FAQS FOR CHINA 1+2+1 STUDENTS

**To quickly find a FAQ, press Ctrl+F and use one or two words of what you are looking for and search**

CONTENTS

DORM LIFE ............................................................................................................................................. 4

WHAT IS A ROOMMATE AGREEMENT? DO I NEED ONE? .................................................................. 4

WHAT DO I DO IF MY ROOMMATE HAS OVERNIGHT GUESTS/PLAYS MUSIC LATE INTO THE NIGHT/WAKES ME UP WITH HIS ALARM EVERY MORNING? ......................................................... 4

WHAT IS A RESIDENT ASSISTANT (RA)? ............................................................................................ 4

HOW DO I REQUEST A NEW ROOMMATE? ......................................................................................... 4

I NEED TO STAY ON CAMPUS OVER THANKSGIVING BREAK, WHAT SHOULD I DO? .................. 4

DOES IT COST EXTRA TO STAY IN THE DORM DURING THE WINTER BREAK/SUMMER? ............ 5

DO I NEED TO PAY THE $75 HOUSING DEPOSIT? ............................................................................. 5

CAN I MOVE OFF-CAMPUS IN THE MIDDLE OF THE SEMESTER? .................................................. 5

HOW CAN I GET THE MONEY TO PAY FOR LIVING OFF-CAMPUS? .............................................. 5

IS IT CHEAPER TO LIVE OFF-CAMPUS? ............................................................................................. 5

HOW CAN MY PARENTS TRANSFER MONEY TO ME? ....................................................................... 5

WIRE TRANSFER .................................................................................................................................. 5

INTERNATIONAL MONEY ORDER ...................................................................................................... 6

BANK CHECK ....................................................................................................................................... 6

HOW CAN MY PARENTS CONTACT ME? .............................................................................................. 7

TELEPHONE CALL INFORMATION .................................................................................................... 7

MAY I APPLY FOR A SOCIAL SECURITY NUMBER? HOW? ............................................................... 7

WHAT DO I DO IF I LOST MY SSN CARD? WHAT ABOUT MY PASSPORT? ....................................... 8

HOW DO I FIND AN ON-CAMPUS JOB? ............................................................................................. 8

WHAT TAXI SERVICES ARE AVAILABLE? ........................................................................................... 8

HOW CAN I USE THE EAU CLAIRE BUS SYSTEM? ......................................................................... 8

CAN I DRIVE WITH A CHINESE DRIVER'S LICENSE? ....................................................................... 10
HOW DO I GET A U.S. DRIVER'S LICENSE?

MAY I BUY A CAR?

IS THERE ANYTHING I NEED TO KNOW ABOUT WORKING OFF-CAMPUS?

DO I NEED MY PASSPORT WHEN I TRAVEL?

How do I get a wisconsin identification (ID) card?

CAN I GO TO CANADA OVER winter BREAK? HOW ABOUT TO L.A.

WHAT DO I NEED TO DO IF I WANT TO RETURN TO CHINA FOR THE SUMMER?

HOW CAN I GET TO THE MINNEAPOLIS AIRPORT FROM HERE?

SHUTTLE SERVICE TO/FROM THE MINNEAPOLIS/ST. PAUL (MSP) AIRPORT

AIRPLANE TO CHIPPEWA VALLEY REGIONAL AIRPORT

CAN I USE THE MONEY IN MY ACCOUNT FOR TRAVELING EXPENSES?

HOW DO I WRITE A PERSONAL CHECK?

WHAT ARE SOME OF THE THINGS MY CHINESE MENTORS CAN HELP ME WITH?

MAY I INVITE MY FAMILY MEMBERS TO COME VISIT ME?

ACADEMIC ISSUES

HOW MANY OF MY CHINESE CREDITS CAN BE TRANSFERRED TO UWEC?

DO I NEED SERVICE-LEARNING HOURS? HOW MANY?

HOW ABOUT CULTURAL DIVERSITY REQUIREMENTS?

WHAT ARE THE GENERAL EDUCATION REQUIREMENTS?

FOR ARTS & SCIENCE

FOR COLLEGE OF BUSINESS (LINK)

AM I ALLOWED TO TAKE ON-LINE COURSES?

HOW DO I USE CAMPUS COMPUTERS?

HOW DO I CHECK MY UWEC EMAIL?

AM I ELIGIBLE FOR PAID INTERSHIP?

HOW DO I REGISTER FOR A CLASS?

WHERE CAN I GET MY PAC CODE?

HOW DO I ENTER IT IN MYBLUGOLD CAMPS?
WHAT ARE THE PROCEDURES FOR DROPPING A CLASS? .......................................................... 17

Effects Of dropping a class........................................................................................................... 17
WITHDRAW FROM A CLASS (BELOW 12 CREDITS): FORMS AND PROCEDURES ...................... 17
REQUESTING HELP WITH COURSE WORK/TUTORS .................................................................. 17
WHAT IF I CARRY FEWER THAN 12 CREDITS IN A SEMESTER? ........................................ 17
FOREIGN LANGUAGE/CULTURE WAIVER PROCEDURES ..................................................... 18
EXTENDED TEST TIME PROCEDURES ................................................................................. 18
DO ESL COURSES COUNT TOWARD MY GPA? ....................................................................... 18
I WOULD LIKE TO STUDY ABROAD WHILE I’M HERE; HOW DOES THAT WORK? ................ 18
HOW DO I ORDER A TRANSCRIPT? ....................................................................................... 18
WHAT IS A HOLD? ..................................................................................................................... 19
HOW DO I APPLY TO GRADUATE? ....................................................................................... 20
DEPARTURE CHECKLIST .......................................................................................................... 21
FOR STUDENTS MAJORING IN BUSINESS ONLY: ............................................................... 21

REQUIREMENTS ....................................................................................................................... 21
Service Learning: **30 hours** .................................................................................................... 22
**DORM LIFE**

**WHAT IS A ROOMMATE AGREEMENT? DO I NEED ONE?**

A roommate agreement is a signed contract between roommates. This contract asks the roommates to agree on certain living situations such as music, overnight guests, bedtimes, studying habits, etc. so the roommates are clear and understanding of each other’s expectations. Try to be as specific as possible and avoid ambiguity.

