

International Student & Scholar Handbook



Millersville University

OFFICE OF INTERNATIONAL
PROGRAMS AND SERVICES



2020 – 2021

International Student Handbook

The Office of International Programs & Services

(Updated January 13, 2021)

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Welcome to Millersville University

The Office of International Programs & Services (IPS) welcomes you to Millersville University. Over your time at Millersville University you will meet new people who may become life-long friends, you will learn from knowledgeable mentors both in and out of the classroom, and you will have the opportunity to challenge yourself and grow. The IPS staff is here to help you with anything you may need, from finding your way around campus to planning activities while you are in the U.S. Feel free to contact us by email, phone, or even better, by stopping into the office to visit. We hope that you will fully enjoy your time here at MU. You are an important part of this community. You are welcome here!

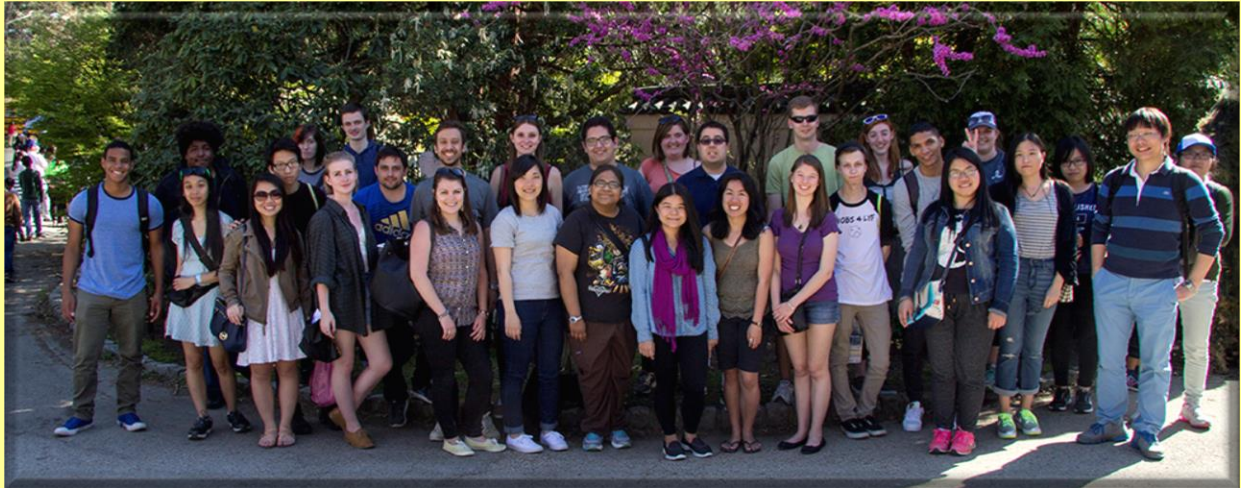
About This Handbook

This handbook is designed to be a resource at every stage of your time at MU, from pre-arrival to after you complete your studies. The model below shows how IPS wants to support you at every stage of your *International Student Journey*. The material in this handbook is organized by these stages. The information provided in this handbook, given out at your arrival, and emphasized in the Online Orientation, International Student Orientation, and Student Success Seminars, is meant to help you succeed. Our hope is that you gain the most from the experience.



The audience for this handbook is all new international students and scholars at Millersville University. The information contained in this handbook relates to undergraduate and graduate degree and non-degree students. Some academic major information may not apply to non-degree or English Language Institute students, as noted throughout.

- **All Students** – Are required to confirm they have read the handbook and agree to follow the guidelines, rules, and policies inside, using the *Handbook Confirmation Form* in Appendix A.
- **ELI Students** – There is a unique section at the end of this handbook beginning on page 70 giving information specific to the ELI. ELI students should read the entire handbook.
- **Non-ELI Students** – May skip the ELI-Only section of the handbook.



The Office of International Programs & Services

The Office of International Programs & Services, often called IPS for short, hosts international students and exchange scholars from over 20 countries. We also oversee education abroad experiences. IPS contributes to Millersville University by leading internationalization efforts. Our vision is to help achieve an inclusive, internationalized campus that fosters global leadership and engagement.

To achieve this, IPS provides opportunities for Millersville University students, faculty, staff, and other stakeholders to participate in international education activities. Our comprehensive approach is a result of the university's commitment to international education, exchange, and fostering a multicultural campus environment.

Our team is here to help you. Please reach out any time, using the information below as a resource.

Office Hours and Contact Information

Usual Business Hours: 8:30 AM - 4:30 PM. (Adjusted hours during COVID-19: 10:00 AM – 2:00 PM.)

717-871-7506	IPS Main Office Contact (Monday – Friday, 8:30 AM – 4:30 PM) International@Millersville.edu
717-871-5506	IPS – EMERGENCY Contact (Weekends, After Office Hours)
717-871-4040	English Language Institute (ELI) English.Language.Institute@Millersville.edu
717-871-7506	Education Abroad (EA) Education.Abroad@Millersville.edu
717-871-7506	International Student & Scholar Services (ISSS) International.Services@Millersville.edu

