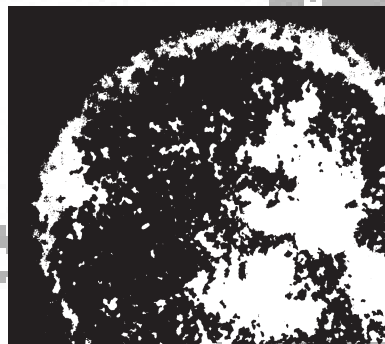




INTERNATIONAL
STUDENT AND
SCHOLAR SERVICES (ISSS)

UNIVERSITY OF MINNESOTA



International
Student
Handbook
2009-2010

8. Appendices

Directory of University

Information

NOTE ABOUT AREA CODES: Telephone numbers have ten digits. All University of Minnesota numbers, including offices on the St. Paul campus, will have 612-62 as the first five digits.

·If you are calling a number with the same area code as the phone you are on, do not dial the area code, just the last seven digits.

·If you are calling from one campus phone to another, dial only the last five digits, as most are listed below.

EMERGENCY TELEPHONE NUMBERS

Fire, Serious Injury, Accident	911
Fairview Hospital Emergency	612/273-2700
Fairview Hospital	612-273-3000
www.fairview.org	
Ambulance:	
Minneapolis	911 or 612/348-2345
St. Paul	911 or 651/224-7371
Police, on-campus (University)	624-COPS or 624-2677
Off-campus	911

UNIVERSITY INFORMATION

Calling from off-campus	625-5000
Calling from on-campus	0
www.onestop.umn.edu	

UNIVERSITY OFFICES

Admissions

Undergraduate, 240 Williamson Hall	5-2008
http://admissions.tc.umn.edu	
Graduate, 309 Johnston Hall	5-3014
www.grad.umn.edu	

Bookstores

U of M Bookstore, Coffman Union	5-6000
Health Sciences, Coffman Union	5-8600
St. Paul Campus Store, St. Paul Student Ctr.	4-9200
www.bookstore.umn.edu	

Boynton Health Service

Minneapolis Campus, Boynton	5-8400
Appointments	5-3222
Student Health Benefits Office, N323 Boynton	4-0627
St. Paul Campus, 109 Coffey Hall	4-7700
Medical information line	5-7900
www.bhs.umn.edu	

Bursar

145 Williamson Hall, East Bank	5-7535
107 Coffey Hall, St. Paul	5-8108
101a Anderson Hall, West Bank	5-1383
http://onestop.umn.edu/onestop/tuition.html	

Bus Service Information

Campus Buses	6-7275
www.umn.edu/pts/busing.htm	
Metro Transit	612/373-3333
www.metrotransit.org	

Student Unions & Activities

500 Coffman Union	4-INFO
www.sua.umn.edu	

Career & Community Learning Center

135 Johnston Hall, Career	4-7577
345 Fraser Hall, Community	6-2044
www.cclc.umn.edu	

College Offices

Biological Sciences	223 Snyder
http://www.cbs.umn.edu	
Dentistry	15-209 Moos
www.dentistry.umn.edu	

Design	101 Rapson Hall and 32 McNeal Hall
www.cdes.umn.edu	

Education & Human Development	110 Wulling
www.education.umn.edu	

Food, Agriculture, and Natural Resource Sciences	190 Coffey Hall
www.cfans.umn.edu	