Roommate relationships are a critical aspect of the college experience. Developing a positive relationship is a process and it does not happen overnight. The roommate agreement is meant to be a guide to roommate relationships; it is a great place to begin conversations around your relationship.

All roommates will be given a contract when they move in and it must be signed by both roommates and the Resident Assistant (RA). The original copy will be kept in a confidential location.

**WHAT DO I DO IF MY ROOMMATE HAS OVERNIGHT GUESTS/PLAYS MUSIC LATE INTO THE NIGHT/WAKES ME UP WITH HIS ALARM EVERY MORNING?**

To prevent this situation, it is important to talk with your roommate about what you expect your living arrangement to be like when you move in. If your roommate does not comply, the next step is to talk to your Resident Assistant (RA) about the problem(s). If the issues are not resolved, please schedule an appointment with Chinese Program Coordinator, and further steps will be taken to ensure you are comfortable where you are living.

**WHAT IS A RESIDENT ASSISTANT (RA)?**

- A resident assistant, or an RA, is someone who lives on your floor and can help you with any problems you have concerning your living accommodations, roommate(s), and personal concerns. They have some authority to make sure you are following the rules, but they are also your friend!!
- Every residence hall has something called an RA on duty. It is an RA that will definitely be in building and able to help you. They are given a special phone that you can call them on. The phone number is posted in your residence hall.
- You can find out more information about Resident Assistants in your student handbook (given to you by your RA on move-in day).

**HOW DO I REQUEST A NEW ROOMMATE?**

To request a new roommate, you must go to your hall director. They will assist you.

**I NEED TO STAY ON CAMPUS OVER THANKSGIVING BREAK, WHAT SHOULD I DO?**

If you live in Towers (North or South) or Katherine Thomas Hall then you can stay in your dorm over breaks. However, you must go [here](#) and fill out the "Break Authorization Form". The hall director needs to know that you are staying over break.

If you live in another dorm, then we recommend talking to your friends that live in Towers or KT. Try to find a friend or someone to stay within Towers or KT. If you have trouble doing this, contact the hall director of these dorms.
DOES IT COST EXTRA TO STAY IN THE DORM DURING THE WINTER BREAK/SUMMER?
It does not cost extra to stay in the dorms over winter breaks. It is important to remember that most cafeterias are also closed during breaks. You must pay for living in the dorm during summer months.

DO I NEED TO PAY THE $75 HOUSING DEPOSIT?
No. Housing office will waive it for you if you are in the 121 program.

CAN I MOVE OFF-CAMPUS IN THE MIDDLE OF THE SEMESTER?
You cannot move off-campus during a semester because you have signed an agreement stating you will stay in the dorms for the entire year.

There are special circumstances that would allow you to move off-campus early such as getting married, having academic or medical problems, etc. These are judged on a case by case basis by the hall director.

You must live on campus if you are in the IEP program.

HOW CAN I GET THE MONEY TO PAY FOR LIVING OFF-CAMPUS?
First of all, notify the Chinese Program Coordinator of your new address. You will then receive a check each semester that you live off-campus.

IS IT CHEAPER TO LIVE OFF-CAMPUS?
Living off-campus is less expensive. However, there are incidental costs that accumulate such as: household supplies, furniture, groceries, cable, internet, electricity, etc. It is advised, but not required, to have a car if you choose to live off campus. The city bus systems are quite inconvenient to get to the grocery and convenience store.

DAILY LIVING

HOW CAN MY PARENTS TRANSFER MONEY TO ME?
UW-Eau Claire does accept:
*Wire Transfer
*International Money Order
*Bank Check
*PeerTransfer

UW-Eau Claire Does NOT accept:
*Credit card payments
*Debit card payments

WIRE TRANSFER
One of the safest ways to pay your tuition and health insurance fees is by wire transfer. Before sending a wire transfer, it is important for you to know that:
*A wire transfer must be in U.S. dollars.
*Any charges to UW-Eau Claire for receiving the wire transfer will be deducted from your account.
*You are responsible for all bank charges incurred for sending and receiving the wire transfer.

HOW TO SEND A WIRE TRANSFER FROM ABROAD TO UW-EAU CLAIRE
1. All persons wiring funds from outside the United States to UW – Eau Claire will use the following bank routing. All wires must be in US dollars.
2. Following is the information you should provide to the bank sending the wire:
   - Beneficiary Name – University of Wisconsin – Eau Claire
   - Beneficiary Account – 912009745
   - Bank Routing Number – 0750-0002-2
   - Bank Name – US Bank
   - Bank Address – 777 E. Wisconsin Ave, Milwaukee, WI 53202
   - Swift Code – USBKUS44IMT

3. All persons wiring funds to UW Eau Claire are responsible for all bank charges incurred for
   sending and receiving of the funds. Any bank charges to UW – Eau Claire for receiving the funds
   will be deducted from the funds before delivery to the student or application to University fees.

