

University of Mississippi
Intensive English Program
Student Handbook
Fall 2017

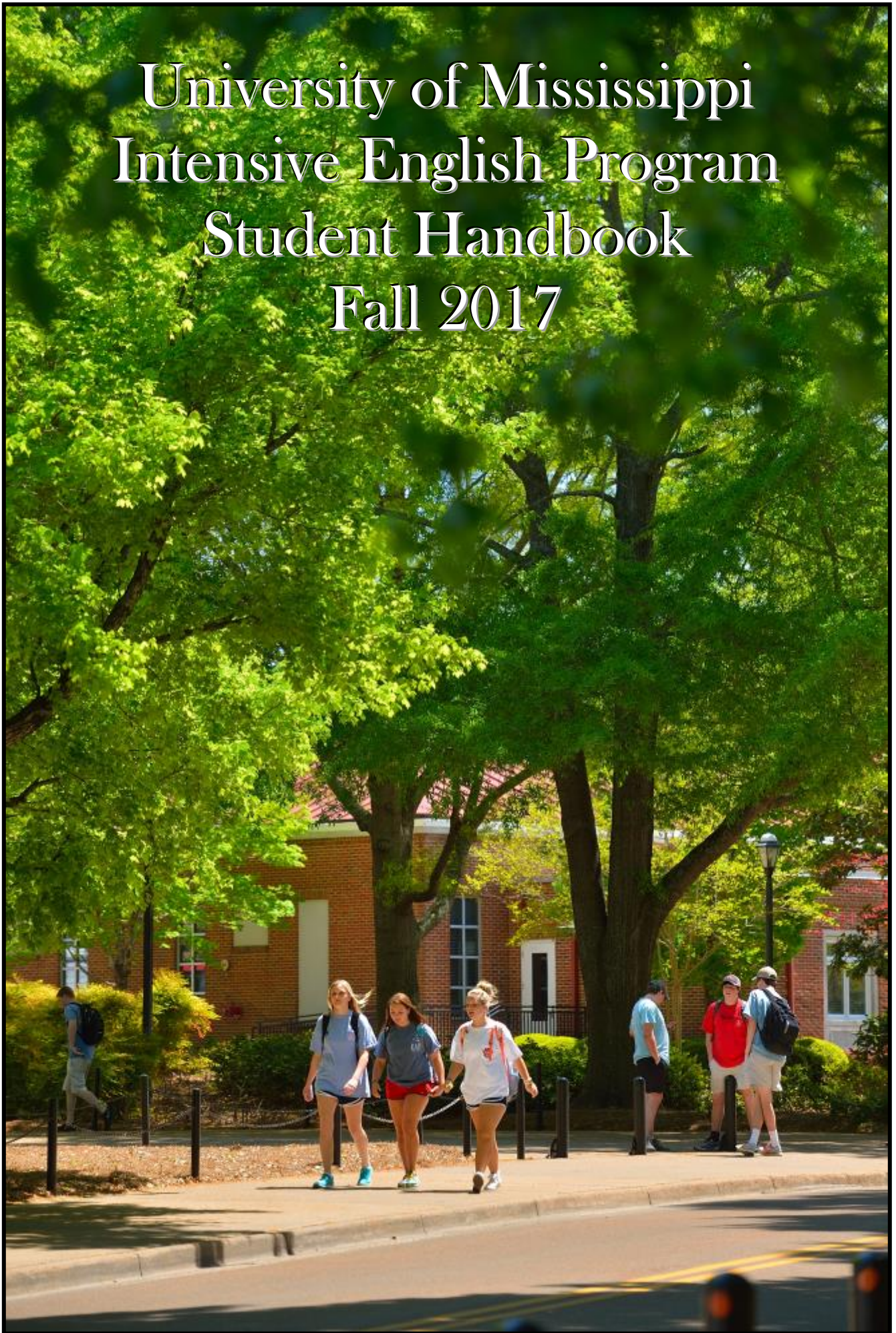


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Welcome!

Also known as Ole Miss, The University of Mississippi is located in the heart of the southeastern United States, the perfect location to experience the rich culture and warm hospitality of the American South.

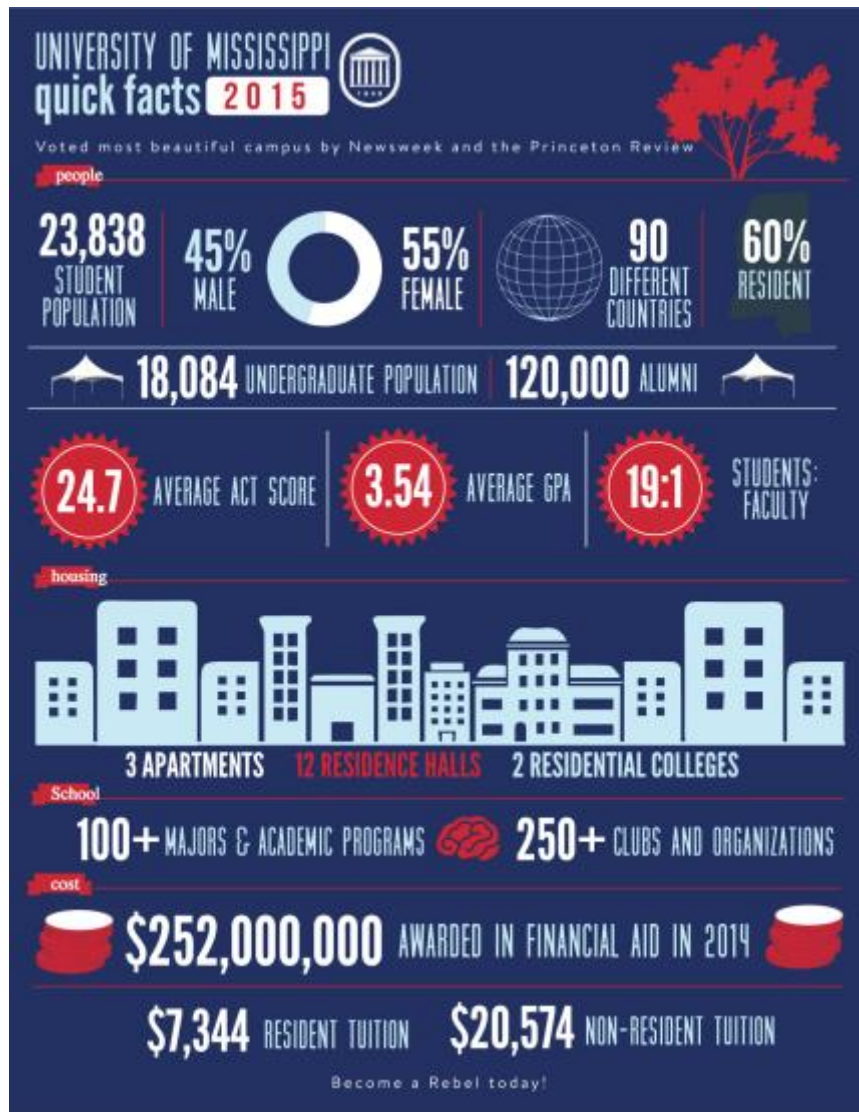
We are excited that you have chosen to study English here, and we hope that you grow to love Ole Miss as much as we do.

We are here to help and serve you as you meet your academic and personal goals while studying in the Intensive English Program. Please do not hesitate to contact us prior to your arrival in Oxford, during your studies here, and after you return to your home country.