Liberal Arts (CLA)	49 Johnston
www.cla.umn.edu	

Management, Carlson School of	4-300 CSOM
www.csom.umn.edu	

Nursing	5-160 Health Science Unit F/Weaver-Densford
www.nursing.umn.edu	

Pharmacy	5-130 Weaver-Densford
www.pharmacy.umn.edu	

Public Health	D-305 Mayo
www.sph.umn.edu	

Technology, Institute of (IT)	105 Lind
www.it.umn.edu	

Continuing Education	101 Wesbrook
www.cce.umn.edu	

Counseling & Consulting Services

109 Eddy Hall, East Bank	4-3323
www.ucs.umn.edu	

Dental Clinics			
Information line	4-8400		
www.dentistry.umn.edu/patients			
Escort Service	4-WALK (4-9255)		
www.umn.edu/police/escort			
Food Services & Cafeterias			
Blegen Hall, Carlson School of Management, Humphrey Center, Moos Tower, Nolte Center, Phillips-Wangenstein Building, St. Paul Student Center, Williamson Hall, Coffman Union, Regis Center for Art			
www.umn.edu/dining			
Graduate Assistants Office			
200 Donhowe Bldg	4-7070		
www.umn.edu/ohr/gae			
Graduate School			
309 Johnston Hall	5-3014		
www.grad.umn.edu			
Hospital, Fairview			
Information	612/672-6724 1-888-702-4073		
www.fairview.org			
Housing Office			
Comstock Hall East	4-2994		
www.housing.umn.edu			
International Programs, Office of			
645 Heller Hall	4-5580		
www.international.umn.edu			
International Student & Scholar Services			
190 Humphrey Center	6-7100		
www.iss.umn.edu			
Learning & Academic Skills Center			
104 Eddy Hall	4-7546		
www.ucs.umn.edu			
Libraries			
Bio-Medical, 3rd Flr. Diehl (East Bank)	6-5653		
Humanities/Social Science, Wilson (West Bank)	4-3321		
Law Library, 120 Mondale (West Bank)	5-4309		
Math Library, 310 Vincent (East Bank)	4-6075		
Music Library, 70 Ferguson (West Bank)	4-5890		
St. Paul Magrath Library	4-2233		
Science & Engineering Library			
Walter Library (East Bank)	4-3366		
www.lib.umn.edu			
Medicine, Family Practice Clinic			
6-240 Philip Wangenstein	624-2622		
http://www.fm.umn.edu			
Minnesota International Center (MIC)			
711 E. River Road		5-4421	
http://www.micglobe.org			
Minnesota International Student Association (MISA)			
201 Coffman Union		5-6119	
www.umn.edu/~misa			
Nationality Groups—see Student Unions and Activities			
http://www.sua.umn.edu			
Parking Services			
300 TSB, 511 Washington Ave. SE		6-PARK (6-7275)	
http://www.parkandtrans.umn.edu			
Post Offices			
West Bank Skyway, West Bank		4-6338	
Coffman Union, East Bank		4-8602	
St. Paul Student Center, St. Paul		5-9794	
www.coffman.umn.edu			
Recreational Sports			
108 Cooke Hall		5-6800	
www.recsports.umn.edu			
Registrar—Student Services			
200 Fraser Hall, One stop services		4-1111	
130 Coffey Hall		4-1111	
West Bank Skyway		4-1111	
www.onestop.umn.edu			
Residence Halls 612-624-2994			
Bailey Hall		4-0700	
Centennial Hall		5-4452	
Comstock Hall		4-1995	
Frontier Hall		4-9999	
Middlebrook Hall		5-0536	
Pioneer Hall		6-3333	
Sanford Hall		4-2526	
Territorial Hall		5-0971	
University Village		5-3909	
Wilkins Hall		4-0044	
Yudof Hall		5-8786	
www.housing.umn.edu			
SPAN—Student Project for Amity Among Nations			
658 Heller Hall		6-1083	
www.umabroad.umn.edu/programs/span			
Student Accounts Receivable			
200 Fraser Hall		4-1111	
onestop.umn.edu/onestop/tuition.html			
Student Employment Center			
170 Donhowe Building		5-2000	
www.umn.edu/ohr/employment /student			

Student Family Housing
Como Student Community 612/378-2434
Commonwealth Terrace Cooperative 651/646-7526
<http://www.umnctc.org>

Student Legal Service
160 West Bank Skyway 4-1001
www.umn.usls

Student Parent Help Center
24 Appleby Hall 6-6015
www.osa.umn.edu/help_center

Student Unions
Coffman Union 4-4636
St. Paul Student Center 5-9794
<http://www.coffman.umn.edu>

U Card Office (student and staff IDs)
300 Washington Ave, G-22 Coffman Union 6-9900
<http://www1.umn.edu/ucard>

Special resources

CAREER & COMMUNITY LEARNING CENTER

135 Johnston Hall, 612/624-7577
345 Fraser Hall, 612/626-2044
<http://www.cclc.umn.edu/>

Through this office you can gain experience in your own field or in one related to a special interest. It provides lists of internships, community service, and field learning opportunities in many fields including administration, arts, broadcasting, counseling, education, environment, finance, health care, international, law, marketing, political process, public relations, science and technology, social services, writing and publishing. Through the Internship Development and Referral Program you can even get individualized help finding internship possibilities in the for-profit sector. Through Project Adapt (Appreciating Differences Among People and Things) you can gain academic credit by sharing your culture with elementary school children. If you'd like to travel and experience another place, you can participate in a program of the National Student Exchange (NSE), the Washington Center, HECUAs City Arts and Metro Urban Studies Term, the School for Field Studies or the Semester at sea.