4. The sender must notify the Cashier’s Office by phone at (715) 836-5907 or by email at
   cashier@uwec.edu with the following information:
   - Name of Sender
   - Amount
   - Approximate Date of Wire
   - Purpose of funds
   - Account to deposit the funds to

---

**HOW TO SEND A WIRE TRANSFER FROM ABROAD TO YOUR PERSONAL ACCOUNT**

1. All wires must be in US dollars.

2. Following is the information you should provide to the bank sending the wire:
   - Beneficiary Name – Your Name
   - Bank Account Number – xxxx-xxxx-xx
   - Bank Name – US Bank or Other Bank Name
   - Swift Code – USBKUS44IMT
   - Bank Address – 60 Livingston Ave., St. Paul MN, 55107; or address of other bank

3. All persons wiring funds are responsible for bank charges incurred for sending and receiving of
   the funds.

---

**INTERNATIONAL MONEY ORDER**

An international money order is a form of cash bought in your home country (usually at a post office
or bank) for a specific amount of money and signed over by the purchaser to the person or firm
named on the money order (in this case, UW-Eau Claire.) The money order must be made in U.S.
dollars and made payable to the “University of Wisconsin-Eau Claire.”

---

**BANK CHECK**

The bank check/draft must be made in U.S. dollars and made payable to the “University of Wisconsin-
Eau Claire.”
MONEY ORDER & BANK CHECK CLEARANCE PERIODS
UW-Eau Claire will require a period of 60 days to clear and receive funds from a money order or bank check. If you are using a money order or a bank check to send a large sum of money to UW-Eau Claire to cover student expenses, please be sure to send the money order or bank check at least 60 days before the start of the semester. If you bring a money order or a bank check with you when you first arrive at UW-Eau Claire to pay your first semester’s fees, be aware that it will take at least 60 days before you will receive a refund.

HOW CAN MY PARENTS CONTACT ME?
It is very important to provide your parents with all of your contact information when you arrive. Include your address, cell phone number, and UWEC email to make sure they know how to contact you.

TELEPHONE CALL INFORMATION
Pay phones and courtesy phones are located in the dormitories and around campus. International calling cards can be purchased near campus. For a list of country codes go to: www.callingcodes.org

International Access Code (to call from the USA to another country) = 00
Country Code (USA) = 1
City Code (Eau Claire) = 715

If you want to make a call to another country, dial:
  (international access code) + (country code) + (city code) + (local number)

If someone from another country wants to call here, they must dial:
  (international access code) + (country code) + (city code) + (local number)

MAY I APPLY FOR A SOCIAL SECURITY NUMBER? HOW?

China 121 students must achieve and maintain a GPA of 3.0 in order to apply for SSN. See the Chinese Program Coordinator to obtain a SSN application.

After you submit your application in person at the SS Office near Oakwood Mall, your Social Security Number will be faxed to the CIE. Please come to the CIE to pick it up. It will be available at the front desk.

Students should see Barb Thom in the registrar’s office in order for her to update your record from a “dummy” SSN to their real one. Please submit this information to:

- Ms. Barb Thom in the registrar’s office (Schofield 128)
- Ms. Erika Kostner in the payroll office (Schofield 220) *

*If you are employed by SODEXHO, you do NOT submit your Social Security Information to the payroll office. You must submit your Social Security information directly to SODEXHO so they can process your payroll check.

All newly-hired international student employees need to make an appointment to see Ms. Erika Kostner (e-mail: kostneea@uwec.edu) to complete their payroll forms (except for students who are employed by SODEXHO). Supervisors should enter the student’s online eligibility form as soon as they want to start the employment process. International students must not begin working until
they have received approval from the Center for International Education to work on campus and completed forms with Ms. Kostner.

**WHAT DO I DO IF I LOST MY SSN CARD? WHAT ABOUT MY PASSPORT?**

Keep your Social Security card in a safe place. It is an important document. **Do not carry it with you.**

If you lost your SSN card, please go [here](#).

**HOW DO I FIND AN ON-CAMPUS JOB?**

UW-Eau Claire has a [website](#) that offers on-campus jobs. Follow the instructions given to apply. You will need to have a SSN to get a job.

**WHAT TAXI SERVICES ARE AVAILABLE?**

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Eau Claire Taxi</td>
<td>(715) 831-8294</td>
</tr>
<tr>
<td>Town &amp; Country Taxi</td>
<td>(715) 563-7272</td>
</tr>
<tr>
<td>Door 2 Door Taxi Service</td>
<td>(715) 225-1754</td>
</tr>
<tr>
<td>Eau Claire Taxi Inc</td>
<td>(715) 831-8294</td>
</tr>
<tr>
<td>Limo Economy Cab</td>
<td>(715) 835-1413</td>
</tr>
</tbody>
</table>

**HOW CAN I USE THE EAU CLAIRE BUS SYSTEM?**

**Basics**

**From Upper Campus to the Transfer Station:**
- Take “Stein Blvd” every :04 ; :34 ; :54 from Towers Hall, or :06 ; :36 ; :56 from Oakridge Hall.
- The bus will take you to KJ Theatre, don’t get down, stay on the bus and it will take you to the transfer station.

**From Lower Campus to the Transfer Station:**
- **Option 1**-Go to the KJ Theater and take “Water Street” every :08 ; :28 ; :48 which will take you straight to the Transfer Station.
- **Option 2**-Go to State St. and McKinley, you will see a yellow pedestrian Crossing sign under a big tree.
  - Cross State St. and cross again to your right. You will end up diagonally from where the pedestrian crossing sign was.
  - Take any white bus. #6 and #21 will come at :38 and #15 will come at :08.

**From Transfer Station to Upper Campus:**
- Take “Water Street” and stay on the bus until you reach Towers or Oakridge Hall.

**From Transfer Station to Lower Campus:**
- **Option 1**-Take “Water Street” and stay on the bus until you reach KJ Theater.
- **Option 2**-Take #6 or #15 at :45, or #21 at :15. Tell bus driver to drop you off at State St. and McKinley.

**Fun Places**

**To the Mall:**
- Once at the Transfer Station take either #6 at :45 or #1 at :15, you should be getting at the mall with #6 at :20 or #1 at 40.
- You may also take #6 at :47 at State St. and McKinley.

