

Getting Started

Exchange Handbook

A useful guide to your
study abroad experience



OVERSEAS STUDY

*The usefulness of this handbook depends on student input.
If you find erroneous information, please contact overseas@iu.edu.
Copyright April 2017 Indiana University*

EXCHANGE PROGRAM CONTACTS

website: *www.iub.edu.*

Procedures: Melissa Thorne
(812) 855-1141
mcthorne@iu.edu

Fees/Financial Info: Laura Kremer
(812) 855-9306
lkremer@iu.edu

Academic Advising: Katie Saur
(812) 855-7588
kbsaur@iu.edu

Our office hours are Monday-Friday, 9 a.m.-12 p.m. and 1-4 p.m.
Office of Overseas Study, Leo R. Dowling International Center
111 South Jordan Avenue, Bloomington IN, 47405

What's Inside?

TABLE OF CONTENTS

Exchange Program Contacts	2
Introduction to Indiana University	5
Welcome to Indiana University	4

Preparing for Departure

Passport.....	6
Visa.....	6
Indiana University Offices Which Provide Assistance	6
New International Student Orientation	7
Financial Information	7
Health Insurance.....	8
Immunizations & Vaccinations.....	8
Housing Arrangements	9
Shipping Packages.....	11
Address Information.....	11
ID Cards	11
Cell Phones.....	11
Shopping.....	11
Employment Options.....	12
Student Advisor	12
Campus Calendar.....	12
Academics	13
What to Expect	13
Credit Load	14
Course Selection	15
Class Schedule Adjustment.....	16
Universal Transportation Fee	17
Campus Bus Service.....	17
Health	17
Disability Services for Students	18
Crime & Safety.....	18
Emergencies.....	18
Cultural Opportunities	19
Code of Conduct.....	20

WELCOME TO INDIANA UNIVERSITY

Welcome to Indiana University!

Almost 9,000 international students from 137 countries study at Indiana University each year. Most of these are regularly-admitted degree-seeking students pursuing Bachelor's, Master's or Doctorate degrees here at IU. You are part of a much smaller group of international students participating in an undergraduate exchange for one semester or one academic year.

The objectives of the undergraduate exchange program through the Office of Overseas Study are to promote international understanding and enhance educational opportunities for students at Indiana University and your institution. Therefore, Overseas Study works closely with you and your home institution both during the admission process and after you arrive in Indiana. Since we keep in close touch with the staff at your home institution, you can rely on the obvious benefits of this ongoing communication. We help you register for classes, arrange financial payments associated with the exchange, and counsel you on academic matters. We certify that you are engaged in full-time study here and send transcripts of your work to your institution. And we also look forward to your assistance in preparing Indiana University students for their stay at your institution.

This handbook is designed to offer you some brief but critical information to help make your adjustment to Bloomington easier and serves to complement the materials you receive from the Office of International Services

We know from past exchange students that your time at Indiana University will become more than just another part of your degree program. You can count on making lifelong friends and taking away special memories of Indiana and the U.S. Please make the most of your time here and know that we are here to support you should you need our assistance at any time.

Best of luck.

Kathleen Sideli

Associate Vice President for Overseas Study

INTRODUCTION TO INDIANA UNIVERSITY

Indiana University Bloomington is a large public university with a strong academic reputation. Our diverse academic programs are among the best, with several ranking #1 and in the top 10 nationally: <https://www.indiana.edu/about/rankings-statistics.html>. We're known for innovation and firsts like the nation's first informatics. IU Bloomington is also a Kiplinger Best Value in Public Colleges. Bloomington is ranked #1 City for Work-Life Balance by *Forbes*, #6 Best College Town to Live in Forever by *College Ranker*; and #7 Smartest Town by *Lumosity*.

Undergraduate exchange students who come here from overseas have concentrated their studies in the College of Arts and Sciences, the Kelley School of Business, and the Jacobs School of Music.

The College of Arts and Sciences offers excellent courses in top ranking departments in the humanities, (including many language areas, Comparative Literature, Culture and Communication, English, Fine Arts, Philosophy, Religious Studies, Theater), the social sciences (Political Science, Psychology, Sociology, Telecommunications) and the sciences (Astronomy, Biology, Chemistry, Microbiology). Arts and Sciences also has a number of interdisciplinary programs including American Studies, Gender Studies, West European Studies, just to name a few.