IPS Staff Contact Information

Name / Title	International Programs & Services	Focus Area(s)
Dr. Patriece Campbell Director of International Programs	Patriece.Campbell@millersville.edu Office: Lyle Hall Phone: 717-871-7506	<i>Overview and general office, ISSS, ELI, EA</i>
Christina Kinney Associate Director of International Partnerships	Christina.Kinney@Millersville.edu Office: Lyle Hall Phone: 717-871-7506	<i>Partnerships, EA</i>
Daniel McClary Assistant Director of International Student Success	Daniel.McClary@Millersville.edu Office: Lyle Hall, Room 151 Phone: 717-871-7506	<i>ELI Administration, Services, or Complaints; ISSS</i>
Dr. Jason Petula Faculty Coordinator of Internationalization	Jason.Petula@millersville.edu Office: By appointment in Lyle Hall Phone: 717-871-7506	<i>Academic Advising and Support, Internationalization</i>
Smita Prabhu Associate Director of International Admissions	Smita.Prabhu@millersville.edu Office: Lyle Hall Phone: 717-871-7506	<i>Admissions for International Students</i>
Kristin Thomson International Student Engagement Coordinator	Kristin.Thomson@millersville.edu Office: Lyle Hall Phone: 717-871-7506	<i>ELI Admissions and Enrollment, ISSS, EA</i>
Yang Zhang Assistant Director of International Admissions	Yang.Zhang@millersville.edu Office: Lyle Hall Phone: 717-871-7506	<i>Admissions for International Students, CHEPD Advisor</i>
Name / Title	English Language Institute	Focus Area(s)
Sara Hadfield ELI Academic Coordinator	Sara.Hadfield@Millersville.edu Office: Lyle Hall, Room 152 Phone: 717-871-7506	<i>Overall ELI Academic Questions</i>
Clifford Ishida Darkes ELI Assessment Coordinator	Clifford.IshidaDarkes@millersville.edu Office: Lyle Hall, Room 152 Phone: 717-871-7506	<i>ELI Assessment Questions</i>
For additional ELI support, See Also Above: <ul style="list-style-type: none"> • Dr. Patriece Campbell • Daniel McClary • Kristin Thomson 		<i>ELI Questions</i>
Connect with IPS Follow IPS on social media and read the weekly <i>International Student News</i> for events and reminders. Connect at: https://www.facebook.com/MillersvilleIPS ; @MillersvilleIPS (Twitter); https://www.instagram.com/millersvilleips/ ; and https://www.youtube.com/channel/UCKHgkp_Bj8QsBCIFDPPROdg		

EMERGENCY Phone Numbers

Dial 911 – Emergencies

For an emergency anywhere in the United States when you need to contact the police, fire department, or call for an ambulance. (You may dial from almost all phones free of charge.)



Millersville University

- **717-872-3433 – Millersville University Police Department (MUPD)**

Office of International Programs & Services – EMERGENCY Number

- **717-871-5506 (After Hours – Emergency Number)**

Millersville Borough

- **717-872-4658 – Police Department of Millersville Borough**
- **717-872-9345 – Fire Department of Millersville Borough**

Other Important Phone Numbers

Millersville University Offices and Services		<i>Purpose or Function</i>
717-871-5005	Registrar's Office	<i>Transcripts, schedule questions</i>
717-871-5101	Office of Student Accounts	<i>Billing, payment questions</i>
717-871-4200	Department of Housing & Residential Programs	<i>On-Campus Housing questions</i>
717-871-7111	Library	<i>Library-related questions/help</i>
717-871-7777	Help Desk (IT)	<i>Computer, Technology support</i>
717-871-5250	Health Services	<i>If you feel sick, need advice</i>
717-871-7821	Center for Counseling and Human Development	<i>If you are feeling stress or would like someone to talk to</i>

About Millersville University

History of MU

Millersville University of Pennsylvania was founded in 1855 as a teachers' college to help prepare teachers in classical learning. This was part of the public education movement to help make students into good citizens. It was the first school of this type in Pennsylvania, one of the original states of the United States. One hundred sixty-five years later, the mission is still true. The University's academic programs have grown significantly. Today, Millersville University is considered a destination of choice, not only for Pennsylvanians, but for out-of-state and international students and scholars seeking a top-rated, liberal arts education. Read more about MU's history here:

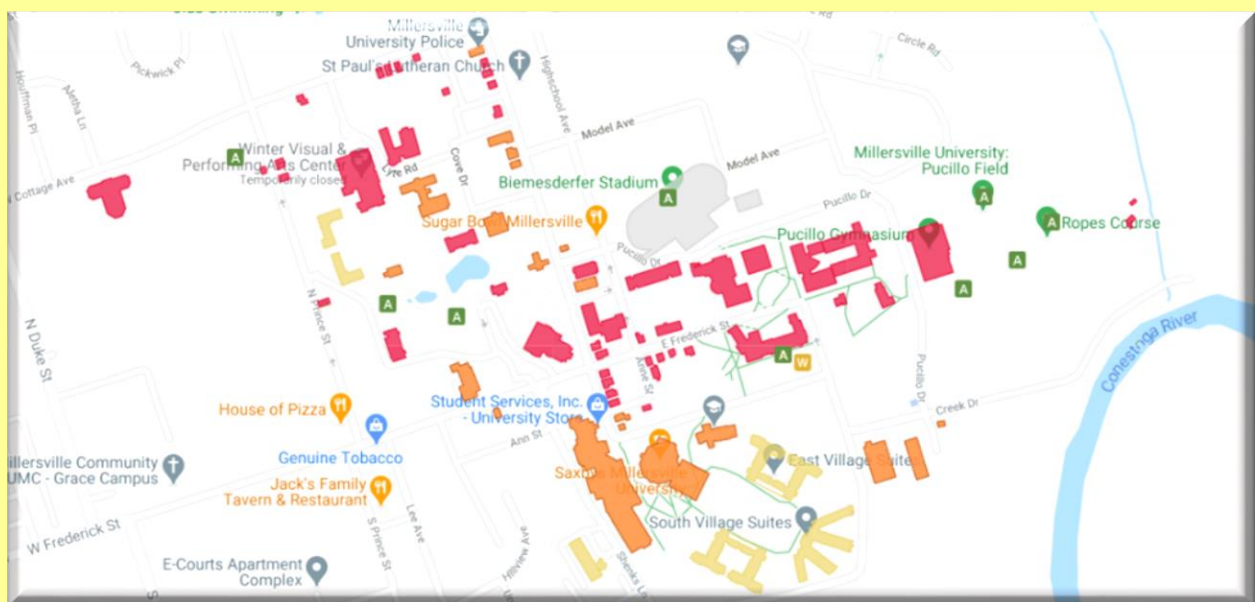
<https://www.millersville.edu/about/history/index.php>

About the MU Campus & Map

Millersville University's campus is located on more than 250 scenic acres (101.2 hectares) of land near the Conestoga River. MU has a welcoming, safe, and intimate community life. Millersville Borough¹ is located just three miles (4.83 kilometers) from historic Lancaster City, and is close to New York City, Baltimore, Philadelphia and Washington D.C.