Mission Statement

The Intensive English Program (IEP) provides English-language instruction to, and promotes global citizenship among, non-native English speakers from the University of Mississippi and surrounding community by offering multi-level, differentiated language instruction, community service initiatives, and cultural activities. Committed to providing innovative and state-of the art curricula, classroom materials, and teaching methods to international students, faculty, staff, graduate teaching assistants, **and professionals, the IEP supports the University of Mississippi's overall mission and its goal of** developing a sense of global responsibility.

We are Ole Miss



SCHOOL CHEER
"Hotty Toddy"
ARE YOU READY???
Hell yes, damn right!!!
hody todody gosh almighty
who in the hell are we...HEY!!!
flim flam, bim bam
OLE MISS BY DAMN!!!

Ole Miss Campus Map: <http://map.olemiss.edu/>

This is Oxford



Founded in 1837

Located in the State of Mississippi

Population of 21,757

Time Zone: Central Standard

Awards and Honors:

- Travel & Leisure Magazine one of the “**Top 10 Coolest College Towns in America**”
- **Money Magazine “100 Best Places To Live”**
- Outside Magazine “20 Best Small Towns in America”
- **USA Today one of the “Top Six College Towns”**

Fun Facts:

- Hosted 2008 Presidential Debate
- Home of William Faulkner, American writer and Nobel Prize winner
- **Home of one of the South’s oldest stores, The J.E. Neilson Co., started in 1839.**
- Has a big music scene

Average Temperature:

Month	Fahrenheit	Celsius
January	20-50 degrees	6-10 degrees
April	60-80 degrees	16-37 degrees
July	90-100 degrees	32-38 degrees
September	80-90 degrees	27-32 degrees
November	50-70 degrees	10-21 degrees

Important Numbers

IEP Contact Information

Email: iep@olemiss.edu

Phone: (662) 915-1560

Fax: (662) 915-6958

Web: www.iep.olemiss.edu

Facebook:

www.facebook.com/umintensiveenglish

To reach us by mail:

Intensive English Program

The University of Mississippi

P.O. Box 1848

620 All American Drive

University, MS 38677 USA

Emergency Services

University Police Department (Emergency) (662) 915-4911

University Police Department (Non-Emergency). (662) 915-7234

Ambulance 911

Fire Department 911

Student Health Center (662) 915-7274

Baptist Memorial Hospital (662) 232-8100

Counseling Center (662) 915-3784

University Emergency News/Weather (662) 915-1040

University Directory Assistance - Automated (662) 915-8411

University Directory Assistance - Operator (662) 915-7211

Cultural Adjustment

Feelings of Being Overwhelmed

The excitement of living in a new country, meeting new friends, tasting new food, but also feeling homesick, are common feelings for new international students. Although we at The University of Mississippi are friendly and welcoming to international students, sometimes the details of living in a new culture can be hard to understand. Many students face culture shock after they arrive.

Culture Shock

STAGE ONE: EXCITEMENT

You may...

- Feel very happy about the culture
- Feel overwhelmed with new things
- Find the culture exotic and be interested by it
- Be passive and may not confront the culture

STAGE TWO: LONELINESS

You may...

- Begin to interact with the culture
- Find the behavior of the people unusual and unpredictable
- Begin to dislike the culture
- Begin to withdraw
- Begin to criticize the culture and people
- Want to go home

STAGE THREE: ADJUSTMENT

You may...

- Begin to understand the behavior of the people
- Feel more comfortable living in the culture
- Feel less lonely
- Regain sense of humor

STAGE FOUR: ACHIEVEMENT

You may...

- Enjoy the culture
- Function easily in the culture
- Prefer host country behavior to that of home culture
- Adopt behaviors of local people

The American Classroom

International students also find talking with professors and environments in the classroom interesting. Depending on undergraduate, graduate, large lecture, or small discussion classes, the classroom culture can be quite different from home. Some of the common observations include: calling the professor by his/her first name, informal/ casual dress and behavior in class, students eating, reading, and sleeping in large classes, particular roles of teaching assistants and departmental secretaries, direct communication styles: speak up, speak fast, challenge the professor, the seriousness of plagiarism, expectations of independent work from students, or professor's admission of learning from

students. In addition, students may not be accustomed to the professor openly criticizing and complimenting them. One student said she is "not used to having people telling us when we did something bad. Or when people in our group don't like what we've done in our project. On the other hand, we are also not used to having our professors and colleagues give us compliments when we do something good". Some of these can be regarded as differences in communication styles and values, expectations of professors and students, teaching and learning, or simply culture.

Survival Tips for International Students

- When you feel "overwhelmed", you should talk to people. **Don't be afraid to share your homesickness** with staff or other students. Many of us have felt the same way before.
- To prepare for "homesickness". Talk to friends and family through Skype or other services. Also, bringing some memorabilia, photos, posters, music, or artwork from your country can make the transition as smooth as possible.
- Be patient and open-minded. It takes time to "use" a new language, "slang", or to get used to the food, customs, and "live in a culture". Don't hesitate to ask questions. Americans are always friendly and willing to offer help.
- Stay active and healthy, get involved, and be inclusive. Although you may feel comfortable speaking your language, hanging out with friends from your own country, and participating in the international student organization, try to include Americans in your activity or discussion. Speak English when there are other students around. Americans are eager to learn from you and about your culture.

Lastly, remember that you come to study in the States not only for grades and degrees, but also for a social life and community, and learning the culture. Allow yourself to join on and off campus communities. Participate in departmental and student activities, registered student clubs, and other volunteer organizations.

Financial Matters

What is a BURSAR ACCOUNT?

Every University of Mississippi student, including visiting students, has a Bursar Account. This is a financial account to which the University makes charges for tuition and on-campus expenses like housing, meal plans, health insurance, health center fees, etc. Your Bursar Account is first charged for these expenses, and, depending on the agreement with your university (see below) the Intensive English Program Office then posts a scholarship to your Bursar Account to cover some of these fees.

COSTS AND FEES

Depending upon your university's agreement with UM, the cost of studying at Ole Miss will vary. IEP students please speak with our office about costs and fees. Actual costs can be found online at www.iep.olemiss.edu/

IEP Students

A week or two after the start of classes, you will be given something called a Bursar Sheet. This piece of paper will explain the charges you might see on your bursar account, and will tell you the exact amount you need to pay.

Your Bursar Account

All billing and payment at UM goes through your UM Bursar Account. Tuition and Non-Resident Fees are charged to this account, as well as class fees, registration fees, housing fees, visits to the health center, meal plans etc. Payment schedule is as follows:

- 1st day of month – bill is due
- 15th day of month – a hold is placed on your student account
- 30th day of month – a service fee of 1.5% is added to the charge

Viewing your Bursar Account

Go to www.olemiss.edu and log into MyOleMiss using your Web ID and password. **On the “Accounts Statements” page, click on either “Retrieve Web HTML Account Statement”, or “Adobe PDF Account Statement”.** Your current charges and balance due can be seen on this page.

Paying your Bill

You can pay your bill at the Bursar's office, located on the 2nd floor of Martindale Student Services Center. You can use cash, money order, credit card, or debit card (Visa or MasterCard) There is a 2.75% service charge for all credit and debit cards.

Paying Online using Flywire. **Follow the same directions as “Viewing Your Bursar Account”.** Once at the “Account Statement” page, click on “Pay Account via Flywire” in the left-hand menu.

1. On the “Pay Account” screen, type in the amount you would like to pay today and select a payment method.
 - New Bank Account – Must be US account – required information can be found on a check from your account
 - New Credit Card – Must be a Visa or MasterCard but can be international
2. Once payment is completed, you should receive a notice on the following page.

All visiting international students must accept their scholarships through the MyOleMiss portal. Failure to accept your award will result service fees for which you are responsible.