The Kelley School of Business, consistently ranked among the top business schools in the country, has a wide variety of academic programs (including accounting, finance, management, marketing, computer information systems). The courses focus on case studies and team projects. The Jacobs School of Music is one of the most comprehensive and acclaimed institutions for the study of music. Students benefit from the intensity and focus of a conservatory coupled with the broad academic offerings of a major university. The school offers more than 1,100 performances a year and the facilities include six buildings with 200 practice rooms.

Indiana University is renowned for its small town "middle-America" environment which surrounds the residential campus of almost 50,000 students. Over 10,000 students live on campus in university housing but move about easily in town and on campus by foot and by public transportation. IU is widely known for its accomplishments in sports (most notably soccer, basketball, and swimming). Its Jacobs School of Music brings performers and students from all over the world and the music season offers almost endless possibilities of concerts, recitals and operas. Campus facilities include library holdings exceeding 9.9 million volumes, including special collections of rare books, manuscripts and photos.

Although the university has eight campuses, exchange students traditionally come to the main campus in Bloomington. For more information see IU's website: www.indiana.edu.

Preparing for Departure

Passport

Apply for a passport right away if you haven't already done so. Your home institution should assist you with this process. Be sure to make two photocopies of the passport page that has your name on it. Leave one copy with your family when you go abroad and take the other with you. The copy will make it much easier for you to replace your passport if it should be lost or stolen.

Visa

A visa is an authorization, usually a stamp in your passport, that permits you to travel into or reside in another country for a stated period of time. You are responsible for contacting the United States embassy in your home country to determine the entry and visa requirements for citizens of your country. Your home institution should assist you with this process; however, Indiana University provides one of the documents you need, the DS-2019, in your official IU admission packet.

Note that you must be enrolled in a minimum of 12 credit hours per semester in order to remain compliant with visa regulations. Dropping below the minimum is a violation of your student visa. For more information on applying for a J-1 exchange student visa, please see the Office of International Services website: <https://ois.iu.edu/visas/student-visas/j1/index.html>.

Indiana University Offices Which Provide Assistance

Office of Overseas Study

Overseas Study works closely with exchange students both during the admissions process and after you arrive in Indiana. We help you register for classes, arrange financial payments associated with exchange, and counsel you on academic matters. We certify to your home university that you are engaged in full time study here and send them official transcripts of your work.

Office of International Services (OIS)

This office will process your application and send a written notification that you have been admitted to Indiana University and instructions for applying for a student visa. International Services can also assist you with issues regarding visa changes, housing, health insurance and general orientation for all international students. This office has an informative web site for international students: <https://ois.iu.edu>.

International Services also provides programming and events for international students. For more information, you can send a message to ois@iu.edu or visit <https://ois.iu.edu/connect/get-involved/index.html>.

New International Student Orientation

You should plan to take part in the Office of International Services' (<https://ois.iu.edu>) required orientation program upon your arrival in Bloomington. The program covers a variety of important topics: bank accounts, Social Security numbers, visa questions, visa issues related to foreign travel, visa issues related to work permission, computer accounts/classes and insurance.

You may receive e-mail correspondence from the Office of International Services from time-to-time that contradicts the information you receive from Overseas Study. Keep in mind that International Services primarily provides assistance to degree-seeking international students. Therefore, some of their information may not apply to you. When in doubt, follow the instructions you receive from Overseas Study since it is responsible for the undergraduate exchange program in which you are participating.

Financial Information

The IU Bursar (<https://studentcentral.indiana.edu>) bills for all university charges—tuition, housing, bus passes, basketball tickets, etc. Bills are sent to you directly via e-mail. Overseas Study will pay for up to 18 hours as well as all mandatory fees, the International Services student fee, and the orientation fee.

If you live in university housing, you are responsible for paying the IU Bursar for your room and board. You will be responsible for any dorm activity fees. Residential Programs and Services (www.rps.indiana.edu) splits the housing bill in half, due the beginning of each semester. Your meal plan will be billed the same way.

The methods of payment accepted by the bursar are: check, money order, cash, international bank to bank payment and credit/debit card. Students who choose to use the credit/debit card option can only do so through the IU Bursar Pay online system. Credit/debit card payments cannot be made in person at the bursar's office. Students using the credit/debit card payment option will be assessed a 2.75% non-refundable service charge per transaction.

Students can also make electronic payments online from a US checking or savings account. Directions for making this type of payment are available at: <https://studentcentral.indiana.edu/pay-for-college/pay-bill/payment-options/index.html>.