You can use the paper maps provided to help learn your way around campus, or use the links below to get a digital copy or access an interactive map:

- Interactive Campus Map <https://www.millersville.edu/directions/index.php> (or click image)
- PDF Map <https://www.millersville.edu/directions/files/CampusMap.pdf>
- More about campus buildings and landmarks:
<https://blogs.millersville.edu/specialcollections/2019/10/31/buildings-and-landmarks/>



¹ "Borough" is word for a small town or township. MU is located within Millersville Borough.

MU's EPPIIC Values



The descriptions of our **core values** serve as guiding principles to help us fulfill our mission, achieve our vision and attain our goals. Read more here: <https://www.millersville.edu/about/eppiic-values.php>

EXPLORATION

Millersville University embraces a culture of exploration, creating a dynamic learning environment that fosters intellectual curiosity, creative intelligence, innovation, forward-thinking ideas and exciting discoveries. Exploration serves as an intentional way to strengthen University culture. We place a high value on student-faculty research, scholarship and collaborative projects.

PROFESSIONALISM

Millersville University is founded on a tradition of academic excellence, expert knowledge and professional collegiality. Our diverse community of learners is comprised of skilled and dedicated educators and staff who model maturity of thought and practice while exhibiting mutual respect. The University provides opportunities for professional development and growth, especially for our students, using academic enhancement and collaborative programs to emphasize the importance of critical thinking, active listening, self-discovery, collaborative leadership and responsibility. Such professionalism fosters career readiness and preparation for lives of service and success in the global community.

PUBLIC MISSION

Millersville University's mission calls upon us to respond to the urgent and emerging needs of our growing regional, urban and metropolitan communities. Through interdisciplinary learning, collaborative and cross-cultural experiences and a renewed focus on a liberal arts tradition, our students become well-prepared for meaningful participation in the broader society. Our commitment to flexibility and accessibility in higher education reflects the mission and vision of the University and ultimately has a direct impact on the larger public good.

INCLUSION

Millersville University is firmly committed to supporting and advancing the diversity and inclusion of its campus community. Inclusion is creating a campus community where differences are welcomed and respectfully heard and where every individual feels a sense of belonging. We affirm our shared values, recognize our challenges, and commit to building on existing efforts to foster a diverse, equitable and inclusive campus community.

INTEGRITY

Millersville University steadfastly defends freedom of thought, ideas and discourse as core to authentic and honest scholarship. Our commitment to integrity is measured by action and responsibility and engenders a culture of trust, rich with opportunities for rigorous applied learning and meaningful civic engagement and public stewardship that are responsive to the needs of our vibrant and evolving metropolitan region. Moreover, the University consistently lives by and practices its institutional principles, standards and beliefs.

COMPASSION

Millersville University's ethos of compassion permeates all of our endeavors and interactions. Learning about and being sensitive to the experiences of people and cultures whether nearby or afar, fosters individual, professional and institutional growth. Compassion moves the campus community towards focusing on each learner and their unique potential to impact the public good.



Life at Millersville University

There are a few campus rules that may be different for you. IPS will highlight these during orientation seminars. A few are outlined below.

Laws

Millersville University students need to be aware of local, state and federal laws. As with staying in any other country, you are responsible to honor the laws even if you are not aware of them. In this handbook, IPS is pointing out the ones that may be most helpful to you as a student. If you violate a law, there can be serious, long-term effects.



Smoking

All state system buildings and facilities are non-smoking, including all MU academic buildings, residence halls, and athletic facilities, including courts, tracks, pools, and fields. Read [more](#).

- When smoking outside buildings: smokers should avoid gathering outside building entrances to prevent smoke from entering the building through intake vents and to maintain a smoke-free environment for people coming and going.
- Signs are posted telling smokers to move away from these areas and to throw away cigarette/cigar/other butts and matches in the trash containers.
- NOTE: To buy tobacco products, you must be 18 years old or older and show ID and/or proof of age.

MU LANGUAGE

There are words and nicknames used at MU that may be new to you. This list can help.

The Anchor – a great place to hang out, eat, study, and mingle is located on the bottom floor of Gordinier.

Brooks – An older MU gym used for games and intramural sports

Fitness Center – Located on the first floor of the Student Memorial Center (SMC), it has exercise and recreation areas, e.g. weight lifting, cardio, basketball, volleyball, etc. (Now called *Rec Center*.)

Greeks – Members of fraternities and sororities

HoPi – The House of Pizza near campus

IMC – Instructional Media Center in Stayer Hall

Lyle – Lyle Hall has The Cove dining area, a food shop, many service offices including IPS.

Marauder – The MU mascot, which is a land pirate. (See statue by SMC.)

Miller & S'ville – The two swans on campus who live at the pond

Pucillo – The main gym where most varsity sports happen

Scully – The parrot that is with MU's Marauder mascot

SMC – Student Memorial Center, pronounced as "Smack"

The Snapper – MU student-produced newspaper

Sugar Bowl – Neighborhood restaurant near campus

The Pond – Some call this "the lake," the water in the heart of campus where you will find the swans

'Ville – The short name for "MillersVILLE" that many people use fondly, e.g. "Welcome to the 'Ville."

Alcohol or Liquor

The legal drinking age in the U.S. is 21. You **MUST** be 21 years old to drink, buy or carry alcohol.

