/)

Buca di Beppo (Italian) -

<http://www.bucadibeppo.com/>

Benihana Japanese Steakhouse and Seafood -

216.464.7575

Noodle Cat (Japanese) - <http://noodlecat.com/>

Mallorca Restaurant (Spanish and Portuguese) -

216.687.9494

Sweet Mango (Thai and in Berea) -

<http://www.sweetmangoohio.com/>

Donauschwaben German-American Cultural Center (German) - 440.235.2646

Der Braumeister (German) -  
<http://www.derbraumeister.com/>

Seoul Hot Pot (Korean) - (216) 881-1221

Empress Tayatu (Ethiopian) -  
<http://cleveland.about.com/od/eastsideeateries/gr/empresstaytu.htm>

Luchita's Mexican Restaurant -  
<http://www.luchita.com/>

Mi Pueblo Taqueria - (216) 671-6661

Maya Mexican Restaurant (in Berea) - (440) 239-0559

China House (Chinese-American in Berea) - (440) 816-9393

\*Some of these restaurants only have phone numbers and no actual websites. All except two are within driving distance (under one hour by car). The only four ethnic restaurants within walking distance are China House, Maya, Aladdin's Eatery, and Sweet Mango

## **ETHNIC MARKETS AND BAKERIES IN THE CLEVELAND SURROUNDING AREA**

### **West Side Market:**

W. 25<sup>th</sup> Street and Lorain Ave., Cleveland, OH  
Phone: 216-664-3387

**Dong Duong Indochina Grocery**  
6406 Lorain Avenue, Cleveland, OH

**Gallucci Italian Foods**  
6610 Euclid Ave. Cleveland, OH  
Phone: 216-881-0045

**Aladdin's Baking Company –Middle Eastern Bakery**  
1301 Carnegie Ave., Cleveland, OH  
Phone: 216-861-0317

**Mediterranean Imported Foods**  
1975 West 25<sup>th</sup> Street, Cleveland, OH  
Phone: 216-771-4479

**Minh Anh Vietnamese Restaurant & Market**  
5428 Detroit Avenue, Cleveland, OH 44102  
Phone: (216) 961-9671

**Gaelic Imports**  
5633 Pearl Road. Parma, OH 44129  
Phone:(440) 845-0100

**Hansa Import Haus – German**  
2717 Lorain Avenue, Cleveland, OH 44113  
Phone: (216) 281-3177

**Athens Pastries and Imported Goods**  
5120 Pearl Road, Cleveland, OH  
Phone: (216) 861-8149

**La Borincana Foods**  
2127 Fulton Rd, Cleveland, OH 44113  
Phone: (216) 651-2351

**Indo American Foods – Indian**  
4614 Warrensville Center Road, Cleveland, OH 44128  
Phone: (216) 662-0072

## **CAMPUS RELIGIOUS ORGANIZATIONS**

### **Athletes in Action -**

**Advisor:** Cheri Harrer

The mission of Athletes in Action is to build an athletic movement of people who are transformed by Jesus Christ. The student-led organization seeks to introduce students to Christ, help them grow in faith, encourage them to passionately live life in a manner consistent with belief in the God of the Bible, and inspire commitment to advancing the purposes of God in the world.

### **Campus Crusade for Christ –**

**Advisor:** Lynn Savron

Campus Crusade for Christ is an interdenominational Christian organization designed for students who want to seek answers about Christianity or who want to grow in their relationship with Christ. For more information contact [crusade@bw.edu](mailto:crusade@bw.edu).

### **Hillel –**

**Advisors:** Dr. Ellen Posman

Hillel serves as a source of fellowship for Jewish students at BW as well as a resource for non-Jewish students interested in learning more about Judaism.

### **Muslim Student Association -**

**Advisor:** Dr. Judy Krutky

Muslim Student Association engages members of the Baldwin Wallace community in exploring Islamic cultural heritage, history, values, diversity, and contributions to the world, and promote a deeper understanding of Islam and Muslims.

### **Newman Student Organization –**

**Advisor:** Kirsten Vilinsky & Mindy Kushlak

Newman Campus Ministry is committed to helping students integrate faith and action into their daily lives through weekly Mass, individual and community spiritual development, formation of personal leadership, small group faith sharing experiences, retreats, and education for justice and community service. For more information visit their Web site at [www.nccm.org/bw/](http://www.nccm.org/bw/).

### **Scope –**

**Advisor:** Dr. John Gordon

Scope is a collaborative effort of students, faculty and staff who desire to promote and participate in progressive Christian education, dialogue, and spiritual growth on the campus of Baldwin Wallace University .

### **Voices of Praise Gospel Choir (VOP) –**

**Advisor:** Jay T. Hairston II

The purpose of Voices of Praise Gospel Choir (VOP), a multicultural choir, is to promote, preserve and present gospel music as a sacred, authentic art form.