You will need to pay your housing and meal plan charges by September 10. The easiest way to do this is by wire transfer from your local bank. We are able to request an extension of this due date if you are expecting financial aid from your home institution and will not have access to it until after your arrival. You will need to let our office know about this to avoid late fees.

The bursar invoices students each month for outstanding charges, and bills are always due on the 10th of the month.

For assistance with tax filing, go to the Office of International Services (<https://ois.iu.edu/living-working/taxes/>).

Health Insurance

All international students are required to have adequate health and accident insurance. The IU Office of International Services has negotiated a group plan and will enroll all students in the plan at a cost of approximately \$1720 each per year. This will provide coverage from Aug. 1 of the current year through Jul. 31 of the following year. It may be possible to 'waive out' or withdraw from this plan. The Office of International Services is responsible for determining on a case-by-case basis whether a student's non-IU insurance coverage is adequate. Minimum adequate insurance coverage offers compensation of at least \$100,000 U.S. dollars per illness or accident; maternity (pregnancy, pre-natal and birth) benefits corresponding to benefits for illnesses; U.S. \$50,000 for medical evacuation, and U.S. \$25,000 for repatriation of remains to the home country in case of death. You can find more information at <https://ois.iu.edu/living-working/health/index.shtml>.

Students with continuing insurance coverage can submit an Insurance Waiver Request within 10 days of the start of classes. Submit the form and required insurance documentation through iStart. For more information, see: <https://ois.iu.edu/living-working/health/insurance/waiver.shtml>.

Students with dual citizenship are NOT covered under this policy. You must use your family policy or purchase your own policy. One option you may wish to consider is the regular IU student health insurance plan (www.indiana.edu/~uhrs/benefits/students.html).

You can find information about requesting a waiver by contacting ois@iu.edu.

Immunizations & Vaccinations

All students who attend IU Bloomington must provide immunization information to the Office of the Registrar (<http://registrar.indiana.edu>). One of the main objectives of this state law is to enable the University to provide a safer and healthier environment for students. Students who do not provide the required immunization data will be prevented from registering for the semester or session following their matriculation semester. Submit the Online Immunization Compliance form in One.IU (the Indiana University online student information system) before the first day of classes. For more information and directions for how to submit the Online Immunization Compliance form, please see <http://registrar.indiana.edu/immunization.shtml>.

In addition to providing proof of immunizations, there is a law that requires all international students be tested by a U.S. doctor for tuberculosis (TB). You will need to have your TB blood test done at the IU Health Center shortly after your arrival. The TB blood test (which costs approximately \$60) and any additional follow-up testing will be billed to your bursar account. However, you may be able to receive reimbursement from your insurance provider. Please do not bring TB documentation from outside of the United States; it will not be accepted.

Housing Arrangements

Exchange students have the option of living on-campus in University residence halls or finding independent housing off-campus. The Office of Overseas Study recommends that exchange students live on-campus in University residence halls.

Residence Halls

The Division of Residential Programs and Services (RPS) is responsible for all of the residence halls on campus. There are numerous residence halls on campus offering a wide variety of accommodations, mostly in high-rise buildings designed for and inhabited by 18- to 20-year-old undergraduate students who are here for the academic year. If you are 19 or over, or if you are coming for the fall semester only, you may have limited on-campus options. Check with Overseas Study for details.

The residence halls are conveniently located within easy walking distance to any location on campus and include extra resources such as libraries, convenience stores, food courts or dining halls, computer labs, study lounges and classroom space. Plus, living on campus is a great way to make a lot of new friends.

Please note that in the U.S., it is common for students to share a room in the residence halls (double); however, students can request a single room for an additional cost if available. Also, students that choose to live in the residence halls will also be required to purchase a meal plan that can be used in any of 20 on-campus dining locations. For information about the different residence halls and meal plans at IU, please see www.rps.indiana.edu/neighborhoods.cfml.

If you wish to apply for housing, please complete the International Exchange Housing Application online and submit the \$200 advance payment **when prompted by Overseas Study** at <https://rps.indiana.edu/index.cfml>. Residential Programs and Services will make a housing assignment for you. You should hear from RPS directly about the status of your application via your IU email account late this summer.

For more information about housing at IU, please see: www.rps.indiana.edu. Also be sure to check out the Move-In Guide, which includes a What to Pack list here: www.rps.indiana.edu/mig.cfml. Although residence hall rooms are furnished, there are some supplies you will need to bring with you or purchase once you arrive in Bloomington. For a list of recommended supplies from RPS, please see the Move-In Guide at www.rps.indiana.edu/mig.cfml.