Accepting your scholarship:

1. Go to www.olemiss.edu and click on MyOleMiss
2. Login to MyOleMiss using your Web ID and password
3. **In the “Student” tab on the blue banner, click “Financial Aid”. On the “Check Your Award Status” page, select “Fall/Spring” and “Academic Year (e.g. 2016-2017) Undergraduate”.**
4. **There are four pages to the “Award Notification”**
5. **Click “Accept” next to all the scholarships offered**
6. **Make sure the correct totals show in the column and on the “Tentative Aid Total” line.**
7. **Under “Enrollment Status” select the number of hours you are enrolled in for Spring**
8. **Click “Next” at the bottom of the page.**
9. **On page 2, review that the information is correct and click “I Accept” and “Confirm”**
10. **On page 3, review the information and click “Next”**
 - a. **If there is a problem with your award, it will be noted under “Actions Needed”**
 - b. **Ignore the “FAFSA” message and any messages about “direct deposit”**
11. **On page 4, review the information and click “Exit”**
12. **If you have any trouble accepting your awards, come to the IEP for assistance.**

Estimated Semester Costs (per term)*

- Application fee — \$125
- On Campus Housing – \$3040
- Meals on campus — \$1485 (unlimited meals/week)
- Mandatory UM health insurance — around \$1150
- Mandatory TB Testing — \$165
- International study fee — \$100
- Materials — \$300
- Capital Improvements Fee – \$55
- Optional linen and dish pack — \$35
- Personal spending money — ~\$300 per month

*Based on approximate Fall 2017 fees and subject to change.

Maintaining Legal Status as an F-1 IEP Student

United States immigration regulations are constantly changing. F-1 students should be aware of and comply fully with the following compliance requirements set forth by the Department of Homeland Security (DHS):

- You must attend the college/university listed on your current I-20.
- You must maintain a valid, unexpired passport and have at least 6 months of validity on your passport at all times.
- The F-1 visa is an entry document. You may remain in the U.S. on an expired F-1 visa as long as your I-20 is valid and you are in good immigration status. If your visa has expired and you leave the U.S., you must have it renewed before you will be allowed to re-enter the U.S.
- You must be a full time student during Fall & Spring semesters and during the summer if the summer is your first term of enrollment.
- If you cannot enroll full-time due to a medical condition, you may qualify for a reduced course load for a temporary period of time, but specific documentation is required, and approval must be granted by the International Student Advisor in the Office of International Programs.
- F-1 students are allowed to work on-campus up to 20 hours per week when school is in session. Off campus employment is not permitted.
- You will need a signature on page three of your I-20 from one of the designated school officials in the Office of International Programs in order to return to the U.S. as an F-1 student following international travel.
- If you cannot complete your program by the date listed on your I-20, you will need to apply for an extension of your program of study prior to the expiration date on your Form I-20.
- After your program ends, you have a 60-day grace period to exit the U.S., to transfer to another institution or to change your status. **This is only available when you will be completing your program and not returning to the University of Mississippi.**
- If you wish to bring any accompanying dependents (spouse or children) to the United States on F-2 status, you should request a dependent I-20 **by filling out a “Request Form” at the OIP front desk. Please remember to include a copy of the dependent’s passport.**
- You must obtain a new Form I-20 before beginning a new academic program at a new level (For example, **Undergraduate to Master’s, Master’s to Ph.D.**).
- You must complete an official immigration transfer of your SEVIS record if you change schools. You must fill out a request form at the OIP front desk, as well as provide a copy of your admission letter to the new institution.
- You must report any change of address in MyOleMiss and by completing an **“Information Update Sheet”** at the OIP front desk within 10 days of the change. OIP will electronically notify the Department of Homeland Security of the address change, via SEVIS, as required by the regulations.

Academic Matters

Intensive English Program Students

During the orientation week, you will take a placement test, which will determine the level of classes you will take during the semester. The IEP staff and faculty will do your schedule and class registration for you, and you will get your schedule on the first day of classes.

A full-time IEP student will take 18 credit-hours and 20 contact hours of classes which is equivalent to 6 classes and should expect to be in classes approximately 8 AM to 4 PM Monday through Friday. A part-time IEP student can enroll in approximately 9 credit-hours of classes which is 3 classes.

Academic Expectations and the Classroom

Every university is different in its students, classes, and goals. Because of this, The University of Mississippi might be very different from your home country.

Classes are typically small (a maximum of 20 students), so professors expect a lot of interaction from students. This also means that your professor will probably know you by name and call on you to answer questions. Students are expected to turn in homework and sometimes take daily quizzes. Be sure to read the course syllabus handed out on the first day of class to know what is expected of you.

Compared to classrooms in some other countries, United States classrooms tend to be more informal. There are, however, some very important basic rules of which you should be aware:

- Arrive on time for class.
- Remember to go to class prepared.
- Be sure to do all your reading and homework.
- **Don't be afraid to voice your opinions, even if they** differ from your classmates or professor.
- Be aware that you will not only be expected to memorize information, but also to think on your own, draw your own conclusions, and defend your positions.
- **Be respectful of others' opinions and expect to** be respected for your opinions also.
- If you encounter any study problems, communicate with your professors immediately.
- Be sure to hand in all of your homework and assignments on time.
- Your professors will evaluate your work throughout the entire semester. Final tests are not the only determinant of your grade. Instead, expect a midterm test, quizzes, class participation grade, and sometimes even extra credit grades to add to your final grades. The scoring for your class will be listed in your course syllabus.

Grades and GPA

What could also be surprising to you is the U.S. grading system. GPA stands for Grade Point Average. This may be a different system from what you may be used to in your home country. Be aware that every course will influence your GPA. In most courses at Ole Miss, 90-100 percent is equivalent to an A, or excellent; 80-89 percent is equivalent to a B, or good; 70-79 percent is equivalent to a C, or average; 60-69 percent is equivalent to a D, or below average; and 0-60 percent is equivalent to an F, or fail. The grading system for your particular course should be listed in the course syllabus. A complete outline of the UM grading scale can be found online at:

<http://www.olemiss.edu/info/grading.html>

Textbooks and Class Materials

Most courses require some type of textbook. The cost for all class materials is \$300.

Filing a Complaint

While we hope that you enjoy all of your classes and teachers, we know that things aren't always perfect. If you have a complaint about **your level or grades, please talk to your teachers. If they can't help you with your complaint, it will be passed along to the IEP Director.**

If you have a formal complaint about a serious issue, please see the IEP Advisor and they will try to **help you. If the issue can't be solved, the complaint will be shared with the IEP Director.** If you feel more comfortable giving the complaint in your native language, IEP can contact Modern Languages to find a translator to help.

Formal complaint forms are available in the IEP Office.

Academic Counseling

If you are having trouble with classes, please talk to your teacher. Your teacher can help you make an action plan on how to make sure that you understand your lessons. An action plan can include going to tutoring, extra assignments, and meeting with your teacher during office hours.

Enrollment and Cancellation Policy

Students may cancel their IEP enrollment before the first day of class without any penalty; however, application fees are non-refundable. Once classes begin, IEP does not provide any refunds to full time students who withdraw early.