## **COMMUNITY PLACES OF WORSHIP**

### **First Baptist Church**

572 Pearl St, Berea, OH 44017 **(440) 234-1703**

### **Southwest Unitarian-Universal**

50 Front St, Berea, OH 44017 **(440) 816-1686**

### **Berea United Methodist Church**

170 Seminary St, Berea, OH 44017 **(440) 234-3525**

### **Auman Seth Rev**

170 Seminary St, Berea, OH 44017 **(440) 234-3525**

### **St Thomas Episcopal Church-Berea**

50 E Bagley Rd, Berea, OH 44017 **(440) 234-5241**

### **First Congregational United Church of Christ**

50 E Bagley Rd, Berea, OH 44017 **(440) 234-6447**

### **First Church Berea**

285 Front St, Berea, OH 44017 **(440) 234-6189**

### **St Mary's Church of Berea**

250 Kraft St, Berea, OH 44017 **(440) 243-3877**

### **St. Adalbert Church**

66 Adelbert St, Berea, OH 44017 **(440) 234-6830**

### **St Paul Evangelical Lutheran Church**

276 E Bagley Rd, Berea, OH 44017 **(440) 243-1144**

### **Berea Baptist Church**

250 West St, Berea, OH 44017 **(440) 234-9797**

### **First Congregational United Church of Christ**

505 Front St Ste 3, Berea, OH 44017 **(440) 234-2231**

### **Southwest Unitarian Universalist**

537 Lindberg Blvd, Berea, OH 44017 **(440) 816-1686**

### **Heritage Congregational Church**

485 West St, Berea, OH 44017 **(440) 826-1641**

### **People's Community Church**

631 N Rocky River Dr, Berea, OH 44017 **(440) 243-9209**

### **People's Community Church**

628 Wesley Dr, Berea, OH 44017 **(440) 234-0609**

**Grace Brethren Church**

669 N Rocky River Dr, Berea, OH 44017 **(440) 243-4201**

**Christ Church**

23080 Royalton Rd, Columbia Station, OH 44028 **(440) 236-8282**

**St John Lutheran Church**

8888 Prospect Rd, Strongsville, OH 44149 **(440) 234-5806**

**Mid-Brook Baptist Church**

18664 Sheldon Rd, Brook Park, OH 44142 **(216) 961-5100**

**St Peter The Apostle Church**

6455 Engle Rd, Brook Park, OH 44142 **(216) 433-1440**

**Lighthouse Assembly of God**

6353 Engle Rd, Brook Park, OH 44142 **(216) 676-0020**

**Brook Park Community Church of The Brethren**

16845 Holland Rd, Brook Park, OH 44142 **(216) 433-1515**

**Our Savior Evangelical Lutheran Church**

14343 W Sprague Rd, Strongsville, OH 44136 **(440) 234-6595**

**Islamic Center of Cleveland-The Grand Mosque**

6055 W 130th St, Cleveland, OH 44130 **(216) 362-0786**

**Al Eman School of Cleveland**

6055 W 130th St, Cleveland, OH 44130 **(440) 799-4895**

**Uqbah Mosque Foundation**

2222 Stokes Blvd, Cleveland, OH 44106 **(216) 791-8411**

**Muhammad's Mosque No 18**

3790 E 131st St, Cleveland, OH 44120 **(216) 751-7736**

**Mashiach Btorah**

15305 Triskett Rd, Cleveland, OH 44111 **(216) 688-0494**

**Beth Israel-West Temple**

14308 Triskett Rd, Cleveland, OH 44111 **(216) 941-8882**

**Temple Of Justice and Peace**

3453 W 117th St, Cleveland, OH 44111 **(216) 671-8980**

**Moorish Science Temple of America, Subordinate Temple #7**

1878 E 75th St, Cleveland, OH 44103 **(216) 431-0000**

**Bochasanwasi Shree Akshar Purushottam Swaminarayan Hindu Temple**

2915 Laurel Rd, Brunswick, OH 44212 **(330) 220-4020**

# **CONVERTING MEASUREMENTS**

# CLOTHING SIZE CONVERSIONS

## Women's

### Suits, Dresses, and Coats

USA	8	10	12	14	16	18
British	10 (34)	12(36)	14(38)	16(40)	18(42)	20(44)
Continental	38	40	42	44	46	48

### Sweaters, T-shirts, and Other Tops

Small	Sizes Under 10
Medium	Sizes 10-12
Large	Sizes 14-16
X-Large	Sizes 18-20

### Shoes

USA	6	6 1/2	7	7 1/2	8	8 1/2	9
British	4 1/2	5	5 1/2	6	6 1/2	7	7 1/2
Continental	38	38	39	39	40	41	42

## Men's

### Suits and Overcoats

USA	36	38	40	42	44	46
British	36	38	40	42	44	46
Continental	46	48	50	52	54	56

### Shirts

USA	14 1/2	15	15 1/2	16	16 1/2
European	37	38	39	40	41

### Sweaters and T-shirts

Small	Sizes under 36 (USA) or 46 Continental
Medium	Size 38 (USA) or 48 Continental
Large	Size 40-42 (USA) or 50 Continental
X-Large	Anything over 42 USA or 50 Continental

### Shoes

USA	8	8 1/2	9	9 1/2	10	10 1/2	11
British	7	7 1/2	8	8 1/2	9	9 1/2	10
Continental	41	42	43	44	45	46	47

# HOW TO CONVERT FROM THE METRIC SYSTEM TO THE AMERICAN SYSTEM

## Temperature

To change Fahrenheit into Celsius subtract 32 and multiply by 5/9

$$C = (F-32) \times 5/9$$

$$32^{\circ} F = 0^{\circ} C$$

## Weights and Measures

Mile - a little over 2 km; multiply km by .6 to convert to miles

Yard – just short of a meter; one meter is 3.2 feet and one yard is 3 feet

Foot – 30.4 centimeters

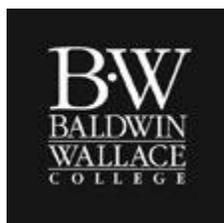
Inch – about 3 centimeters

Quart – almost the size of a liter

Pint – almost half a liter (2 pints = 1 quart)

Pound – approximately half a kilogram

Ounce – approximately 30 grams (there are 16 ounces to a pound)



Baldwin Wallace University  
International Student Services  
Bonds Administration Building Room 110  
275 Eastland Road  
Berea, OH 44017  
Phone: 440-826-2134  
Email: [iss@bw.edu](mailto:iss@bw.edu)  
Website: <http://www.bw.edu/stulife/international/>