Living-Learning Communities

You may also consider living in one of the living-learning centers within the residence halls (www.rps.indiana.edu/lclist.cfml). There are two living-learning centers with an international focus: Foster International and the Global Village. Foster International and the Global Village are both located in Foster Quad in IU's Northwest neighborhood, a short walk to the center of campus.

The Foster International Living-Learning Center is designed to bring students from diverse backgrounds and academic interests together in a setting that promotes intercultural understanding and communication. The community was founded in 1983, houses 190+ coed students (50% U.S. and 50% international students), and represents over 20 countries around the globe. For more information, please visit www.fin.indiana.edu.

The Global Village Living-Learning Center is a residence hall committed to preparing students with a broad range of international interests for life in the global world of the 21st century. Open to all IU students, freshman through senior, the Global Village is a great place to enjoy internationally focused activities; meet faculty and others who have lived, traveled and worked overseas; improve your foreign language skills or just talk about the world with other students who share your interest in global issues. The Global Village is a coed community made up of approximately 100 students, living in mostly double rooms. For more information, please visit: <http://global-llc.indiana.edu/home>.

If you are interested in living in one of these living-learning communities, remember to list them as preferences on your housing application. There is an additional activity fee required for each living-learning community. Some communities may also require residents to enroll in a 1-credit class designed for residents of that community.

IU Housing Information/Contracts

When your dormitory assignment is made, a confirmation will be sent to your IU e-mail address. Do not expect to receive your assignment until shortly before the semester begins. All single housing contracts are for room and board and are valid for an academic year period. Acceptance of the contract indicates that you agree to become aware of and observe the terms of the contract and all published rules and conduct. Therefore, please carefully read the online Housing and Dining Contract Terms and Conditions carefully for term, cancellation and cancellation fee policies.

If you will be enrolled at IU for the fall semester only and select academic-year housing, you must cancel the spring portion of your contract no later than mid-October and you must pay a percentage of your spring room and board charges. This percentage varies by dorm but may be as high as 60% of your first semester housing charge. Contact Overseas Study for details.

Note that this online application is an official contract and you are bound by the Contract Terms and Conditions (www.rps.indiana.edu/contracts.cfm) once it is submitted. Pay special attention to the Cancellation Date section and print this document for future reference.

If you wish to arrive before the dorms officially open, please visit https://apps4.indiana.edu/RPS_Arrivals_V1_Online/Default.aspx. Note that there is a fee for early arrival housing.

Off-Campus Housing

Off-campus housing is considered independent of Indiana University. Accommodations available off-campus include furnished and unfurnished apartments, houses, townhomes and single rooms within houses for rent. The Office of International Services has provided some tips for finding off-campus housing at <https://ois.iu.edu/living-working/housing/index.html>.

Overseas Study recommends that you wait until you arrive in Bloomington before signing a contract for off-campus housing so you can inspect the apartment, house, room, etc. before you commit. International students can sign up for temporary housing prior to the start of the semester. See <https://ois.iu.edu/living-working/housing/index.html> for details.

You can also find information on other temporary accommodations (hotels) in Bloomington at www.visitbloomington.com/visitors/hotels.

Shipping Packages

We strongly recommend that you have anything you need immediately upon arrival (like bed linens) shipped directly to your dorm. Note that you should schedule the delivery of your packages so that they arrive at your dorm as close to your arrival date as possible.

Exchange students may ship packages to our office in an emergency only. We will hold them here for your arrival. If you ship packages to our office, you are responsible for picking them up in a timely manner. We cannot deliver them to your dormitory for you.

Address Information

University records now indicate your permanent address as the Office of Overseas Study. Once you have signed your housing contract, RPS will enter your current address into the system. If you are living off campus, you must change your local address from our office to your off-campus address. Before the end of the semester, you should complete and file an Address Change card with the Office of the Registrar or via One.IU so that this is changed to your permanent address in your home country.

ID Cards

Since you will be registered for classes by the time you arrive at IU, you can go to the Indiana Memorial Union any time to get your CampusAccess Card (ID card). This card gives you access to the Student Recreational Sports Center (SRSC), entitles you to student discounts and serves as your RPS meal ticket. Please visit the following URL for details about the benefits of the CampusAccess Card: <http://cacard.indiana.edu/cacard>.

Cell Phones

Refer to your New International Student Orientation Handbook or <http://ois.iu.edu/living-working/cell-phones/>.