CENTER FOR WRITING

10 Nicholson Hall 612/626-7579
<http://writing.umn.edu/>

The Center for Writing provides writing help for University students. They assist students with the writing process by

helping them on how to get started on papers or writing projects, providing reader commentary on drafts, teaching students how to revise, edit and proof read their work

The Center for Writing provides Peer Response Workshops. They have in person and on-line resources for non-native speakers.

CHINA CENTER

290 Humphrey Center, 612/624-1002
<http://www.chinacenter.umn.edu/>

The China Center coordinates University activities related to the People's Republic of China, Taiwan, and Hong Kong. Students are welcome to stop by to read Chinese language newspapers and magazines and to read the many notices posted on the bulletin board.

COUNSELING & CONSULTING SERVICES, UNIVERSITY; LEARNING AND ACADEMIC SKILLS CENTER; CAREER DEVELOPMENT CENTER

109 Eddy Hall, East Bank 612/624-3323
199 Coffey Hall, St. Paul Campus 612/624-3323
www.ucs.umn.edu

Study Assistance Workshops cover many topics, including "Managing Your Time," "Mastering Tests," "Writing College Research Papers," and more. Some meet on one day for several hours, others are ongoing. Group size is limited. Please call for information.

DISABILITY SERVICES

180 McNamara Alumni Center, 612/626-1333
<http://ds.umn.edu/>

Disability Services (DS) is a resource for University students and staff who have a disability condition (in the past referred to as a "handicap"). Disability Services will assist students with such things as: helping make sure classrooms and services are located in accessible locations, providing alternative formats of printed materials (e.g., braille, large-print, or taped materials), and consulting with faculty and staff on alternative testing or other accommodations, support, and guidance in solving disability-related problems.

All students who have disabilities are encouraged to contact DS early to get registered for service. Medical documentation or verification of a disability must be provided in order to receive services, but DS specialists can assist students with this process if necessary.

ENGLISH, DEPARTMENT OF

10 Nicholson Hall: Center for writing, 612/626-7579
Creative Writing 612/625-6366

english.cla.umn.edu

If you are interested in developing your poetry, fiction, or literary non-fiction writing skills, creative writing courses are available under the EngW course designator at the 1000, 3000, and 5000 level.

HOUSING (PERMANENT)

Comstock Hall East, 210 Delaware St S.E., 612/624-2994
www.housing.umn.edu

Throughout the year, you can contact University Housing Services for on- and off-campus rental housing referrals in the University neighborhood and around the metro area.

See also their Web site at

www.housing.umn.edu/offcampus

HOUSING (TEMPORARY/SUMMER)

www.housing.umn.edu/offcampus/temp.htm

University Housing Services provides rooms in a residence hall, called the International Reception Center (IRC), for newly-admitted international students. You may stay up to 5 or more days depending on space availability, as described in your International Student Arrival Guide. There is information at the ISSS website about the IRC at rudi.reshalls.umn.edu/housingreservation/irc.jsp

LEARNING ABROAD CENTER

230 Heller Hall
612-626-9000

www.UMabroad.umn.edu/

International students find Learning Abroad Center especially useful for passport and ID photos, rail passes, and ideas and information about travel. Peer advisers are available to answer questions.

Learning Abroad Center advisers are available to help you explore the wide variety of opportunities outside the United States, the Foreign Studies Minor, program requirements, and much more. International students are encouraged to apply to any Learning Abroad Center programs.

LEGAL SERVICE, UNIVERSITY STUDENT (USLS)

160 West Bank Skyway, 612/624-1001

www.umn.edu/usls

USLS is a law office on campus that provides legal advice and representation to students who pay the student services fee. Their mission is to provide affordable legal services to students. An experienced staff of attorneys and legal assistants provide students with a wide range of services, including advice, consultation, letter writing, telephone calls, and representation, depending on what is appropriate for the situation. USLS does not charge for advice. Nominal fees may be charged for cases requiring preparation of legal documents or court representation.

University Student Legal Service provides services in many areas of the law. The more common areas of practice include but are not limited to the following:

- Tenants' problems, including a review of leases, representation in eviction proceedings, and assistance in obtaining security deposit refunds.
- Contract and consumer matters, including the purchase of defective goods, automobile repairs, employment and insurance contracts.
- Family law, including separation, divorce, paternity, custody, visitation, and support.
- Immigration law, including legal representation before the Immigration and Naturalization Service (INS), and in federal court.
- Criminal and traffic matters, including misdemeanors such as alcohol-related offenses, shoplifting, disorderly conduct, etc.
- Notary public: USLS also notarizes documents. No appointment is necessary for notary services unless the request is for a large number of documents.

USLS also provides the University community with many educational programs designed to promote and encourage students to utilize the service in avoiding legal problems.