IEP will handle class registration for all full time IEP students. The process for part time students adding and dropping classes follows the University of Mississippi Academic Calendar. For Fall 2017, the dates are the following:

August 21: Classes begin

September 1: Deadline to drop a class (no fee)

September 1: Deadline to add a class

September 2: Last day to drop a class (students will be charged a fee)

October 2: Deadline for course withdrawals (tuition and fees are non-refundable)

Attendance and Level/Course Repeating

The Intensive English Program follows attendance guidelines set by the University of Mississippi. The **University's full policy may be found at:**

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=11527112>

If a student makes under a C-average in their level, they are allowed to repeat the level 3 times before they will no longer be allowed to study in the Intensive English Program. Students are expected to progress to the next level of classes at the end of each full fall, spring, or summer term. **Students who wish to repeat one course may follow the University's Academic Forgiveness policy to have a non-passing grade replaced.** This policy may be found at: <http://registrar.olemiss.edu/wp-content/uploads/sites/47/2013/10/FORGIVENESS.pdf>

Academic Services

The Writing Center

Location: Lamar Hall Ste. C (3rd Floor)

Hours of operation:

Monday – Thursday: 9:00 AM – 9:00 PM

Friday: 9:00 AM – 3:00 PM

Saturday: Closed

Sunday: 1:00 PM – 9:00 PM

Phone: 662-915-7689

Email: cwrwc@go.olemiss.edu

Website: <http://rhetoric.olemiss.edu/writing-centers/oxford/>

For help with academic written assignments, you can make an appointment to work with a tutor in the Center for Writing and Rhetoric.

For IEP and undergraduate students: You can make an appointment using this website:

<http://rhetoric.olemiss.edu/writing-centers/oxford/>

How to schedule an appointment:

- Keep in mind that this service is unavailable on weekends and University holidays. Language coaches are graduate students who receive part-time assistantships and are available for a limited number of hours.
- Attach your document to your request for a consultation. Please allow time for a coach to read your paper. For example, if you send your request to read a 30-page document on Friday afternoon at 3:00 and request a meeting on Monday, **your deadline probably won't be met.**
- All pages should be numbered, double-spaced, and spellchecked.
- Telephone 662-915-7686 or email cwrwc@olemiss.edu between the hours of 9am and 9pm to arrange a writing consultation.

J.D. Williams Library Reference Department and Help Desk

The Reference Department in the J.D. Williams Library has reference librarians with subject expertise to assist with reference and research questions, individualized research help, and instruction in the use of library resources. They can provide help using the library catalog, databases provided by the library, microform and media machines, as well as assistance searching and evaluating Web sites. These services are provided both in the library and remotely by telephone, email, or through IM chat.

Services

The Reference Desk is located in The Commons on the first floor next to the print station. Reference Desk Services include:

- Walk in services are available for quick or complex questions.
- Schedule a one-on-one consultation with a Subject Librarian at:
 - http://www.olemiss.edu/depts/general_library/files/ref/request.php

- Phone the desk with questions, (662) 915-5855.
- Email a librarian at: http://www.olemiss.edu/depts/general_library/files/ref/ask.php
- Chat with a librarian at http://www.olemiss.edu/depts/general_library/files/ref/askalib.html

Student Disability Services

Location: 234 Martindale Center

Phone: 662-915-7128

TTY: 662-915-7907

Fax: 662-915-5972

Email: sds@olemiss.edu

The Office of Student Disability Services (SDS) at The University of Mississippi is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodation, which support University standards and academic integrity.

University policy provides for reasonable accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

SDS provides classroom accommodations to all students on campus who disclose a disability, request accommodations, and who meet eligibility criteria. We do not have specialized programs for specific types of disabilities.

To view The University of Mississippi's official policies and procedures for students with disabilities, please visit this link: http://www.olemiss.edu/depts/sds/SDS_Policies.htm

IT & Computer Labs

Most professors will require you to type your essays and only under extreme circumstances will they accept anything handwritten. As a result, The University of Mississippi offers computer centers on campus, open between 8 and 12 hours per day (depending on the time of year). During exam time or toward the end of the semester the computer centers may become very busy so plan ahead. While labs are available in some departmental buildings, the main computer labs on campus are in Weir Hall and the J.D. Williams Library.

These computers are maintained by the Office of Information Technology. Other services available through IT include:

- Set up of campus e-mail (**your "@go.olemiss.edu" address**)
- Access to personal Web page
- Technical support Monday through Friday between 8 a.m. and 5 p.m.
- Set up of laptops for Internet access around campus

For more information on IT services visit <http://www.olemiss.edu/depts/it>

Housing Options

1. On-campus offered by the Office of Global Engagement

The Office of Global Engagement has on-campus housing available for IEP students. Space is limited and the first to sign up should get a room. Rooms are in the newest dorm on campus: Residential Hall 3. You will share a room with another student, and a full bathroom is located in your room. A shared kitchen is available for use.

The approximate cost of on-campus housing is \$3,040 per semester billed to your Bursar Account in September and/or January, plus a \$75 application fee. In order to book a room on-campus you need to complete the Housing Request Form and submit it to iep@olemiss.edu

2. Off-Campus Housing

There are many off-campus housing options also available to students. Information about the different apartment communities can be found online at offcampus.housing.olemiss.edu/. There are also several printed apartment guides available upon arrival in Oxford. If you choose this housing option you must arrange accommodations on your own. Please remember that some apartments are not within walking distance of campus. Check to see if bus routes are near by.

Also note that most apartments in Oxford are leased for a full year and some require a guarantor who will take emergency financial responsibility living in the US. Many students sublease apartments for the time they will not be on campus.

No matter where you choose to live off campus, be sure to request a written lease from your landlord including: a description of property and total number of people allowed to live in the property; specific date you will live there; subletting allowance; deposit requirements; monthly rent amount and due date; how utilities (electricity, water, gas) are handled; and responsibility of maintenance repairs.

Meals On and Off Campus

On campus there are a few different dining locations. Information about all the campus dining options can be found online at <http://olemiss.campusdish.com>

Students living on campus usually select to eat at Rebel Market, the University cafeteria. A variety of MEAL PLANS may be selected – for more information about meal plans please visit the ID Center Office. Rebel Market offers all-you-care-to-eat dining at an affordable price. Rebel Market is open Monday through Friday from 7:00 a.m. to 8:00 p.m. and for brunch and dinner on Saturday and Sunday. It is also open limited hours during some University holidays.

You may also put Ole Miss Express dollars on your card to use for on-campus vending machines, stores on campus, and some locations off-campus as well. See the ID Center for more information.

Outside the cafeteria but still on campus there are many other dining options. The Student Union Food Court offers options including sandwiches, pizza, Mexican, sushi, salads, and more. The Food Court is open 7:00 a.m. to 10:00 p.m. Monday through Friday, with Subway open to 12 AM and 10:00 a.m. to 8 p.m. on Saturday and Sunday, except on holidays. There are also many locations all around campus that sell coffee, sandwiches, sushi, etc. Locations include the Starbucks in the J.D. Williams Library, and the cafeteria in the Luckyday Residential College. Einstein Brothers Bagels is an option in Anderson Hall, serving coffee, bagels, salads, and sandwiches from 7:00 a.m. to 7:00 p.m. Monday through Thursday, and 7:00 a.m. to 3:00 p.m. on Friday.

Off campus, from fast food to gourmet, Oxford has many venues for you to try amazing food. Oxford is known for its food!