Shopping

Here are two comprehensive lists of shopping options in Bloomington:
www.visitbloomington.com/things-to-do/shopping/
www.indiana.edu/~gpso/archive/www/bloomington-and-indiana.php.

The College Mall, which features more than 80 specialty stores and eateries, isn't far from the east side of campus: www.simon.com/mall/college-mall. You may take a campus or city bus there.

For textbooks, school supplies and collegiate apparel, these two bookstores are closest to campus: T.I.S. College Bookstore <http://tisbookiu.com/home.aspx> and Indiana University Bloomington Official Bookstore <http://iub.bncollege.com>.

Employment Options

J-1 students are required to have authorization to work for ALL types of employment, including work that is part of a departmental award and hourly jobs, whether on or off campus.

A J-1 student may be authorized to work a total of 20 hours a week during the academic year and full-time during the summer and official University holiday breaks. To be eligible, the student must be enrolled full-time (undergraduate minimum 12 hours, graduate minimum 8 hours), be in good academic standing and have proof of medical insurance.

Apply at the Office of International Services: <https://ois.iu.edu/visas/student-visas/j1/>; phone: 855-9086; Email: intlserv@indiana.edu; hours: 9 a.m.-12 p.m. and 1-4 p.m. You may also wish to refer to the New International Student Orientation Handbook.

Student Advisor

You are encouraged to talk to someone about your problems or concerns. There is an exchange advisor at the Office of Overseas Study who is available to speak with you or you may want to contact CaPS (see page 18). You can speak with any of the exchange contacts listed in your handbook if you have any problems or concerns while at IU. We cannot assist you if you do not let us know that you are encountering problems.

Campus Calendar

First Semester 2017-2018

Classes Begin	August 21
Labor Day (Classes do not meet; Overseas Study closed)	September 4
Fall Break (after last class).....	October 5
Classes Resume.....	October 9
Thanksgiving Recess begins (after last class)	November 18
Classes Resume.....	November 27
Day of Last Classes.....	December 9
Days of Examinations	December 11-15

Second Semester 2017-18

Classes Begin	January 8
Martin Luther King Jr Day (Overseas Study closed, no classes).....	January 15
Spring Recess Begins (after last class)	March 10
Classes Resume.....	March 19
Day of Last Classes.....	April 28
Days of Examinations	April 30 -May 4

Academics

Exchange students who come to Indiana University for a semester or a year will find a very different academic system than the one to which they are accustomed at home. Academic cultures vary from country to country but the U.S. system of higher education is distinct from almost all other tertiary educational systems. U.S. colleges and universities have degree programs designed to give students a broad base in general education while also allowing them to develop an expertise in one or more areas. Incoming exchange students tend to have already concentrated in a specific discipline at their home institutions so getting into IU classes that mesh with their background preparation, while also challenging them, can require patience and persistence.

Since exchange students tend to be upper-level students at their home institutions, you should not be taking 100 or 200-level courses at IU other than a few exceptions which may receive approval by your home institution (beginning language course, an elective related to your interests, etc.). Such 100 and 200-level courses tend to be quite large and are preferred by freshmen and sophomores (first and second year students). Typically, exchange students will be most comfortable in 300 and 400-level classes (intended for third and fourth year students) and preferably those for which you already have some background and training. Some departments may require an audition (like music or theater) before admitting you to a class, whereas other departments will be concerned about prerequisites, particularly in the languages and the sciences.

Exchange students are also taken by surprise by the amount of continuous assessment in a U.S. course. Professors will distribute on-going work or syllabi that show a daily breakdown of the work expected (reading, writing, quizzes and examinations). It is not possible to postpone these assignments until the end of the semester as may be more common in some academic institutions in other countries. And each assignment has a numerical value so each is important. You will find that the final exam in most courses does not account for the majority of the grade and many finals aren't comprehensive in nature. Students need to stay with the prescribed schedule or they will earn poor grades. Since IU professors have office hours during which students can consult them, you should feel comfortable talking to your professors if you have any questions about the pace of the course, the material, etc., or would simply like some advice. You will find them quite approachable. Most professors also are available by email and telephone.

Most exchange students excel in their classes at Indiana University. Those who do not excel academically tend to be taking inappropriate courses, elect not to complete assignments on time, or do not attend class on a regular basis. We urge you to approach your time at IU with enthusiasm and optimism.

An outline of what is expected from you and what you can expect in an upper level course at IU follows. In addition, you may wish to refer to the New International Student Orientation Handbook, which you will receive upon arrival.