- If you are under the age of 21 and are caught drinking alcohol or not telling the truth about age, the consequences can be *very serious*, including fines, loss of driving privileges, or stronger penalties.
- If you are 21 or older, you will have to show proof of age to buy alcohol. Some stores may not take ID cards from your home country, so be ready to use other forms of ID, such as passport.
- You may not walk around with open containers of alcohol.
- Whatever your age, drinking is **NEVER** allowed anywhere on campus, such as in your residence hall.

MU Responsible Action Policy

MU has put in place a *Responsible Action Policy*, which means if students are worried about an issue or see someone whose life or health is at risk, they may report this to the police immediately and not worry about getting into trouble themselves. Even if the student reporting was involved in behavior that violates the law or MU policies, such as using drugs or alcohol on campus, the priority is to get the police or an ambulance to help as soon as possible.

Read the full policy here: <https://www.millersville.edu/aod/university-policies.php>

FERPA regulations are in affect. Parents will not be notified about an issue. Students are protected by these regulations. Read about FERPA here: <https://www.millersville.edu/registrar/ferpaforstudents.php>

Save the person. Report the issue.



Life in Another Culture

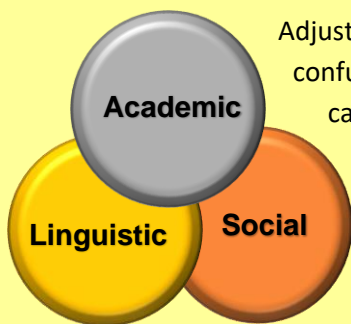
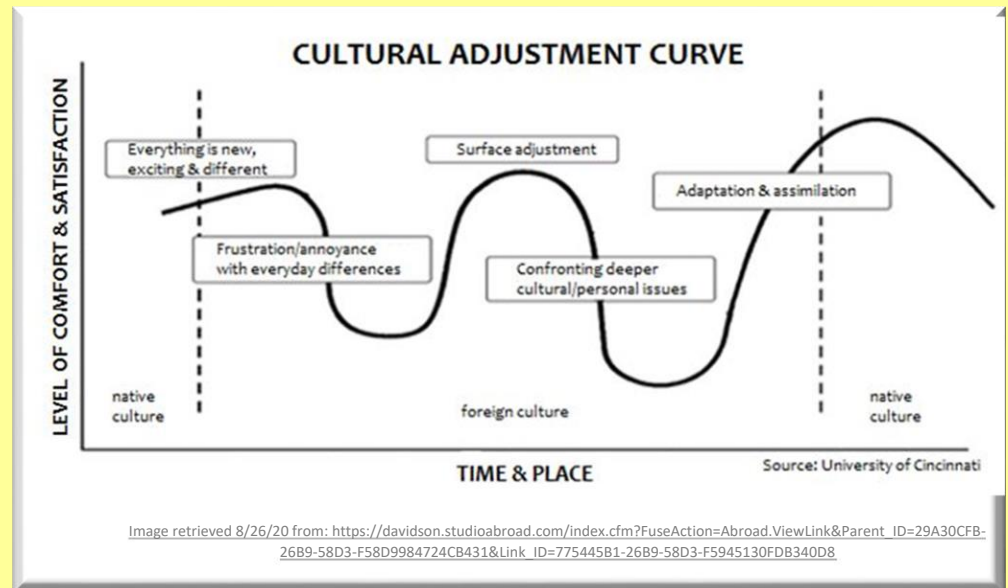
Students and scholars who travel to another country to study are very brave. Congratulations on stepping out into a new space! You might think of leaving things you know well to experience new and unknown things as leaving your *comfort zone*. This can be a great way to learn, to gain new perspective, to increase empathy and understanding for others, and to build your professional and personal skills.

In the IPS orientation seminars, we talk about how the cultures we know can be like rooms in a building.

Sometimes people do not have the opportunity to move into another room, like you have just done. Being able to move out into other rooms is a privilege and great opportunity.

O'Shaughnessy (2014)² describes how we can become "People of the Hallway," which means we can move easily between one room and another. That is, we can

learn to move between different cultural norms. He goes on to say these are the needed skills of the future. At MU, we talk about this as helping students to become "[globally competent graduates](#)." As the world grows smaller and more connected, the ability to relate to a wide variety of people from all over and expand our worldview will serve us well!



Adjusting to a different culture can be exciting and fun, especially at first. It can also create confusion and stress sometimes. This "Cultural Adjustment Curve" diagram shows what it can be like. You may be "up" or "down" depending on the day. This is a normal part of cultural adjustment. Recognize that you are not adjusting to just one culture, but to several at once. You are finding your way in *Academic Classroom Culture*, *Linguistic Culture*, and *Social Culture*.

Remember this is a hard thing you are accomplishing. It can be very challenging to live in a situation with only a different language, but also different cultural cues about how we live and function. If you feel very tired some days, this may be the reason!

The orientation seminars we hold are meant to help you understand what is happening and to process your thoughts and feelings. The IPS staff understands; we have all lived and worked and traveled in other countries. You can talk to us about this or anything, and we will be happy to help.

² O'Shaughnessy (2014). *Arrivals and departures and the adventures in-between*. Great Britain: Summertime Publishing.

Cultural Dynamics

There are many things that may be different and unexpected about being in another culture. One way of thinking about it is like scripts we follow for common daily activities like going to the bank. What is tricky is that the script is different in other cultures; how we go to the bank or buy food in Millersville is very different from Addis Ababa or Berlin!

It can be as hard to see or explain our own culture as it is for a fish to explain water. Our culture is just what we know surrounds us and we tend to think of as “normal.” This well-known iceberg model shows how much of what we experience is beneath the surface.