Approximate costs for off-campus meals are:

- Breakfast: US \$7-10
- Coffee: US \$1-3
- Lunch: US \$10-20
- Dinner: US \$10-30

On-Campus Dining Locations



Ole Miss Express Off-Campus Locations

Abner's Restaurant - S. Lamar

Blvd 430 S. Lamar Blvd ■ Oxford, MS 38655 -- 662-232-8659

Abner's Restaurant - W. Jackson

Ave 1927 W. Jackson Ave ■ Oxford, MS 38655 -- 662-236-3080

Applebee's -- Website 1931 W Jackson Ave ■ Oxford, MS 38655 -- 662-234-2308

Back Yard Burgers -- Website 103 Home Depot Drive ■ Oxford, MS 38655 -- 662-236-1233

Boneheads -- Website 1801 Jackson Ave W ■ Oxford, MS 38655 -- (662) 638-3636

Campus Book Mart 2128 Jackson Ave W ■ Oxford, MS 38655 -- 662-234-5993

Chaney's Pharmacy 501 Bramlett Blvd ■ Oxford, MS 38655 -- 662-234-7221

Chili's Grill and Bar 2576 W Jackson Ave ■ Oxford, MS 38655 -- 662.281.3952

CVS #6031 -- Website 1912 Jackson Ave West ■ Oxford, MS 38655 --

Domino's Pizza 1603 W. Jackson Ave ■ Oxford, MS 38655 -- 662-236-3840

Great American Cookies -- 1801 W Jackson Ave Unit A - 102 ■ Oxford, MS 38655 -- 662-638-3928

Huddle House #378 -- 1925 West Jackson Ave ■ Oxford, MS 38655 -- 662-238-2977

Larson's Cash Saver 1936 East University Ave ■ Oxford, MS 38655 -- 662-234-3221

McAlister's Deli 1515 University Ave ■ Oxford, MS 38655 -- 662-234-1363

My Guys Biscuits & Bar-B-Que --

Website 1700 West Jackson Ave ■ Oxford, MS 38655 -- 662-236-1200

Old Venice Pizza Co. 1112 Van Buren Ave ■ Oxford, MS 38655 -- 662-236-6872

Oxford Food Mart 725 Molly Barr Rd ■ Oxford, MS 38655 -- (662) 236-2929

Oxford Four Corners Chevron 502 S. Lamar Blvd. ■ Oxford, MS 38655 -- 662-234-7221

Papa John's Pizza #0173 1506 West Jackson Ave ■ Oxford, MS 38655 -- (662) 234-8648

Pizza Hut #2122 - University Ave 1506 University Ave ■ Oxford, MS 38655 -- 662-236-2005

Pizza Hut #2123 - West Jackson

Ave 1103 West Jackson Ave ■ Oxford, MS 38655 -- 662-236-3333

Rebel Bookstore, Inc. 818 East Jackson Ave ■ Oxford, MS 38655 -- 662-234-2903

Smoothie King 2311 W Jackson Ave, Suite 307 ■ Oxford, MS 38655 -- 662-259-2651

The Pita Pit -- Website 309 N Lamar Blvd ■ Oxford, MS 38665 -- 662-238-3535

West Jackson Chevron 2625 Jackson Ave West ■ Oxford, MS 38655 -- 662-236-6443

Wingstop -- Website 1522 W Jackson Ave ■ Oxford, MS 38655 -- 662-470-5402

Zaxby's 2574 West Jackson Ave ■ Oxford, MS 38655 -- 662-234-1024

Facilities and Services On Campus

Student Health & Medical Treatment

Medical Treatment

There is no National Health Service as there are in parts of the world. Instead, the U.S. depends on your ability to pay using your own money or with the help of a health insurance policy. Medical costs in the United States are very high. Costs vary from clinic to clinic and region to region. For example, a visit to a doctor will cost approximately U.S. \$60 - \$100 before any medication is prescribed.

Treatment for a broken arm requiring a one-night stay in the hospital can cost between U.S. \$1,500 and \$2,000. A chest x-ray costs approximately U.S. \$85 and a visit to the emergency room can cost you more than U.S. \$200 before treatment.

The Student Health Center Visit

All international students who enroll at the University of Mississippi, both degree- and non-degree seeking, are required to complete a student health visit prior to attending classes. Students will be given time during Orientation Week to visit the V.B. Harrison Student Health Center to complete this requirement. At this visit students will have a chest x-ray and Tuberculosis blood test. Medical records will be reviewed to check for adequate MMR vaccine for measles, mumps, and rubella. The cost of this visit for the chest x-ray is approximately \$165 **and will be billed to each student's** Bursar Account. This charge must be paid by the student and is not part of the benefits given to any visiting international students.

If you have not had two MMR injections, you will be required to have these for U.S. \$95 per shot. A **"hold" will be put on your student account until you have visited the health center** and have submitted proof of 2 MMR injections. When both steps are complete the hold will be lifted and you will have access to all the activities available to visiting international students.

Health Insurance

All international students must have health insurance. The University of Mississippi requires all international students to maintain health insurance coverage as a condition of enrollment and maintenance of status. This is to protect you when you need medical care in this country.

In addition, all dependent family members of J-1 Visa holders are required by federal regulation to have health insurance at all times while in the United States. Failure to maintain the required health insurance will result in release from The University of Mississippi and the requirement that you leave the United States immediately.

All international students will be enrolled in a health insurance program at the time of registration each semester. It is important to read the brochure describing what is and is not covered. Participation is mandatory and may be only be waived for some students. Please ask your advisor for more information. The cost for health insurance is billed to the Bursar Account.

Aetna Health Insurance Claims

Students who have been charged for University of Mississippi health insurance can access their insurance cards by following these directions:

1. Go to www.aetnastudenthealth.com
2. In the upper right of that page, click on “Find My School” and select “University of Mississippi”
3. On the left-hand menu click on “Print Your ID Card”
4. Enter your Student ID Number (beginning with “1”) and birthdate (mm/dd/yyyy) and click “View Card”
5. Click on “Print Your ID Card” to print a copy of your card

If you receive a message that the card is still being processed, please check back in 2-3 days. You **will be required to present this card each time you visit the Student Health Center, a doctor’s office, or a hospital.** If you have already visited a doctor or hospital, you can take this card to them as proof of insurance on your previous treatment. Carry a copy of the card at all times in case of an emergency. There is a 90 days deadline from day of treatment to file a claim with Aetna Health Insurance.

Filing a Claim

Bills must be submitted along with claim form with 90 days from the date of treatment.

- **Find My School’s Plan**

- School Name
 - (University of Mississippi
 - Help
- Aetna Claim

Form <http://www.aetnastudenthealth.com/schools/aetnaClaim.pdf>

- **Find My School’s Plan**

- School Name
 - (University of Mississippi)
 - Help
 - Aetna

Prescription Drug Claim Form <http://www.aetnastudenthealth.com/schools/aetnaDrug.pdf>

Payment for Covered Medical Expenses will be made directly to the hospital or physician concerned, unless bill receipts and proof of payment are submitted. If itemized medical bills are available at the time the claim form is submitted, attach them to the claim form. Medical bills after the first one should **be mailed promptly to the above address. You will receive an “Explanation of Benefits” when your claims are processed.** The Explanation of Benefits will explain how your claim was processed, according to the benefits of your Student Accident and Sickness Insurance Plan.

The Student Health Center
V.B. Harrison Student Health Services

Location: V.B. Harrison Building on Rebel Drive

Contact Information:

Phone –

- o Health Services: 662-915-7274
- o Health Promotion: 662-915-6543
- o Pharmacy: 662-915-5279
- o Physical Therapy: 662-915-2027

Hours of Operation:

Monday-Thursday: 8 a.m. - 5 p.m.

Friday: 9 a.m. - 5 p.m.

Closed on weekends and holidays

Your first choice for non-emergency health care in Oxford will be the Student Health Services Center located on campus in the V.B. Harrison Building.

The health center has a staff of three physicians, two nurse practitioners, and a psychiatrist, as well as registered nurses, pharmacists, and lab and x-ray personnel to assist you. Most services are provided on a walk-in basis.

Office visits are free of charge to full-time students, including visiting international students. Charges are made for lab work, x-rays, equipment, and other supplies. These charges will be posted to your Bursar Account unless paid at the time of service. The Student Health Center's **phone number is (662) 915-7274.**

If you need care at a time that the Student Health Center is closed you will need to consider what alternative health provider can best meet your needs.