**From Mall to Transfer Station:**
- Take #1 at :40 which will take you to the Transfer Station.
- OR Take #6 at :20. If you are going to Upper Campus tell the bus driver to connect you with #9 bus (the university bus “Stein Blvd”) that’s coming up the hill.
#6 will drop you at the Gas station where you will catch #9 "Stein Blvd" at :29 (only) which will take you to Towers and Oakridge Hall.

- If you are going to **Lower Campus** tell the bus driver to drop you off at State St. and McKinley.

**To and From Carmike Cinema (movie theater in the Mall):**
- Follow instructions to go to Mall.

**To and From Cameo Budget (movie theater behind Transfer Station):**
- Follow instructions to go to Transfer Station.

**To London Square Cinema or Festival Food (supermarket):**
- At Transfer Station take either # 6 at :45 or #1 at :15, and stay on the bus until you reach a parking lot that’s between London Square Cinema and Festival Foods.

**From London Square Cinema or Festival Foods to the Transfer Station:**
- Take either # 6 or #1 at exactly one hour after you were dropped off.
  - If you take #6 don’t forget you can get connected with “Stein Blvd” in you are going to **Upper Campus** or ask the bus driver to drop you off at State St. and McKinley if you are going to **Lower Campus**.

**To Action City (arcade games):**
- Take a special bus from Towers at every :30 that will directly take you to Action City.
- The same bus will come back at every o’clock from Action City.
- Call Action City at to make sure a bus will be there.

### Food

**To Shopko or Ron’s Castle Foods from Upper Campus:**
- Take “Stein Blvd” from Towers of Oakridge Hall.
- Tell bus driver you want to get off at “Ruth and MacArthur”.
- Cross the Ave. and you will end up behind Ron’s Castle Foods.
  - To go back, take "Stein Blvd" where you were dropped at :05 ; :25 ; :45.
  - The bus will take you to KJ Theater, get off the bus as it changed to “Water Street” and change busses to “Stein Blvd” OR cross Clairemont Ave. to get faster to **Upper Campus**.

**To Shopko or Ron’s Castle Food from Lower Campus:**
- Take # 15 at :48 at State St. and McKinley OR #21 at :18, also at State St. and McKinley.
  - To come back catch #15, where you were dropped off, at every o’clock, OR #21 at every :30.

### Services

**To Library:**
- At the Transfer Station catch #3 at :45, tell the bus driver to let you know where to get off and what time he comes back and where will it pick you up.
  - Otherwise from the Transfer Station you can walk left on Farwell for about 8 blocks. The library should be after crossing the bridge.

**To the Post Office:**
- At the Transfer Station catch #20 at :45, tell the bus driver to let you know where to get off and what time he comes back and where will it pick you up.
  - Otherwise from the Transfer Station you can walk down to Barstow St. take a right and walk for about 8 blocks. The Post Office should be after crossing the bridge.

### University Bus

**Stein Blvd or Water Street:** After 5 pm **ALL University busses leave and arrive behind Jazzman’s**, no longer the KJ Theater!

- For the Stein Blvd bus, catch it every :30, starting at 5:30 p.m. For the Water Street Bus, catch it every o’clock, starting at 5:00 p.m., this is the only bus that will first stop at the KJ Theater at 4:58 and go behind Jazzman’s.

**“University” Bus on Saturday:**
This bus will take you to Target, the Mall and Festival Foods.
- First bus leaves from the KJ Theater at 11:50, arriving at Towers at 12:05.
Get’s to Target at 12:20, the Mall at 12:30, and Festival Foods at 12:40 going back to the KJ Theater at 12:50 where the cycle starts again.

- Service ENDS at 5:50 at the KJ Theater.

Extra Information

- If you want more information on bus schedules and routes call the Transfer Station office at (715) 839-5111.
- An Eau Claire city bus schedule has been included in the pocket of your student binder.

CAN I DRIVE WITH A CHINESE DRIVER’S LICENSE?

No. You should convert it into an International Driver’s license with AAA.

HOW DO I GET A U.S. DRIVER’S LICENSE?

You may apply for a driver’s license at the local Department for Motor Vehicles. You should tell the DMV officer that “because I am an international student, I am not allowed to have a SSN” when you are asked to provide a SSN.

MAY I BUY A CAR?

Yes. Before you buy a car, make sure you can obtain your driver’s license. Also, it is required in the United States for owners of vehicles to have car insurance. Do not drive any car until you are insured.

IS THERE ANYTHING I NEED TO KNOW ABOUT WORKING OFF-CAMPUS?

Students should not expect to work off-campus because all off-campus employment is restricted by your student visa.

Lawful J-1 students are permitted to work on the UWEC campus for up to 20 hours/week when school is in session with permission from their EVP sponsor and an international student adviser. During annual vacations, J-1 students may work up to 40 hours on campus. Students should follow all employment regulations governing them.

DO I NEED MY PASSPORT WHEN I TRAVEL?

Yes. You may use your U.S. driver’s license if you are travelling within the U.S., however.

HOW DO I GET A WISCONSIN IDENTIFICATION (ID) CARD?

Any Wisconsin resident who does not hold a valid photo license from Wisconsin or another jurisdiction may request a photo ID. There is no age limit to apply for an ID card. When applying, it will be necessary to provide:

1. Proof of name and date of birth
   * Your valid passport, visa, I-20 / DS-2019, and I-94 card.

2. Proof of identity (usually a document with a signature or photo)
   * This is your Social Security Card
   * If you have a social security number you must bring the social security card.

If you are an F-1 or J-1 student who does not or has not had employment in the U.S., then you are ineligible for a social security card and you should tell the agent right away. The DMV staff will ask you for your social security number when it is not included on the Wisconsin Identification card application. If you are not eligible for a social security number, you should tell the DMV staff.