There are common cultural dynamics we can use to understand our countries more. See graph below and find more resources at the Hofstede Insights [website](https://www.hofstede-insights.com/). Below are descriptions that may help:

Individualism – Collectivism

This dynamic has to do with how we see our identity as a single person alone or more as part of a group. In the U.S., people see themselves as individuals more than most other countries. The focus on individual goals over group goals may seem different. You may notice this dynamic as you relate to others. Knowing more about it gives you something interesting to talk about together. Read [more](#).

Power Distance

This dynamic is how power is held or used. For example, in some cultures, there may be more formality, where students stand when the professor enters the room or when students call professors by their full titles. The U.S. is lower in this dynamic, so sometimes there is less formality. Professors may even tell you to call them by their first names. (If you do not feel comfortable doing this, you can explain to the professor.) Professors will want you to speak up and participate in class. They even expect you to disagree with them if your thoughts or ideas are different. Read [more](#).

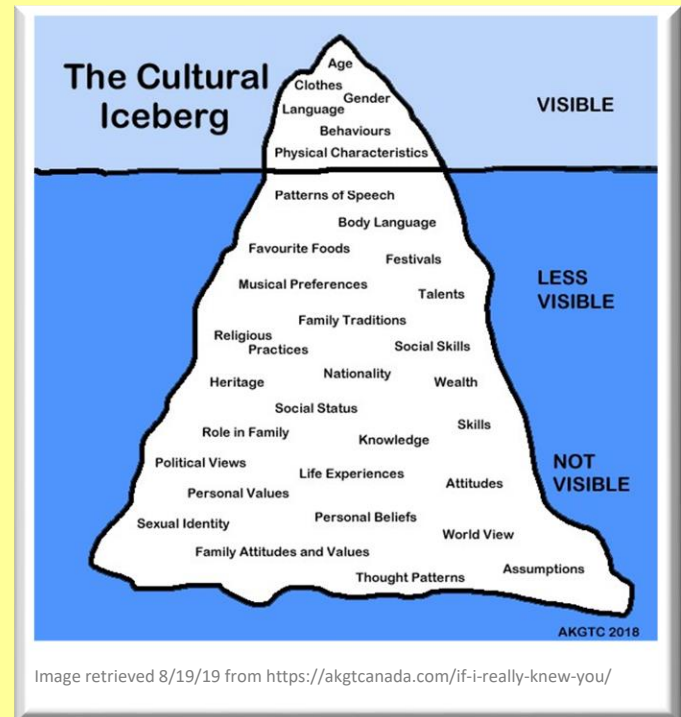
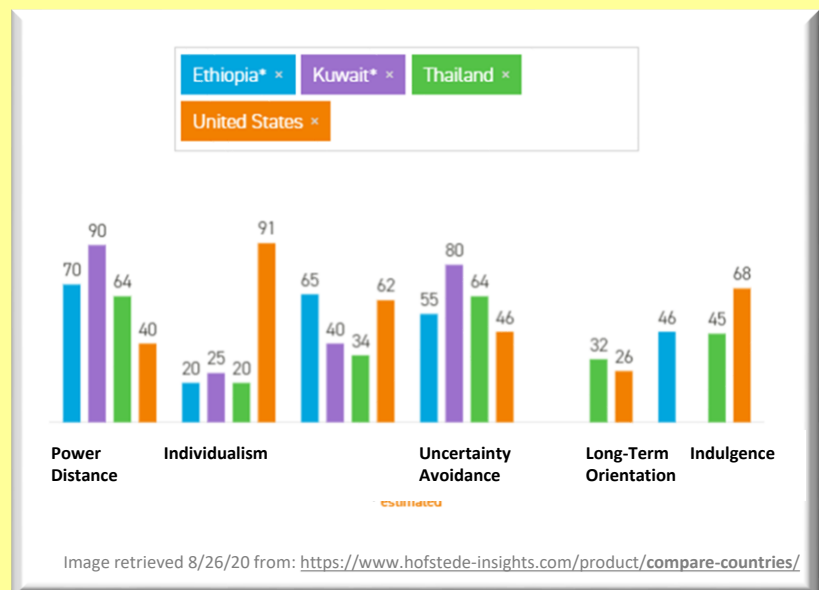


Image retrieved 8/19/19 from <https://akgtcanada.com/if-i-really-knew-you/>



Your college experience will be more of a journey than a destination. By continuing to be brave, and stepping out of your comfort zones, you will gain new knowledge and skills that will help you move forward – and your life will most likely be much richer from all you have experienced and tried!



Photo of Global Marauder Club game night at IPS.

"The whole year that I have spent at Millersville University was the most amazing time in my life!"
(Former International Student)

Life in the United States

Below are tips to help you adjust to cultural differences in the U.S.

How Dates Are Written

The common way for writing dates in the United States is to list first the MONTH, then the DATE, and then the YEAR, in that order, for example: **8-26-2021; 08/26/21; August 26, 2021 or Aug. 26, '21.**

Holidays

The following are major holidays in the U.S. Many business, especially banks and government offices, will be closed on these holidays. Often food stores and restaurants will be open. You can find the upcoming holiday dates each year with sites such as: <https://www.timeanddate.com/holidays/us/> or by looking at the date patterns below:

- **New Year's Day** (January 1)
- **Martin Luther King's Day** (3rd Monday of January)
- **President's Day** (3rd Monday of February)
- **Memorial Day** (Final Monday of May)
- **Independence Day**: (July 4)
- **Labor Day**: (1st Monday of September)
- **Columbus Day**: (2nd Monday of October)
- **Veterans Day**: (November 11)
- **Thanksgiving**: (Final Thursday of November)
- **Christmas**: (December 25)

Metric Conversions

The U.S. uses English measurements, but often has metric figures listed on products. You can use your mobile phone or tools like these to help you make any needed conversions:

- <https://www.calculator.net/conversion-calculator.html>
- <https://www.metric-conversions.org/conversion-calculators.htm>