Urgent Care Clinic of Oxford

Urgent Care is a more affordable option for emergency treatment that is not severe or life threatening.

Open 7 days a week

Hours: Monday-Friday, 8 a.m.-7 p.m.; Saturday, 9 a.m.-5 p.m.; Sunday, 12 p.m.-5 p.m.

Services: Minor emergencies, general practice medicine, screening, lab test, physical examinations, x-ray

Location: 1487 Belk Blvd.

Phone: (662) 234-1090

Baptist Memorial Hospital of North Mississippi

In case of a major emergency you should go immediately to Baptist Memorial.

Open 7 days a week

Hours: 24 hours

Services: Major emergencies, life-threatening illnesses, broken bones

Location: 2301 South Lamar

Phone: (662) 232-8100

The Counseling Center

Location: The Student Counseling Center is located in Lester Hall.

Contact Information:

Phone: 662-915-3784 Please call to set up an appointment.

Afterhours phone: at 662-915-7234 – ask to speak to a counselor

Website: <http://www.olemiss.edu/counseling/index.html>

Email: counslq@olemiss.edu

The University of Mississippi provides free counseling services to all students (including visiting international students) who feel they might like to talk with someone about problems they are having.

Counseling Center Services:

Personal Counseling and Therapy helps clients take more effective control of their lives. Some of the types of personal issues addressed include: college adjustment, depression, anxiety, relationship concerns, substance abuse, eating disorders, grief/loss issues, family problems.

Group Counseling and Therapy offer support groups and therapy groups as a means of helping students in a safe environment. Depending on need and interest, group offerings might include: homesickness, eating disorders, substance abuse, relationship issues, parenting issues, assertiveness, self-esteem, adjusting to college life, etc.

Crisis Intervention - A counselor is available 24 hours a day for emergency assistance.

To serve you better during office hours, please make an appointment when possible. In the case of an emergency during office hours you can come to the University Counseling Center without an appointment and ask to speak with the on-call counselor.

After office hours, please contact UPD at 662-915-7234 and ask to speak with the on-call counselor. They will take a number where you can be reached and a counselor will call you back. You do NOT have to file a police report or take any official police action to speak with a counselor.

Sexual Violence

If you or someone you know would like more information on services available to students dealing with sexual violence, please call the Counseling Center (662-915-3784) or the Office of Violence Prevention (662-915-1059)

Sexual violence is any kind of sexual contact against a person's will and without consent. Some commonly heard terms that fall under the umbrella of sexual violence include:

- Sexual Assault: Any unwanted sexual contact, including intercourse, touching, or oral sexual stimulation that is performed without consent, often through the use or threat of force.
- Rape: Any kind of sexual intercourse (penetration) - vaginal, oral, or anal - that is committed against a person's will or is committed with physical force or the threat of force. Intercourse during which the victim is drunk, unconscious or otherwise considered unable to consent is also rape. Rape is a subcategory of sexual assault.
- Sexual abuse: Any action performed by a person in order to feel sexually stimulated without the other person's consent, such as watching, touching, or sexually assaulting the victim, or speaking to the victim in a sexual nature.

Recreation/Leisure

The Department of Campus Recreation, located in the Turner Center, provides recreational opportunities that promote fun social interaction, student leadership, competition, instruction, health, and fitness.

Programs include:

- Ole Miss Outdoors – or OMOD – which facilitates students in hiking, climbing, rafting, caving, camping and other outdoor ventures.
- Intramural sports serving as a chance for groups of students to get together and compete in football, soccer, rugby, volleyball, and other team and individual events.
- Club sports — including martial arts, fencing, and badminton — where students can join teams that compete regionally and nationally on behalf of the University.
- An elite fitness center available to all full-time students providing non-credit classes such as aerobics and yoga; fitness machines including free weights, treadmills, and elliptical machines; and a swimming pool with lanes and lessons.

Student Organizations

A full list of organizations available to all students attending UM can be found at dos.orgsync.com/student_organizations

A few organizations that may be of particular interest to international students include:

- Friendship Association of Chinese Students and Scholars
- India Association
- International Student Organization
- International American Student Alliance
- Korean Student Association
- Muslim Student Association
- African Caribbean Student Association
- Taiwanese Student Organization

You can search for additional organizations at dos.orgsync.com/stuorgsearch

University Policies

As a visiting student at The University of Mississippi you will be subject to rules and policies that may be different from your home university. Please consult the University M-Book at http://www.chaptertools.net/site_files/file_1252689142.pdf for more information. In general, though, keep the following in mind:

- There is a zero tolerance policy for all illegal drugs.
- The University of Mississippi does not permit alcohol consumption or smoking in any campus building, including residence halls.
- The University has a clearly defined alcohol policy. Details of this policy can be found at <http://www.olemiss.edu/alcohol/policy.html>.

Life Outside the Classroom

Living in the South: Tips for Cultural Adjustment

The people of Mississippi tend to be very social, generous, and hospitable. Family and traditions are **important for the typical Southerner, and it's common for students to keep close contact with their** family throughout their college career. Social expectations tend to be traditional, but the people of Oxford pride themselves in being curious about and open to other cultures. You are encouraged to share your home country and culture with other students during your stay.

You are also encouraged to experience the diverse aspects of US cultural life: American football, basketball, and baseball games, concerts and theater productions on campus and at the Ford Center, and even religious traditions. Feel free to ask Mississippi natives about their culture, food, and music; Mississippians are proud of their state and want you to know about it.

Cultural adjustment can be an easy or difficult part of your experience at Ole Miss. Both students coming to Ole Miss and UM students heading to other countries will go through phases in dealing with this adjustment. While the process can take time, being aware of the steps can help lessen some of the possible anxiety of living in a new environment.

If you find it difficult to adjust to life in the U.S. or just need someone to talk to, you are always welcome to talk with us at the Intensive English Program Office.

Global Ambassadors program

The UM Global Ambassador Program is organized by the Office of Global Engagement so that every visiting international student will have a peer and community member to bond with and learn from throughout their stay in Oxford. Global Ambassadors help international students get use to life at Ole Miss by getting them involved in campus activities and introducing them to college traditions such as “Groving”, pep rallies, Greek life, and local arts. Each student will be introduced to, or contacted by their Global Ambassador during Orientation Week.

Safety and Security in Oxford

Oxford is a town with a very low crime rate, and the entire community is dedicated to keeping the town safe. There are various U.S. law enforcement agencies in town (campus, municipal, state, and federal), all with different uniforms and their own areas they work with.

Campus police are real police officers and must be respected. It is important to remember that you must be 21 to buy or drink alcoholic beverages in the United States. In Oxford, as in most regions of the United States, you will be asked to show picture identification to prove that you are at or above **the legal drinking age. Many bars will only accept a driver's license or state identification card,** obtainable from the Department of Motor Vehicles. Passports are sometimes not an accepted form of ID.

We recommend that you do not carry your original passport with you, but rather a copy. It is a lengthy and tedious process to replace the original if you should misplace it and you may have to travel quite a distance to get it replaced. Please also remember to keep the white, I-94 paper in your passport. Without this paper your visa is not valid and you could be arrested and sent back to your home country.

Cell Phones

Cell phones are the most convenient way to keep in touch with friends at UM and abroad. **“Pay as you go” phones are typically a better deal for international students staying in Oxford for a year or less.** Phones and phone cards can be purchased at cell phone retail shops as well as Wal-Mart. For more information search individual U.S. cell phone companies online.

Some popular companies include: StraightTalk, AT&T, Verizon, and C-Spire.