4. Proof of legal temporary visitor status.  
   * This is your I-20 or DS-2019 and your I-94 card

5. Your social security number.  
   * This is your Social Security Card  
   * If you have a social security number you must bring the social security card.

If you are an F-1 or J-1 student who does not or has not had employment in the U.S., and you are ineligible for a social security card and you should tell the agent right away. The DMV staff will ask you for your social security number when it is not included on the Wisconsin Identification card application. If you are not eligible for a social security number, you should tell the DMV staff. You will only be issued Wisconsin IDs if you have 6 months left on your I-20 or DS-2019.

Details can be found at: http://www.dot.wisconsin.gov/drivers/index.htm

For directions to the Eau Claire Service Center visit:  
http://www.dot.wisconsin.gov/about/locate/dmv/eauclaire.htm

**CAN I GO TO CANADA OVER WINTER BREAK? HOW ABOUT TO L.A.?**

*International Travel:*  
You need to obtain a signature from an international student adviser in order to travel outside the U.S. and re-enter as a continuing J-1 student. A signature on your DS-2019 is valid for up to 6 months from the date it is signed. You will also need a visa for travel to Canada.

**Required Documents for Re-entry:**
- Valid passport
- Valid J-1 visa
- Valid DS-2019 with current information and a travel signature
- Evidence of adequate finances (i.e. bank statements, Scholarship letter, etc.)

Do not attempt to enter the U.S. without these documents. Please contact your local embassy or consulate to determine if there are other entry requirements specific to your country.

There are two times before break in which you can get your I-20/DS-2019 signed if you are traveling outside the United States for break. There will be emails sent out reminding you of these meetings. Please attend them so the program coordinators do not have to make an appointment to sign.

Also ensure that your visa will allow you back into the country. It is extremely important to do this weeks in advance so there are no problems at the border!

*Domestic Travel:*  
If you want to travel within the U.S. just make sure that your coordinator knows your plans, along with your family. It is important for the school and your family to know where you are at all time in case trouble may arise.

**WHAT DO I NEED TO DO IF I WANT TO RETURN TO CHINA FOR THE SUMMER?**
You need to obtain a travel signature from the Chinese Program Coordinator in order to travel outside the U.S. and re-enter as a continuing J-1 student.

**HOW CAN I GET TO THE MINNEAPOLIS AIRPORT FROM HERE?**

**SHUTTLE SERVICE TO/FROM THE MINNEAPOLIS/ST. PAUL (MSP) AIRPORT**
The Chippewa Valley Airport Service is the most convenient transportation method to get to Eau Claire from Minneapolis/St. Paul. It leaves directly from the airport. Reservations are necessary. To see the departure schedule and to make a reservation, visit: [www.chippewavalleyairportservice.com](http://www.chippewavalleyairportservice.com).

You can reserve a ride online [here](http://www.chippewavalleyairportservice.com). You can also call 715.830.9400.

**AIRPLANE TO CHIPPEWA VALLEY REGIONAL AIRPORT**
You may fly directly to Eau Claire. The Chippewa Valley Regional Airport (airport code: CVRA) is the airport in Eau Claire. For more information, visit: [http://www.chippewavalleyairport.com/](http://www.chippewavalleyairport.com/) or call 715.839.4900.

We recommend that you arrive at the airport at least one hour prior to your scheduled flight departure time.

**CAN I USE THE MONEY IN MY ACCOUNT FOR TRAVELING EXPENSES?**
No. If it’s emergency, you may email the Chinese Program Coordinator to request funds.

**HOW DO I WRITE A PERSONAL CHECK?**

**The Anatomy of a Check:**
1. Check number
2. Date of check
3. ABA and Federal Reserve Numbers
4. Payee
5. Amount of check (in figures)
6. Amount of check (in words)
7. Name and location of institution on which check is drawn.
8. Transit field, corresponds to #3. Is magnetically printed for routing by computer.
9. Your account number, magnetically imprinted for computer processing.
10. Check number in magnetic ink for computer processing. Corresponds to #1.
11. Signature of drawer.
12. Amount of check in magnetic ink for computer processing.

![Check Format](image)

**How to write a check:**
**The most important part of writing a check is to ensure your handwriting can be read!!**

1. Start by writing in the date using any format, as long as it's legible. Use either the current date or a future date for a post-dated check. (2)
2. Write the name of the person or company receiving your check on the line that starts with "Pay to the Order of" or "Payable to." (4)
3. Write the numerical dollar amount of the check in the small space that starts with a dollar sign ($) so that it reads like this: $25.63. (5)
4. Write the amount using words. Use the word (five, twenty, one hundred, etc.) for whole dollar amounts, a fractional figure ($63/100=$.63) for amounts less than a dollar ending with the word "Dollars," and a straight line to fill up the remaining space on the line like this: Twenty-five and 63/100 Dollars (6)
5. Sign the signature line at the lower right. (11)
6. Tear the check from the check book and deliver/send to whomever needs to be paid.
7. It is advised to keep record of each deposit and withdrawal from your checking account. In the beginning of your check book, write the balance of your account and for each check written:
   a. Note the check number (1), date (2), payee (4) and amount (5) on the check stub or in the check ledger at the front of your checkbook.
   b. Subtract the amount of the check from your current balance so that you will know how much you have left in your checking account.

**WHAT ARE SOME OF THE THINGS MY CHINESE MENTORS CAN HELP ME WITH?**

Your Chinese mentors can help you with things such as navigating MyBlugoldCampS to register, pay fees, decipher holds, find your class schedule etc. They can also help you with any general questions you may have upon arrival such as how to use the bus, where to get groceries and supplies, how to get a cell phone, good restaurants and places to hang out, etc. They have been in the same position you are in and are there to help with these questions! Do not hesitate to ask.