Practicing Your Religion

Freedom of religion is a right guaranteed by the U.S. Constitution. There is a long-standing tradition of religion in the United States. In Lancaster County and close to campus, you will see many churches. There are also organized religious groups at Millersville University. If you are interested in that part of the culture, visitors are welcome. It may be helpful to know that how people choose to practice or *not practice* religion is a very personal choice. Some people are very open about it, and others are more private. If you ever feel uncomfortable about how someone is talking to you about religious or other beliefs, you may politely tell them that you are not interested or would rather not talk about it. For more information about religious groups on and off campus, see the following links:

- <https://getinvolved.millersville.edu/organizations>
- <http://www.millersville.edu/campusministries/>

Gender Roles and Gender Expression

Gender roles and gender identities are thought of differently culturally and historically. In the U.S., you will see a wide range of how gender is expressed. Millersville University has an LGBTQIA Committee that is part of the President's Commission on Cultural Diversity & Inclusion. Its mission is "to foster a University climate that promotes equity and inclusion for the lesbian, gay, bi-sexual, transgender/transsexual, questioning/queer, intersex, and allies/androgynous/asexual (LGBTQIA) community." Its members include students, faculty, and administrators. Read more here: <https://www.millersville.edu/sexualviolence/lgbtqia.php>.

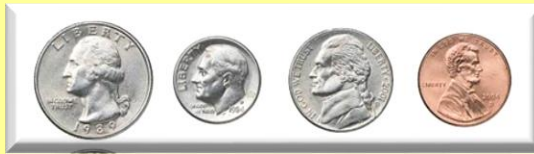
Money

Paper bills in U.S. are the same size and color, so that can be confusing. With coins, the size does not match the value, so that can also lead to mistakes. Below are a few tips to help you:

- The basic unit of exchange in the United States is the dollar, which is marked with the symbol "\$".
- Each dollar is divided into 100 cents, which are marked with the symbol "¢".
- One dollar is commonly written as \$1 or \$1.00, so \$1.70 would mean "one dollar and 70 cents."
- 85¢ would mean 85 cents, but you may also see this written as \$0.85.

Coins

- There are four denominations of commonly used coins: 1 cent, 5 cents, 10 cents, and 25 cents.
- Americans usually refer to coins by their names rather than their value (See image, left to right):
 - "Quarter" = a 25¢ coin
 - "Dime" = a 10¢ coin
 - "Nickel" = a 5¢ coin
 - "Penny" = a 1¢ coin
- There are also one-dollar coins and half-dollar (50¢) coins, but they are rare.



Bills – Paper Money

- U.S. paper money (often called "bills", as in a "one-dollar *bill*") comes in single-bill denominations of one dollar (\$1.00), two dollars (\$2.00, but these are rare), five dollars (\$5.00), ten dollars (\$10.00), twenty dollars (\$20.00), fifty dollars (\$50.00), and one hundred dollars (\$100.00).
- You may find it helpful to learn the Presidents and landmarks on different bills to tell them apart.



Nicknames and Slang – there are other nicknames for money you may hear, such as "buck" or "coin" or "singles," to name a few:

- "Can you loan me ten *bucks*?"
- "I need to make some *coin*."
- "I need five *singles*, please."

Learn more at: <https://www.usa.gov/currency> or <https://www.interexchange.org/handbooks/inside-the-usa/money/>

Opening a Bank Account

If you would like to open a bank account near Millersville, these locations are close and they do not require a Social Security Card, as many other locations do. However, you may need your passport, visa, 1-94, and your Millersville student identification card. The best way to open the account is in person.

- PSECU – On Campus at Student Memorial Center; Millersville University; 717-872-6516
- Citizen's Bank – 515 Leaman Avenue; Millersville, PA 17551 717-871-6433

Tipping in the United States

When Eating Out:

For your awareness, in the U.S. tips (gratuities) are not automatically added to bills. Tipping is a personal choice, but it is common practice to give a tip when eating out. (Often, the server working has a lower wage because of the expectation they will get tips.) The average tip is usually 15-20 percent; you may make it higher if you want to communicate special value and appreciation for good service.

- You may leave a tip in "cash" on the table. You may also put it into your credit card payment, and the restaurant will give that amount in cash to the server.
- In a cafeteria or a self-service restaurant, you pay the cashier after having chosen your meal and no tip is expected.

Other Times Tipping is Appropriate:

- **Taxi Drivers** – It is customary to give 10 to 15 % of the total fare.
- **Airport and Hotel Porters** – It is customary to give \$1.00 for each bag.
- **Barbers, Hairdressers, and Beauticians** – It is customary to give 15 to 20 % of the total.
- **Valet Parking** – The attendant should usually receive \$1.00 to \$2.00.
- **Uber/Lyft Drivers** – You may tip as you choose within the app, following guidelines above.

When Tipping is NOT Appropriate:

- NEVER OFFER A TIP to public officials, police officers, or government employees. This is called a "bribe." Bribes are meant to ask for special treatment. Most importantly, bribes are against the law in the U.S.