Banking and Accessing Money

We encourage you to open a free student checking account through a local bank. This allows you to deposit money; you can also withdraw cash from this account at one of the ATMs located on campus or in town. There are also banks in town where you can exchange money or travelers checks.

Contact information for a bank we recommend whom works with international students is:

Regions: One location on-campus (Student Union- ATM only) and three locations off-campus (The Square- ATM and Office, Jackson Avenue- ATM and Office, University Avenue- ATM only)

Regions Bank
158 Court House Square
Oxford, MS
38655

Regions Bank
1960 University Avenue
Oxford, MS
38655

Phone: (662) 234-4751

Phone: (800) 734-4667

Shopping in the U.S. is “self-service” and, in most instances, the prices are not negotiable. This means there is no bargaining. Prices may vary from one store to another, so it is usually best to shop around before purchasing. Purchases made at a sale price usually cannot be returned or exchanged. Many Oxford clothing stores have sales of 35 to 50 percent off their items after Christmas and in July. In the United States, most stores are specialized to carry food and related items (grocery stores), drugs and toiletries (drug stores), clothing and shoes, hardware, plants, records, appliances, or furniture. Department or discount stores do not specialize in a particular item but carry a wide variety of items.

Shops in America typically open at 9 a.m. and remain open until anywhere from 6 to 9 p.m. Retail shops or stores do not close over lunch and will often remain open for longer hours. There are grocery stores (like Wal-Mart and Kroger) open 24 hours a day, 7 days a week, even in rural areas.

Wal-Mart, Kroger **and Larson’s Cash Saver**

Grocery stores vary in their prices. It is usually best to shop at several grocery stores to decide which has the best prices on the items you normally purchase. Testing food before purchasing in the grocery store is not allowed unless samples are provided by the store. Kroger (on University Avenue) and Wal-Mart (on Jackson Avenue) are the two largest grocery stores in Oxford. **Larson’s Cash Saver** is a smaller, locally run grocery store also located on University Avenue. In addition to food items, Wal-Mart also sells general living supplies and clothing. Most anything you need can be purchased at one of these stores. The Oxford University Transit offers routes to all three stores.

Getting Around Town and Campus

Public Transportation

Oxford offers a public transportation system called Get on O.U.T. (Oxford University Transit). Fares are free for students (with a student ID). There are now several routes around town, and the route and schedule is included in your welcome packet. You may also visit this web site for more information: <http://www.oxfordms.net/visitors/oxford-university-transit>

Bicycles

Many UM students and staff bike to campus. If you would like to rent or purchase a bicycle to use during your time at Ole Miss you have several options. The UM Green Initiative offers a bike share program called “Rebel Pedals.” This provides a bike-rental program that is great for visiting students.

Visit the web site for more information: <http://bike.olemiss.edu/>

Should you decide to purchase a bicycle, the following locations sell bicycles:

- Wal-Mart offers generic brand bikes that will be suitable for short commutes to and from class.
- Oxford Bicycle Company, at 407 Jackson Ave. East, also sells new and used road bikes and mountain bikes.

Bicycle Safety—Essential Rules

1. Follow the Rules of the Road

Ride with traffic and obey the same laws as drivers.

Use the rightmost lane that heads in the direction that you are traveling.

Obey all traffic control devices, such as stop signs, lights, and lane markings.

Always look back, use hand and arm signals to show you will stop, merge or turn.

2. Be Visible

Ride where drivers can see you.

Wear brightly colored clothing at all times.

At night, use a white front light and red rear light or reflector. Wear reflective tape or clothing.

3. Be Predictable

Ride in a straight line and don't swerve between parked cars.

Make eye contact with motorists to let them know you are there.

Do not ride on the sidewalk.

4. Anticipate Conflicts

Be aware of traffic around you and be prepared to take action to stay safe.

Learn braking and turning techniques to avoid crashes.

Be extra alert at intersections.

5. Wear a Helmet

Make sure that the helmet fits on top of your head, not tipped back or forward.

After a crash or any impact that affects your helmet, visible or not, replace it immediately.

Taxis

Unlike larger cities where you can hail a cab at most corners, Oxford taxis are strictly on-call providers. The companies listed below will provide service as quickly and efficiently as possible:

- **Angel Taxi:** (662) 236-5557
- **Rock Star Taxi:** (662) 701-7019

Operating a Motor Vehicle in the United States

If you are **thinking about buying a car, you should consult the “Blue Book”** (available at most banks and libraries, as well as online), which gives you the standard values of used and new cars. You will be required to purchase car insurance and register your car with the Department of Motor Vehicles (DMV) in Mississippi. To register your car, you will need the title (which will have been signed over to you), a bill of sale from **the seller, a valid driver’s license, and proof of insurance coverage.**

Registration fees for vehicles can be more than \$150. To drive any vehicle in the United States – bought, rented, or borrowed – **you will need to have a valid driver’s license. When possible, it is best to apply for an International Driver’s License within your home country prior to departure. This license cannot be obtained when you have arrived in the U.S., and you will have to get a Mississippi driver’s license in order to operate a vehicle.** The Department of Motor Vehicles requires international applicants to provide the original and an English translation of their birth certificate when applying for **a driver’s license. The translation document should be on proper letterhead that identifies the official who has completed the translation.** The document must be notarized as a certified copy. You must also come by the Office of International Programs (331 Martindale, 915-7404) to pick up a form to take with you to the DMV.

A Few General Pointers for Drivers

- Americans drive on the right-hand side of the road.
- The speed limit in cities and busy areas is usually between 15 and 35 miles per hour (mph); the speed limit on highways is usually between 55 and 65 mph.
- In most states, including Mississippi, motorists are permitted to turn right at a red light once they have come to a full stop and checked for traffic. Turning right on red is not permitted at some intersections and will be clearly indicated.
- If you see a police car with flashing lights behind you, pull over to the side of the road and come to a complete stop. Once the officer has passed by, you may pull back onto the road and continue your journey.
- If the police car stops behind you do not get out of the car unless instructed to do so and do not reach toward the glove compartment as the police may think you are reaching for a weapon. Stay in your car and wait for the officer to come to you. Most likely the officer will point out a driving mistake on your part. You are responsible for answering to all charges and paying any fine assessed by the officer. Police officers will sometimes make random checks to verify that all drivers are insured and/or wearing their seatbelts.
- You must always carry your **driver’s license, proof of insurance, and proof of registration with you** when you drive. Police officers may request to see this information.
- If you are involved in an accident call the police and wait for them to arrive on the scene. Never leave the scene of an accident before police have arrived, assessed the situation, and given you directions to do so.

Safety

Oxford is a very safe town, but it is always good to be careful. Here are tips about how to stay safe:

1. **Don't go out by yourself at night.**
2. If you go to a bar, stay with friends.
3. Keep your doors locked at all times.
4. Always keep your belongings with you.
5. Keep a cell phone with you.

If you are traveling and something happens, please contact us immediately. You can call 662-915-1560 or email us at iep@olemiss.edu, and we will do our best to help you.

Excursions & Travel

There are several excursions offered by the Intensive English Program Office during each semester. These trips will introduce students to the South outside of Oxford; some are offered at no additional cost to students and some are offered on a fee-paying basis. The semester event schedule will be e-mailed to you and also be published on our web site and Facebook Page, both of which can be accessed at www.iep.olemiss.edu

Traveling Independently

You might find a good deal to fly to New York City and back for less than \$300, San Francisco for less than \$400, or take a 5-day cruise in the Bahamas for about \$700. Just keep your eyes open for specials.