**MAY I INVITE MY FAMILY MEMBERS TO COME VISIT ME?**

Family members wishing to visit the US must apply for a “tourist” visa at the US embassy or consulate in their home countries. There is no documentation available from the CIE for tourist visa applications. Ensure that your family members have the following evidence, which will be helpful during the visa application process:

**Invitation letter from you:** Write a letter of invitation that includes the following: your name and your reason for living in the US, the names of your family members who wish to visit, the purpose and approximate length of the visit, and whether you will provide room and board or any other financial assistance for the visit.

**Your evidence of funding:** If you provide room and board or any other specific expenses of the trip (such as airfare), you should supply evidence of your funding such as a bank statement or employment letter. There is no minimum dollar amount that you must reflect; but you should indicate an amount that is reasonable for the level of support you are providing.

**Evidence of your status in the US:** provide your family members with a copy of your I-20 (do NOT send the original) and other documents verifying your status in the US. (It is not necessary to get a new I-20 when inviting family members).

**Evidence of intent to return home:** Your family members must prove that they will return home after visiting the US. Documents showing employment, property ownership, close family relations in home country, or enrollment in school (in the home country) are considered good evidence of intent to return home.

**Family Members’ Evidence of Funding:** If your family members intend to cover their own expenses,
they should provide a bank statement, employment verification or other evidence of funding. Consult the web! The US State Department/Bureau of Consular Affairs has a website (www.travel.state.gov http://www.travel.state.gov/) with additional information about applying for a tourist visa. In addition, many individual consulates will have more specific information about inviting family members on their websites. You can find links to US Consulates around the world on the above site or at www.embassyworld.com http://www.embassyworld.com/.

The US State Department/Bureau of Consular Affairs has a website (www.travel.state.gov) with additional information about applying for a tourist visa. In addition, many individual consulates will have more specific information about inviting family members on their websites. You can find links to US Consulates around the world on the above site or at www.embassyworld.com.

**ACADEMIC ISSUES**

**HOW MANY OF MY CHINESE CREDITS CAN BE TRANSFERRED TO UWEC**

The Admissions will evaluate your Chinese transcript and consult with the department Chairs to determine credit transfer. English courses taken in China will not transfer.

**DO I NEED SERVICE-LEARNING HOURS? HOW MANY?**

**YES**

Every student seeking an UWEC degree must complete 30 hours of Service Learning.

**HOW ABOUT CULTURAL DIVERSITY REQUIREMENTS?**

**YES**

You will need three units of the CD credits in order to graduate from UWEC.

**WHAT ARE THE GENERAL EDUCATION REQUIREMENTS?**

The General Education program is provided to help each student attain the basic competencies, breadth of knowledge, and critical judgment which characterize a mature and responsible individual in the modern world. The five general education categories are: Communications, Natural Sciences, Social Sciences, Humanities, and University Wide General Education.

*University Requirements.* The five categories of the program offer a wide range of choice and ensure a basic understanding of representative disciplines. From these options the student, in consultation with an adviser, can plan a program which permits exploration of areas outside the major/minor concentration, in directions suited to individual needs and interests. Each candidate for a baccalaureate degree must earn a minimum of 39 credits in courses applicable to General Education requirements, distributed among five categories.
Courses taken to satisfy requirements for a major or minor program may be counted toward the satisfaction of General Education requirements, within the restrictions noted below. Appropriate credits earned by examination may also be applied to the General Education program. Six College Level Examination Program (CLEP) general credits may be counted as satisfying the requirements of one subcategory in each of the second, third, and fourth categories (Natural Sciences, Social Sciences, and Humanities), for a maximum of 18 credits representing three subcategories.

Restrictions:
1. No more than 10 credits from any one course prefix may be counted toward General Education requirements. (Cross-listed courses with prefixes such as AIS and Wmns are credited to the GE category and subcategory of the corresponding home department courses.)
2. Departments may designate certain specialized or professional courses as inapplicable to General Education requirements. These courses are identified in catalogue descriptions as “Not for GE” (in the College of Arts and Sciences only). Applicable courses are identified as “GE-IA, GE-IB,” etc.

FOR ARTS & SCIENCE
Grade Point Averages: All candidates for degrees in the College of Arts and Sciences must earn minimum resident and total GPAs of 2.00 in both the major and the minor. The resident and total GPAs for the major are computed using all attempted credits applicable to the major including those offered by departments other than the major department. The resident and total GPAs for the minor are computed similarly.

College Graduation Requirement: Upper-Level General Education Requirement. All candidates for degrees in the College of Arts and Sciences must complete at least nine credits in General Education courses numbered 300 or above from at least two of the five General Education categories.

The minimum GPA for the Dean’s List is 3.7 on a 4.0 scale.

FOR COLLEGE OF BUSINESS (LINK)
All candidates must have 120 credits minimum to graduate. The COB also requires students to complete BUSCORE course, the Student Professional Development Program workshops, Cultural Diversity, Foreign Language/Culture, and the credits required for your major/minor/certificate.

The minimum GPA for the Dean’s List is 3.6 on a 4.0 scale.

AM I ALLOWED TO TAKE ON-LINE COURSES?
Only one on-line course (or 3 credits) can be counted toward the full-time course load. Students are eligible for summer vacation if they intend to enroll in the following fall semester.

COB online courses are $150 extra per credit.

HOW DO I USE CAMPUS COMPUTERS?
Find a UWEC computer:
1. Press Control+Alt+Delete. All three keys must be pressed together.
2. Provide your UWEC username
3. Provide your pin number (uwec + ? + the four digit number you have been given; uwec must be lowercase)
   a. Example: uwec?1234
4. You will be asked to change your password after you log in for the first time.
HOW DO I CHECK MY UWEC EMAIL?

As students at the University of Wisconsin Eau Claire, you will receive a number of very important messages via email. Emails are sent to the UWEC email account you have been assigned. If you do not access that account, you may not get important messages from your professors, friends, and other people! It is highly recommended to check your email more than once a day.