About Lancaster County and the Area

Lancaster County is a popular tourist area for people from all over the world. They come to visit the arts and theater attractions, the railroad museums in Strasburg, to buy hand-crafted furniture and quilts, or for many other things offered in the area. Lancaster County is home to one of the largest Amish populations in the U.S., adding to some of the rich cultural experiences available to students. Learn more about the Amish or Lancaster Country:

<https://www.discoverlancaster.com/amish/history-beliefs/>



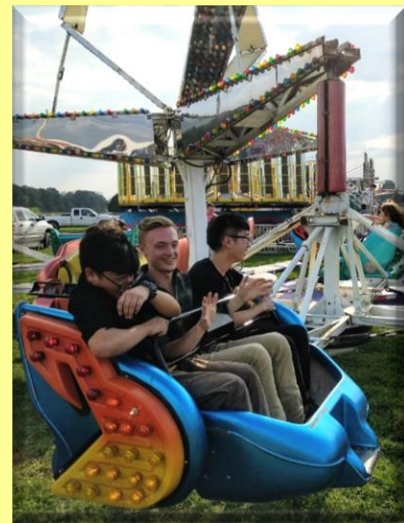
Image retrieved 8/26/20 from: <http://www.welcome-to-lancaster-county.com/amish-buggy.html>

Lancaster City

Historical Lancaster City is located only 3 miles (4.83 kilometers) from Millersville. Lancaster is home to one of the oldest farmer's markets in the U.S. The city also holds many cultural and shopping experiences including a wide range of coffee shops, ethnic restaurants, a minor league baseball team, and the Fulton Theater. Each month, [First Friday](#) is a nice event where the many art galleries are open later, food and music is available, and many people are out exploring. It is easy to get to Lancaster by bus or taxi. Learn more here: <https://lancasterpa.com/lancaster-city/> or <https://www.discoverlancaster.com/>

Shopping

Lancaster has many shopping options. People travel from other states to take advantage of these. There is the Park City Mall, the outlet malls, and many other unique shops and stores. The website [Discover Lancaster](#) calls this a "Shopper's Paradise." Read more: <https://www.discoverlancaster.com/things-to-do/shopping/>



Nearby Travel Destinations

Millersville University is located in the beautiful state of Pennsylvania, close to some of America's most well-known cities such as Philadelphia and Pittsburgh. MU is also close to New York City, Washington D.C., Baltimore, and Atlantic City. IPS and MU clubs often offer day trips for a reasonable price. Below is some information to help you plan your adventures.

1-Hour Travel

- **Harrisburg** – Pennsylvania's capital region includes Hershey and Carlisle: www.visithhc.com/.

2-Hour Travel

- **Philadelphia** – You can visit famous shops, museums, the Liberty Bell and other historical sites, professional sports teams, and more: <https://www.visitphilly.com/>.
- **Baltimore** – Touring the Inner Harbor is a great day trip with many museums and attractions, including the National Aquarium. You can also visit professional sports teams and historical sites like Fort McHenry: <https://baltimore.org/>.



3-Hour Travel

- **New York City** – World famous attractions, museums, and shopping: www.nycvisit.com.
- **Washington, D.C.** – The U.S. capital city, where the national mall is filled with museums that are free to the public. See the famous monuments, the White House, the National Zoo, and other attractions: <http://www.washington.org/>.

Transportation

There are many transportation options in and around Lancaster. Below are some you may find helpful:

- **Friendly Transportation** – This is a service MU uses often to help students arrange travel. You may reach them at 717-393 6666 or <http://www.friendlytransportation.com/>.
- **Discover Lancaster** keeps a current list of rental car agencies, which also includes airports, trains, buses and other transportation – <https://www.discoverlancaster.com/plan/transportation/>
 - Note: You must be 21 to rent from all of these companies (except Avis) and have a valid credit card in YOUR name and a driver's license.

Safety and Emergency Information

Millersville University is considered a very safe campus statistically and by common measures in higher education. In 2020, MU was voted the safest campus in Pennsylvania and 16th safest in the U.S. Of course there is wisdom in being careful in any location or circumstance. Some of the information below should be helpful for you. Read more about MU's safety here:

<https://blogs.millersville.edu/news/2020/06/03/millersville-ranked-safest-school-in-pa/>

If You Are Feeling in Danger?

We hope you feel safe on campus, but if you ever feel unsafe, use the following options available to you:

Contact MU PD

The Millersville University Police Department has officers on duty 24/7 and should be able to respond quickly. IPS recommends you add these important numbers here into your contacts. (More helpful number you may want to add are found on pages 100-101.)

- Emergency: **911**
 - Non-Emergency: **(717) 871-4357**
 - Use Blue Alert Poles located all over campus
-

LiveSafe App

Install and use the MU LiveSafe App. LiveSafe is a mobile safety system using the latest smartphone technology. It turns phones into powerful, personal safety tools. This increases communication between you and university police officers. It helps you have private and risk-free help. Users may also help keep their friends safe by virtually walking them to their destination using the app. You may also request a safety escort from University Police or to be tracked via GPS in the event of an emergency. LiveSafe is free for all students, parents, faculty, and staff members. It is supported on Apple iOS and Android operating systems, and is available for download from both the iTunes Store and Google Play. Read more about this app and other helpful services here: <https://www.millersville.edu/police/livesafe.php>.

MU Alert

It is important for you to sign up for MU Alert, which is a texting service for notices for the MU community. It is used for weather-related delays and cancellations, as well as safety concerns or other news related to the campus.

- Read more: <https://blogs.millersville.edu/news/2017/11/30/mu-alert-sign-up-stay-informed/>
 - Sign up: <https://millersville.omnilert.net/subscriber.php>
-

Contact IPS Emergency Number – 717-871-5506.

IPS monitors this number 24 hours a day, 7 days a week (24/7). If you feel you need help, call.

Active Shooter Protocol

MUPD has adopted the A.L.I.C.E. program and conducts training sessions teaching the proactive measures that people can take when faced with an assailant entering a building or classroom. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate. Read more here:

<https://www.millersville.edu/police/run-hide-fight.php>.

Campus Safety and Security Measures

Though Lancaster County has a moderate crime rate, and the MU campus is considered very safe, it is always important to use common sense and to be on your guard in *any* place you may travel. The following safety measures are in place at MU:

- **Police:** University Police are on duty and accessible 24 hours a day.
- **Door Access:** Electronic Card Access Devices to enter dorms are required.
- **Door Alarms:** Exterior doors have alarms, which sound within a few seconds if a door is not properly closed.
- **Fire Alarms / Smoke Detectors:** All buildings are equipped with these devices and sprinklers. All halls are required to do fire drills during each semester. During all fire drills, students **MUST** evacuate the dorm.
- **Call Boxes:** Emergency Call Boxes are located throughout campus, easily recognizable by their blue light.
- **MU|Alert System:** (See above.)