What to Expect

The academic environment at U.S. tertiary institutions is quite different from that of many countries. In most instances instructors give continuous assessments. For instance, you may have weekly quizzes or tests every 3-4 weeks.

For most classes you will need to write ‘papers.’ Unlike regular in-class essay exams, ‘papers’ in the U.S. refer to ‘take-home’ research and analytical essays that students submit on an assigned topic. For example, an instructor may give the class a topic or question. Students could be asked to use scholarly articles to support their argument and analysis. In other papers, you may be asked to summarize and reflect upon articles, essays, and/or arguments presented in class.

Attendance, class participation and homework are graded and calculated as part of the final score. This is the reality of academics in the U.S. and at IU. Thus, it is important that you attend your lectures, discussion sections, labs and/or studios.

The common observation that past exchange students have made is that there is less academic flexibility, in terms of time and what you can study in each class, and more requirements per class than what they are used to at their home institution. Again, how the academic culture at IU will affect you will vary individually and from country to country.

Credit Load

.....

As part of your J-1 visa requirements, you need to remain a full-time student throughout your term(s) as a J-1 visa holder. All international students are required to enroll in at least 12 credit hours to maintain full-time status. The maximum course load is 18 credit hours.

What you can expect in an upper-level course at IU:

- detailed syllabus outlining what is expected of you the entire semester
- a specific percentage breakdown of the various components which determine the final grade (final exam normally counts less than 50%)
- frequent assignments (required reading of texts or articles, written papers or reports, etc.)
- periodic testing: quizzes (perhaps unannounced), exams (midterm and final or more)

What an upper-level course at IU expects from you:

- diligent attendance at lectures and discussion sections or labs (Note: lectures are the principal component rather than the discussions although both are required)
- class participation, especially where it is specified in class points
- purchase of required texts and/or study packets for the course
- prompt completion of assignments (reading or written work turned in by the dates specified)
- presence at an instructor’s offices hours IF you have questions or problems
- typed papers and reports (use computer labs on campus)
- taking the final exam on the day specified (no special arrangements)

Typical grading scale:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 63-66
A- 90-92	B- 80-82	C- 70-72	D- 60-62

As exchange students selected for your academic accomplishments at your home institution, you should expect to receive grades of B and above. If you find yourself receiving grades below this on a regular basis, you need to talk to your professor about what the problem might be. American students aspire to A's and B's. Grades of C and D are to be avoided. While C is officially called "average," in reality it is a poor grade.

Course Selection

.....

Course Registration

Overseas Study will be in contact with you after you have been accepted to obtain your course enrollment selections. We will facilitate your registration in appropriate courses prior to your arrival on campus. Classes will reach maximum capacity quickly; it is important to not delay in your course selection.

Fall Classes

You may adjust your schedule via the Web through the first week of classes. There is a \$8.50 charge each day you drop or add a class (from 12:01 a.m. to 11:59 p.m.). We recommend that you check on course availability prior to attempting any changes. Students have electronic access to course availability on One.IU (<http://one.iu.edu>) but if you find the system difficult, check with Overseas Study who can advise you about available sections. You will need to use your network username and password to access the system.

If you are uncomfortable in a particular class, seek out the academic advisor of that department for some advice about another section or a different course. If the section you desire has no room, contact Overseas Study for assistance. Even if you are not officially registered for the class, you should begin attending during the first week of class.

Spring Classes

Continuing students begin registering for spring semester around late October. When appointment times are assigned you will be placed at the end since it is based on the number of credit hours you have earned. Overseas Study will change your date to an earlier appointment time. We will send you instructions about how to arrange your schedule sometime in early or mid-October. Feel free to consult us as you arrange your spring schedule.

Please note that you have access to these special registration arrangements because of your exchange-student status. Since you are an advanced level student at your home institution, our Registrar allows you to register when upperclassmen normally register. Degree-seeking international students, who have four years and longer to pursue courses, are held to normal university regulations regarding registration scheduling and practices that are based according to the number of each student's accumulated credits.

Undergraduate Research

Many students who come from other countries near the end of their studies want to work on research projects while here on exchange. All international students are required by the U.S. government to maintain a minimum enrollment of 12 credit hours of coursework per semester. It is not common for an exchange student to find a professor to supervise research while here on exchange. If you want to conduct research for a thesis you will need to do that in addition to being enrolled in 12 credit hours per term.