Please check your email AT LEAST once a day! To do so:

1. Log in to email at https://webmail.uwec.edu/owa/. Use your UWEC user name and your new password.
2. If you would prefer to forward your future email to your preferred email account, follow the following steps:
   1. Go to http://www.uwec.edu/Helpdesk
   2. Choose “Email Options”
   3. Under “Forward your UWEC Email” click the words “User Tools”
   4. Click “Start/stop Forwarding your UWEC Email”
   5. Enter your UWEC username and password
   6. Enter you preferred email address accurately

AM I ELIGIBLE FOR PAID INTERNSHIP?

If you plan to take an internship please contact Jodi or Lucy right away. Working off campus without authorization from CIE and Homeland Security will cause termination of your student visa and you will need to return home.

If you are interested in getting an internship, you can utilize resources on campus such as: Career Services, faculty, or your department for help.

HOW DO I REGISTER FOR A CLASS?

1. Log into My Blugold CampS.
2. Go to Self Service
3. Go to Student Center
4. Choose “Search”
5. Make sure you have the correct term selected
6. Enter the criteria for the class you want to register for
7. Choose “Select Class” in green
8. Click Next and that class will be added to your shopping cart
9. Repeat steps 4-8 for each of your classes
10. Now choose “Enroll” in purple at the top
11. Choose “Proceed to Step 2 of 3” in green near the middle of the page
12. Choose “Finish Enrolling”
13. Make sure you are successfully enrolled in each class you need to take. If there are all then you have a hold on your account. Make sure that you have entered your PAC code, your classes don't interfere, etc. Usually there will be a reason for the hold. If you have all then you are registered for next semester!

WHERE CAN I GET MY PAC CODE?

You will meet with your academic adviser before registering for classes to obtain your PAC Code.
HOW DO I ENTER IT IN MYBLUGOLD CAMPS?

1. Go to: https://my.uwec.edu/psp/CS90PRD/EMPLOYEE/HRMS/?cmd=login
2. Enter your username and password
3. Go to “Student Center”
4. In the "My Academics" section, click ENTER PAC CODE
5. The Pac Code Entry page appears:

WHAT ARE THE PROCEDURES FOR DROPPING A CLASS?

During the first week of the fall or spring semesters, you may make changes (drops OR adds) to your registration directly through the MyBlugoldCampS System. As of the second week, however, you can only drop classes on MyBlugoldCampS. Adding requires a Change of Registration form. After the second week, you can no longer add classes, and you must get approval signatures on a Change of Registration form to drop classes.

EFFECTS OF DROPPING A CLASS

Dropping full semester classes during the first two weeks of a regular semester has no effect upon your record, since these dropped courses are not recorded on your transcript. After the second week, however, a dropped class will result in a grade of "W," and this remains the case up until the eleventh week of classes. After the beginning of the eleventh week, no withdrawals from courses, i.e., "drops," are permitted, except in extenuating circumstances as determined by the Dean of the college/School in which the student is enrolled. These deadline dates are published each semester in the course schedule bulletin and are available on the Registration Calendar.

WITHDRAW FROM A CLASS (BELOW 12 CREDITS): FORMS AND PROCEDURES

See your professor if you must drop a class. If your total is below 12 credits, you must also meet with the Chinese Program Coordinator first. Your adviser must send a required memo to file with CIE.

REQUESTING HELP WITH COURSE WORK/TUTORS

Through an arrangement with the Academic Skills Center, the SSS program offers intensive tutoring both for academic courses and for study strategies. Tutoring is available to help students prepare to take such examinations as the Graduate Record Exam (GRE) required for admission to many graduate programs. SSS tutors help students to learn course content and to improve their test-preparation methods and test-taking strategies. For further information, contact the SSS Tutoring Coordinator.

WHAT IF I CARRY FEWER THAN 12 CREDITS IN A SEMESTER?
As an international student, you must carry a minimum of 12 credit load in order to maintain immigration status.

**FOREIGN LANGUAGE/CULTURE WAIVER PROCEDURES**

Before you leave UWEC, make an appointment with the Chair of Foreign Language Department to seek a waiver of this requirement.

**EXTENDED TEST TIME PROCEDURES**

All international students may request extended test time (X 1.5) to help them transition to taking tests in English. You may apply online [link], then meet with the ESL coordinator. She/He will issue a letter for you to bring to your professors. You must obtain the letter, and request the extended test time with your professors at least one week before the test.

**DO ESL COURSES COUNT TOWARD MY GPA?**

**YES & NO**

If you take an ESL course while in IEP, the grade will not count toward your GPA; if you take the course after you exit the IEP, it will count.

**I WOULD LIKE TO STUDY ABROAD WHILE I’M HERE; HOW DOES THAT WORK?**

It is possible for you to study abroad while you are a student here. Select a site and make an appointment with the Study Abroad coordinator & the Chinese Program Coordinator to discuss your options.

**HOW DO I ORDER A TRANSCRIPT?**

To order transcripts online go to:

1. MyBlugold
2. My Blugold CampS
3. Self Service
4. Student Center
5. Click on the "Other Academic" Scroll menu to the left of your class list
6. Select Transcript: Request Official(Hit Enter)
7. Select Quantity and when you want it sent (now or with grades)
8. Enter address
9. Submit

To request enrollment verification online:

1. Go to: [http://www.uwec.edu/registrar/index.htm](http://www.uwec.edu/registrar/index.htm)
2. Select 'Student Services' on the left side of screen
3. Click on Enrollment Verification
4. Under page listings, click on 'Verification Request Form'
5. Near the bottom of the page, click on 'Enrollment and Degree Verification Request Form'
6. Fill out all fields and submit request

All students registering for classes are required to update an electronic payment plan for each semester prior to registering. The Payment Plan Agreement can be found on MyBlugold CampS by:

1. Clicking on the Self Service menu
2. In the top right box, click “Payment Plan Agreement”
3. Select the unsigned agreement
4. The system will lead you through the online form.