If you have any legal problems, call USLS to schedule an appointment. The service operates on an appointment-only basis; no advice will be given over the telephone.

MINNESOTA INTERNATIONAL CENTER (MIC)

711 East River Road, 612/625-4421

www.micglobe.org/

MIC is a community organization that works closely with the University to introduce international students, scholars,

faculty, and their spouses to Minnesotans for an exchange of cultures and perspectives. Through activities arranged by MIC, you can meet Minnesotans at informal receptions or discussion groups on international topics, enjoy dinner or a homestay in a Minnesota home, meet a professional counterpart, or visit a smaller community. In addition, you can bring your unique world perspective to school children through MIC's International Classroom Connection. You will find a brochure about MIC in your pre-registration packet. MIC has many opportunities for you, especially if you would like to meet people in the Twin Cities or smaller communities in Minnesota.

NATIONALITY GROUPS

There are close to 65 registered Cultural and Diversity groups on campus. These groups can be a very important source of information and support for you during your stay in Minnesota, especially during the first few weeks. Their members often give you ideas of places to find familiar food and groceries, housing, clothing, etc. To find out if there is a nationality group for your country, contact the Student Activities Office at 612/624-4636 or www.sua.umn.edu/groups/

RECREATIONAL SPORTS, DEPARTMENT OF

University Rec Center (URC) Front Desk, 612/625-6800
<http://www.recsports.umn.edu/>

The University of Minnesota has some of the finest fitness, sports, and recreational facilities in the country and they are yours to enjoy right here on campus! During any semester in which you are registered and have paid the student services fee, you can use the sports facilities at no additional cost.

SPAN

658 Heller, 612/626-1083
www.umabroad.umn.edu/programs/span

Each summer four groups of students go with faculty mentors to another country to conduct research with Student Project for Amity Among Nations (SPAN). The countries are different each summer. SPAN students spend the year before their research preparing for their study, and they submit a complete report during the semester after they return. SPAN is the oldest study abroad program in Minnesota.

STUDENT PARENT HELP CENTER (SPHC)

24 Appleby Hall, 612/626-6015
www.osa.umn.edu/help_center

SPHC is a center that provides many support services for University of Minnesota undergraduate students who are parents. Some of the services and programs they provide include childcare grants and assistance, resources and referrals, short-term counseling and advocacy family activities and events, student parent lounge, and a semester newsletter.

Acronyms and terms

ACRONYMS

CBS	College of Biological Sciences
CFANS	College of Food, Agriculture and Natural Resource Sciences
CLA	College of Liberal Arts
COD	College of Design
CSOM	Carlson School of Management
IT	Institute of Technology
CUA	Coordinator of undergraduate advising (a non-faculty professional adviser in large departments such as English, Psychology, Sociology, etc.)
DGS	Director of graduate studies
DUS	Director of undergraduate studies
ESL	English as a Second Language
GAO	Graduate Assistants Office
GPA	Grade point average
ISSS	International Student & Scholar Services
MIC	Minnesota International Center
MISA	Minnesota International Student Association
MLK	Martin Luther King Program
MSA	Minnesota Student Association
OIP	Office of International Programs
OSFA	Office of Scholarships and Financial Aid
CA	Community assistant
TA	Teaching assistant

COMMONLY USED TERMS

Hold

A code that is put on your academic record indicating that you need to meet some specific obligation (e.g., payment of fees; attendance of a required advising session). It restricts your access to normal registration, transcripts, or financial aid services. Also called a “negative service indicator.”

Hold Release

Only the office that puts a hold on a record can release it. Once you have resolved the hold with the appropriate office, that office will release the hold electronically. In some cases, you may receive a “temporary hold release.” This will allow you to register once, but will require you to

go back to that office for any subsequent registrations until you have permanently resolved the issue.

Liberal Education Requirements

Sometimes referred to as “Lib Eds” or “General Education” requirements, these are the foundation classes necessary for all undergraduate degree-seeking students. See the Course Guide for a complete explanation and specific course requirements.

Magic Number or Permission Number

A number given to you by an instructor or a department to enable you to register for a class after classes have started or after they have filled. Give this number to the registration clerk or put it in the registration screen yourself if registering online.

OneStop Services

University students can access vital information online at www.onestop.umn.edu. This is where you will go to register for classes (after your initial registration), as well as to view course offerings, your transcript, and to update your personal information (such as a new address) for University records. You may also customize this site to your own usage, and find easy links to ISSS and other University services.

Student Account

Every University student has a student account that is used to manage the billing and payment of student tuition, fees, on-campus housing and certain other campus charges. http://onestop.umn.edu/onestop/Tuition_Billing/ViewSA.html.