Class Schedule Adjustment

Drop/Add (<http://one.iu.edu>)

During the first week of classes (check One.IU for exact dates) The schedule adjustment system is available Monday through Saturday from 7 a.m. to 10:30 p.m. and on Sunday from 8 a.m. to 10:30 p.m. The system is not available on national holidays except when classes are in session. See schedule adjustment instructions: <https://registrar.indiana.edu/information/enrollment-information.shtml>.

Schedule Adjustment Access Fee: No fee is assessed when you use the system to review your schedule. However, when you attempt to change your schedule, to search for open sections, or to modify an existing waitlist request, a \$8.50 fee will be assessed once a day. The system will inform you that a fee will be assessed. It is in your best interest to be prepared so that you can process all the changes you need in one session.

Late Drop/Add

After the first week of classes (check One.IU for exact dates) Late drop/add begins after the first week of classes. Indiana University has developed an electronic drop (eDrop) and add (eAdd) process to allow students to request class drops/adds online through One.IU. Once approved, the request(s) will be processed and notification sent to you via your university e-mail account.

Late fees: A late program change fee will be assessed for each course dropped or added after the first week of classes. The late program change fee also applies to a section change, a change of arranged hours, or a credit/audit change.

Waiver of the late program change fee will be considered only when it can be clearly demonstrated that the University, through one of its offices or officials, is directly responsible for the late schedule adjustment activity.

Final Grades

The Registrar does not send your final grade report to your campus address since grade reports are only mailed automatically to permanent U.S. addresses. Overseas Study will send an official transcript of your work to your university at the end of your stay here if you sign the special transcript request form. You will also be able to view your transcript from One.IU.

Letter grades are reported for each course and a cumulative average is included. The cumulative average follows a 4.00 scale. Americans frequently discuss their "GPA" (grade point average) or their "cume" (cumulative GPA). You should expect to achieve 3.0 and above.

4.0 = A	3.0 = B	2.0 = C	1.0 = D
3.7 = A-	2.7 = B-	1.7 = C-	0.7 = D-
3.3 = B+	2.3 = C+	1.3 = D+	0.0 = F

Universal Transportation Fee

All students must pay the universal transportation fee. This fee provides pre-paid access for all IU students to all bus service currently being provided by Bloomington Transit and Campus Bus Service. Your Indiana University CampusAccess card is your pass: just show it to the Bloomington Transit or Campus Bus drivers.

Campus Bus Service

The Campus Bus Service provides basic transportation for the IU community and Bloomington residents. The system operates as a fixed-route, scheduled service which is based on class times. Service is scheduled to have the maximum number of buses going to campus prior to class times. The Campus Bus Service schedule is available online at www.iubus.indiana.edu.

Service

Weekday service operates from 7:30 AM to approximately 12:00 midnight Monday-Thursday and 7:30 AM to 3:00 AM on Friday. Saturday service operates from 10:00 AM to approximately 3:00 AM. Sunday service operates from 12:00 PM until approximately 10:00 PM. Campus Bus Service will operate regular weekday service on all holidays that classes are in session. Reduced bus service will be provided during University break periods. No bus service is provided on Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, and New Year's Day.

On days of inclement weather, buses will be overcrowded. Plan to leave early on those days and expect crowded conditions and a longer trip to campus.

Passengers should be waiting at the bus stop prior to the scheduled times. Buses will pick up passengers only at the designated bus stops. Be attentive of your destination. Do not ring the bell prior to the bus stop before your desired destination. Wait until the bus leaves the stop before crossing the street.

More information about transportation options may be found in the New International Student Orientation Handbook or <http://ois.iu.edu/living-working/transportation/>

Health

As an exchange student at IU, you are entitled to access to the IU Health Center and Counseling and Psychological Services (CaPS).

IU Health Center (www.indiana.edu/~health)

The Health Center provides comprehensive health services to meet the medical and psychological needs of students. Included are full service appointments or walk-in medical clinic visits, pharmacy, lab tests, x-rays, physical examinations, eye clinic, gynecological services, allergy shots, physical therapy and Counseling & Psychological Services (CaPS).

CaPS (www.indiana.edu/~health/counseling)

CaPS offers individual counseling, group counseling, couples counseling, and psychiatric consultation. Any concern you may have can be discussed confidentially with a counselor including depression, anxiety, difficulties in interpersonal relationships, sexual issues, substance abuse and problems of academic functioning, among others.

Fees

Students enrolling in more than three on-campus credit hours are assessed the mandatory health fee each semester on the Bursar's bill. The Office of Overseas Study pays this fee on your behalf. The health fee provides reduced charges for routine medical clinic visits, up to two visits to Counseling and Psychological Services (CaPS), and general educational programming provided by Health and Wellness Education. You are responsible for paying for services not covered by this health fee.