**A Hold may be placed on your registration until this is completed. Holds can by checked in the Student Center section of MyBlugold CampS (also found on the Self Service menu).**

Please contact the Business Office, 715-836-5907, if you have any questions on the Payment Plan Agreement.

WHAT IS A HOLD?

A hold is a status on your MyBlugold CampS that prevents you from registering. This may include, but is not limited to: late/unpaid tuition, unpaid registration fee, incorrect/unentered PAC code, unsigned payment plan agreement, etc. You must file a PPA, and obtain the PAC Code from your academic adviser. For other holds relating to financial matters, see the Chinese Program Coordinator.

If you encounter a hold, please refer to these instructions:

1. Access your Student Center
   The STUDENT CENTER page appears.

2. From the HOLDS section, Click DETAILS
   The page refreshes to show a table containing information about your Holds.

<table>
<thead>
<tr>
<th>Item List</th>
<th>Amount</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Required - need PAC</td>
<td>USD</td>
<td>UW-Eau Claire</td>
<td>2010-11 Fall Semester</td>
<td>2010-11 Fall Semester</td>
<td>03/15/2010</td>
<td>Records and Registration</td>
<td></td>
</tr>
<tr>
<td>Business Ofc PPA/Reg Deposit</td>
<td>USD</td>
<td>UW-Eau Claire</td>
<td>2010-11 Fall Semester</td>
<td>03/16/2010</td>
<td>Business Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Ofc PPA/Reg Deposit</td>
<td>USD</td>
<td>UW-Eau Claire</td>
<td>2010-11 Fall Semester</td>
<td>03/16/2010</td>
<td>Business Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Comm Response Required</td>
<td>USD</td>
<td>UW-Eau Claire</td>
<td>2009-10 Spring Semester</td>
<td>03/15/2010</td>
<td>Financial Aid Office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. To get a more specific explanation and instructions on how to lift a Hold, from the HOLD ITEM column, click its name.
   The page refreshes to show information about the specific Hold.
   EXAMPLE: Click BUSINESS OFC PPA/REG DEPOSIT
NOTE: The previous example shows a Hold that ALL students will need to take care of each semester. Notice that the instructions tell you to access the Payment Plan Agreement link on the SELF-SERVICE menu and complete that document.

4. Follow the INSTRUCTIONS in order to lift the Hold
   NOTE: It may take several days to process and lift Holds. To be safe, you should address your Holds at least a week before you register.

5. Click RETURN
   The page refreshes to again show the table of your Holds.

6. Repeat steps 2 - 4 until all of your Holds are addressed or lifted

HOW DO I APPLY TO GRADUATE?

Meet with the Chinese Program Coordinator to file a Prior Approval Form.

Then---

1. Go to: https://my.uwec.edu/psp/CS90PRD/EMPLOYEE/HRMS/?cmd=login
2. Enter your username and password
3. Go to Student Center
4. In the "Other Academic" drop box, choose Apply for Graduation
5. Select the program you wish to graduate from (a blue hyperlink of your major)
6. Choose the semester you expect to graduate from the drop box
7. Press "Continue"
8. Press "Submit Application"
9. You should see:

   ![Checkmark]

   You have successfully applied for graduation.
DEPARTURE CHECKLIST

Grace Period
J-1 students who successfully complete a program of study have 30 days from the end date of their program to take one of the following actions (unless the student has applied for Academic Training prior to program completion):

1. Depart the U.S.
2. Initiate the SEVIS transfer to begin a new program
3. Change non-immigration status

If you leave the United States during your grace period you will not be allowed to re-enter the United States. Plan your departure carefully.

Steps to complete before leaving the country:

- Closing your Bank Account: Please contact your bank before you leave to clear any outstanding balances or close your bank account.
- Tax Information:
  Please keep all documents you receive related to taxes. The CIE cannot answer tax related questions. More information about taxes can be found at: www.irs.gov. There will be a tax workshop for continuing students in April of 2011.

  There are 2 tax documents you will receive from the university in January:

  1. "Form 1098T 2010 from UW EAU CLAIRE: ......IMPORTANT TAX INFORMATION" : will be sent to your UWEC email address. Form 1098T is tax information about the tuition you paid in 2010. For more information, click on "1098-T Tax Information" on this website: http://www.uwec.edu/bussvs/busoff/index.htm

  2. "W-2 Form": This will be sent from the university to your mailing address. This has tax information about your employment and the money you earned in 2010.

- Pay bills or submit health insurance claims: Please make sure to pay any outstanding bills you may have (cell phone, hospital, etc.) before you leave. If you have an outstanding health insurance claim, please contact Tracy Tillman at the Rust Insurance (tracy@rustassoc.com or at 800-336-0747) and the billing department at the clinic/hospital. Tell Tracy and the clinic/hospital your contact information, so that they can contact you, if needed.

- Meet with your RA: Check with your RA in the residence halls to help prepare for your departure such as forwarding your mail and room check out.

FOR STUDENTS MAJORING IN BUSINESS ONLY:
**General education courses are waived for the students majoring in business. COB students may ignore 120 credits total requirements for graduation.**

REQUIREMENTS
General education requirements will be met by the students at their home (Chinese) universities according to the standards required by those schools.

The College of Business Core courses to be completed at UWEC: **31 credits**

The major courses required by the discipline (ACCT, FIN, IS, MGMT, MKTG, BSAD): **29 credits minimum**

A **minimum of 60 credits** must be completed at UWEC, including a **minimum of 45 credits taken from the College of Business.**

Cultural Diversity as required by the UW-system: **3 units**

| SERVICE LEARNING: **30 HOURS** |