A majority of the U.S. is car dependent, with interstates and highways. In many states, public transportation is limited. Traveling by car is therefore a good option. You may want to look into rental cars. By law, you must be 25 years of age to rent a car. Rental rates will vary by length of rental and type of car. There may be additional charges for extra mileage. Rental companies are normally located at airports, train stations, and near major cities. State laws require rental companies to provide a minimum amount of third party insurance, which you may purchase through them.

AMTRAK, America's National Railroad Passenger Corporation, offers an extensive network covering **approximately 500 cities**. **AMTRAK offers regional and national "USA Rail Passes" to permanent residents of foreign countries.** These passes are valid for either a 15- or 30-day period, and must be purchased **BEFORE** arrival in the U.S. Prices vary depending on time of travel. Visit the AMTRAK website at www.amtrak.com for further information. While in the U.S., you may purchase individual one-way (single) or round-trip (return) tickets at the station of departure. Recorded timetables are available 24-hours a day by calling (within the U.S.) 1-800-USA-RAIL.

Bus travel is the least expensive means of public transportation. Bus depots (stations) are not always centrally located, and often times are in the older parts of town--which tend to be not safe. Please be cautious of wandering around these areas, and try to travel in groups. Tickets are purchased upon arrival at the depot or on the Greyhound Bus Company web site at www.greyhound.com or the Megabus company at www.megabus.com. Greyhound **offers an "AMERIPASS" for both their own services and other participating bus lines.** You must purchase this pass before arrival in the U.S. They also offer passes in conjunction with hostel accommodation and offer a pass for Canada.

When you reach your destination, expect to stay in a Hostel (backpackers) for about \$20-\$30 per night (www.hostels.com). If you can get a group of friends together, you will also be able to sleep in a hotel (with 2 double beds) for an average of \$70 per night. Another popular option is <http://www.airbnb.com/>

Look for deals online. And consider investing in a good travel book, like “Let’s Go America” or “Lonely Planet.” **These will provide you with many more great travel tips!**

Travel Safety

While the United States generally safe for travelers, please remember that you should still be aware of your surroundings and follows these tips:

- 1. Don’t carry large amounts of cash around, and if you do, keep it in a safe spot.**
2. Always keep a photocopy of your passport in case it is lost or stolen.
3. Research the place you are traveling to for crime rates and local laws.
4. Avoid all protests and demonstrations you might see.
- 5. Know how to contact your home country’s consulate or embassy in case of an emergency.**
6. Keep all belongings on you at all times. **Don’t leave your bag at a table alone.**
- 7. Don’t go into an area that is not populated with someone you have just met.**

As long as you are careful, you should have safe travels.

Returning Home

Preparing to Leave Oxford

We hate to mention it now, but your months at Ole Miss will pass more quickly than you think. In order to make sure that everything is arranged before you return to your home country and institution, please use the following checklist as a guide:

- Verify that your UM Bursar Account balance is \$0.
- Close your mailbox and leave your forwarding address with the Intensive English Program Office.
- Check your UM account for holds. These holds can be placed on your account for damage to your dorm room, failure to pay bills, not returning library books, and many other circumstances. You can check for holds on your myolemiss account.
- If you lived on campus, check out with your CA to make sure things are in order for your departure. If you lived off campus independently, talk with the leasing office at your apartment to determine the exact check-out procedure.

Survey

We ask that every student complete a program evaluation survey that we will give to you in class before you leave the University. These surveys provide us with valuable information about your experience at Ole Miss and ways that we can improve our student services. It also helps us encourage future students to come to Ole Miss.

Requesting Your Transcript

An official copy of your transcript will be sent to you by request or to your home institution after you have left Ole Miss. Please let your IEP advisor know if you need one.

If you would like a personal copy of your transcript or, in the future, need an official copy of your **transcript, you can request the document directly from the UM Registrar's Office in person or online.** There are fees charged for various types of transcripts. More information about making a request can be found online through the MyOleMiss portal.

The University of Mississippi
complies with all applicable laws
regarding affirmative action and equal opportunity in
all its activities and programs and does not
discriminate against anyone protected by law
because of age, color, disability, national origin, race,
religion, sex, sexual orientation, handicap, or status
as a veteran or disabled veteran.

Instructions for Printing I-94 Card

1. To print off your I-94 card, follow this link: <https://i94.cbp.dhs.gov/i94/request.html>.
2. Fill in the following information on the page:
(MAKE SURE THIS INFORMATION MATCHES YOUR PASSPORT EXACTLY)
 - i. Family name
 - ii. First name
 - iii. Birth date (Month, Day, Year)
 - iv. Passport number
 - v. Country of issuance
 - vi. Most recent date of entry (Stamped in passport when entered US at border and customs)
 - vii. Class of admission (Generally J-1 Exchange or F-1 IEP)
3. Click **'Submit'** at the bottom of the page.
4. Print three copies of the I-94 form, make sure to give our office two copies and keep one copy for yourself.

Updating Addresses in MyOleMiss

- 1) Log in using your Web ID and Password.

- 2) Click on the “Student” tab.
- 3) Click on “My Profile” in the bar under the tab name.
- 4) Click on “Contact Information” in the left-hand menu.
- 5) Update your addresses using **the following information**
 - a. **Locate the “Permanent Address” box:**
 - i. **Click “Change” to update the information.**
 - ii. Type in your contact information in your HOME COUNTRY.
 - iii. **Click “Submit”.**
 - b. **Locate the “Billing Address” box.**
 - i. **Click “Change” to update the information.**
 - ii. Type in the following information:
 1. Street: 620 All American Drive
 2. City: University
 3. State: MS
 4. Country: USA
 5. Postal Code: 38677
 6. Telephone: Your cell phone or 662.915.1560
 - iii. **Click “Submit”.**
 - c. **Locate the “Local Mailing Address” box:**
 - i. **Click “Change” to update the information.**
 - ii. Type in the following information:
 1. Street: 620 All American Drive
 2. City: University
 3. State: MS
 4. Country: USA
 5. Postal Code: 38677
 6. Telephone: Your cell phone or 662.915.1560
 - iii. **Click “Submit”.**
 - d. **Locate the “Local Residence” box:**
 - i. **Click “Change” to update the information.**
 1. Type in the physical address information for your current residence.
 - ii. **Click “Submit”.**

Summer Financial Aid Application (Summer Students ONLY)

1. Log into the my.olemiss portal with WebID (beginning of email address) and password. The my.olemiss link is: <https://my.olemiss.edu/irj/portal>.
2. Click on the blue **‘Student’** tab in the top right hand corner of the screen.

3. Click on the blue **'Financial Aid'** tab on the top blue bar running across the screen.
4. Click on the **'Summer Financial Aid Application'** tab on the left hand side of the screen under the white **'Detailed Navigation'** box.
5. In the drop down menu box that appears on the screen under **'Year'**, select 'Year (e.g. 2013) **Undergraduate'** and press **'Submit'**.
6. Scroll to the bottom of the next page, click to tick the box next to the following message 'I have read and understand the above described information regarding Summer School Financial **Aid'**, then click the **'Next'** button.
7. Read through your contact information on the next page and check that it is correct. If something **is incorrect**, click on the **'Update Contact Information'** message highlight in blue on the right. If it is correct, click **'Next'** at the bottom of the page.
8. Under the required fields section, answer each question as follows:
 - Q1. Undergraduate.
 - Q2. No.
 - Q3. None of the above.
 - Q4. Enter '6' into the box next to Second Summer Session, Enter '6' into the box next to Total Credit Hours.**
 - Q5. Oxford.
 - Q6. Leave blank.
 - Q7. Leave blank.
 - Q8. Leave blank.
9. Click the **'Apply'** tab at the bottom of the page.
10. The final page will confirm that your application has been completed.