Disability Services for Students

It is your responsibility to notify our office immediately if you are a student with a physical or learning disability and need to request special services. You will be required to submit appropriate documentation to support your need for accommodations. The Office of Disability Services for Students will determine whether you are eligible to receive services at IU and our office will do what we can to facilitate the process. More information may be found here: <http://studentaffairs.indiana.edu/disability-services-students/>.

Crime & Safety

Bloomington is known as a safe community; nonetheless, you must use common sense. Always be alert to the people around you and your surroundings; know where you are (street address) and who you're with; stay in well lit areas; walk confidently; keep your eyes up and look around and keep your hands free; carry a cell phone; trust your instincts (if you feel uncomfortable in a situation, leave!); and, if you travel away from Bloomington during the breaks, please let the Office of Overseas Study know your plans.

Being informed and aware will increase your ability to make better decisions regarding your personal safety. However, should a criminal incident happen to you, notify the police as soon as possible. If the incident happens on campus, call the Indiana University Police Department at 855-4111, or if urgent, call 9-1-1. If it happens off campus, call the Bloomington Police Department at 339-4477, or if urgent, call 9-1-1.

For more safety tips, please visit the IU Police Department website at www.indiana.edu/~iupd.

Emergencies

In the event of an emergency (fire, theft, violence), you can reach the police department, fire department, and ambulance service by dialing 9-1-1. It is free of charge and is valid 24 hours anywhere in the U. S. You do not need to use coins or a phone card to call this number from a public phone. If you call this number, be prepared to give your name and your location as well as your current situation and the kind of assistance you need in English.

Cultural Opportunities

IU and Bloomington offer many cultural activities in which to participate. Many events are free and many others have reduced rates for IU students.

Art

- Grunwald Gallery of Art (www.indiana.edu/~grunwald/)
- IU Art Museum (www.indiana.edu/~iuam/)
- Bloomington Arts, Recreation and Leisure (www.bloomington.in.gov)

Film

- IU Cinema (www.cinema.indiana.edu)
- AMC Theatres (www.amctheatres.com)
- Ryder Film Series (www.theryder.com)
- Union Board (www.unionboard.org/events)

Libraries

- Lilly Library (www.indiana.edu/~liblilly)
- Monroe County Public Library (www.monroe.lib.in.us)

Museums

- Mathers Museum (www.indiana.edu/~mathers)
- Wylie House Museum (www.indiana.edu/~libwylie)

Music

- African American Arts Institute (www.indiana.edu/~aaai)
- Jacobs School of Music (<http://music.indiana.edu>)
- Bloomington Symphony Orchestra (www.bloomingtonsymphony.com)
- Lotus World Music and Arts Festival (www.lotusfest.org)

Theatre

- Bloomington Playwrights Project (www.newplays.org)
- Cardinal Stage Company (www.cardinalstage.org)
- IU Auditorium (www.iuauditorium.com)
- IU Opera & Ballet Theatre (<http://music.indiana.edu/opera>)
- Lee Norville Theatre and Drama Center (www.indiana.edu/~thtr/productions)

Miscellaneous

- Indiana Memorial Union (www.imu.indiana.edu)
- IU Athletics (www.iuhoosiers.com)
- IU Events Calendar (<http://events.iu.edu/iub.html>)
- Kinsey Institute (www.kinseyinstitute.org)
- Little 500 (<http://iusf.indiana.edu/little500/fans>)
- Recreational Sports (<http://recsports.indiana.edu>)
- School of Public Health (www.publichealth.indiana.edu)

Code of Conduct

All exchange students must respect the laws and customs of the United States, the State of Indiana, and the IU Code of Conduct (www.iu.edu/~code). Some of these laws, particularly those related to alcohol consumption, are stricter than those of your own country. Nevertheless, as a guest in the U.S. you are held to the same laws as other students at IU. Although you may find yourself in tempting situations, you should resist drinking if you are under 21 years of age since you can receive a steep fine. The same holds true for drug usage. A number of exchange students have had the embarrassment of being arrested, paying large fines and doing the requisite community service in these circumstances. Since you are here representing your home institution, we recommend that you uphold the local laws and customs so that your institution can be proud of you.

If any participating student's conduct is determined to be detrimental to the best interests of the program, the student must accept termination of participation in the program with no refund of fees and take responsibility for transportation home.