Personal Safety and Campus Notes

As everywhere, there is crime in the United States. You should be especially careful as you are getting to know the campus and community. Remember that good judgment, precaution, and common sense can reduce chances of having a bad or possibly harmful experience.

Basic safety rules include the following:

- It is a good idea to use the buddy system when walking around late at night. Always ask someone to accompany you if you are unsure about going somewhere alone. Millersville offers safety escort services for people who have to walk home after classes or from the library late in the evening. You may use LiveSafe for this.
- When you leave your dorm room, apartment, or automobile, make certain that all doors and windows are locked. Never leave valuables items sitting in the open, even if the door is locked.
- Do not carry large amounts of cash or wear expensive jewelry. If you do, try to make it hard to see.
- Be careful with your purse or wallet, especially in crowded metropolitan areas. There may be purse-snatchers and pickpockets.
- Personal property, such as cameras, stereos, computers, and bicycles, should be locked in a safe place when you are not around. Be careful with your belongings.
- Do not leave laptops or tablets or smart phones unattended in public areas. Keep them with you.
- If you ever are in a situation where a robber threatens you, we recommend you cooperate. If you fight back, this may make the situation worse or cause the attacker to harm you. Try to remain calm and observe as much detail as possible about the robber. If you feel that your life is in danger and you must fight or run, do that right away. Be sure to report this crime to the police as soon as possible. If you can describe the attacker, that will help the police find him or her.
- Never accept a ride from a stranger. Do not hitchhike³ or pick up hitchhikers.

³ "Hitchhike" means to walk beside the road signaling vehicles that you need a ride.

Discrimination

Millersville University does not discriminate based upon race, color, national origin, sex, pregnancy, age, religion, creed, sexual orientation, gender identity, gender expression, disability, veteran status, political affiliation, or political philosophy either in educational programs or activities or in employment.

- The Center for Counseling & Human Development will address all complaints of discrimination and harassment.
- To report concerns of sexual harassment, discrimination, harassment, or a relationship where someone is making sexual advances, or for any questions about these areas, please contact

Center for Counseling & Human Development

Lyle Hall, 3rd Floor

Phone: 717-871-7821

Hours: Mon, Tues, Thurs, Fri 8 a.m. – 4 p.m., Wed 8 a.m. – 6 p.m.

More information: <https://www.millersville.edu/services/counsel/index.php>

Sexual Harassment

Sexual harassment means unwanted or unwelcome sexual attention. It can involve intimidation, threats, force, or making promises. Harassment generally occurs when one person, the harasser, holds a position of real or perceived authority or power over the other individual. Harassment can occur anywhere on campus, including the classroom, the workplace, or a residence hall. Harassment may occur between members of the same or opposite gender. It could be between any combination of members in the campus community, including students, faculty, staff, and administrators.

Other examples of sexual harassment may include:

- unwelcome physical contact
- constant pressure for dates or sexual favors
- sexually explicit visual material (calendars, posters, cards, software, websites, or e-mail)
- promises or rewards (a better grade, a promotion) in return for sexual favors
- constant suggestive comments about physical appearance or clothing
- use or display of sexually offensive or degrading pictures or reading material not legitimately related to the subject matter of a course
- constant sexual teasing, jokes, remarks, or questions

Sexual Assault

Sexual assault in the U.S. is a very serious crime with serious consequences. It is specifically prohibited on campus and in the university community. The university's definition of *sexual assault* includes sexual contact, sexual intrusion, and sexual penetration without consent. "Date rape" accounts for the majority of rapes committed, and includes situations where a person is not able to give consent (often due to being under the influence of alcohol or other drugs). Violators may be arrested, charged with a crime, placed in jail, and/or be disciplined by the University.

- If the person you are with appears interested in a sexual relationship and you are not, it is very important that you say so, clearly and forcefully.

- And when another person is telling you NO, listen. Take them seriously. No means no!
- Reporting Sexual Assault – Students are encouraged to file a police report AND University complaint.

Seeking Emergency Medical Attention

If sexual assault has happened, it is very important to get medical attention right away. It is best to get advice immediately before you would bathe in order to preserve evidence. The care you receive is **confidential**. More information is available here: <https://www.millersville.edu/sexualviolence/help-from-university.php>.

Reporting to Police

Students are encouraged to report sexual assault to the police. They are here to help you. Police do not force victims to press charges. If an assault victim had been drinking in relation to the assault and is underage, the police will not charge the victim with underage drinking violations.

- To report an assault:
Millersville Borough Police Department
Address: 100 Municipal Drive
Millersville, PA 17551
Phone: 717-872-4657

Reporting to University

File a University complaint by contacting the Office of Judicial Affairs by phone or by contacting any university employee to assist you with your report.

Office of Judicial Affairs
Suite 111 - Student Memorial Center
Phone: 717-871-5841
Email: judicial.affairs@millersville.edu / Online: www.millersville.edu/judicialaffairs

See more information about campus safety here: <https://www.millersville.edu/campus-safety/>.

Complaints

IPS and the ELI want to provide a good experience for you. For students in the ELI, we seek to offer a unique, wonderful, and strategic learning environment. Our team works hard to make it the best experience possible for you. We give support wherever possible. We also maintain an “open door” policy. ELI students may speak with the Academic Coordinator, Assistant Director of International Student Success, or Director of the Office of International Programs and Services. The full IPS staff is available to all ELI and other international students and scholars if there is a situation or issue causing you difficulty. Our team will be happy to talk with you. (See the full list of contact information in the opening pages of this handbook and on pages 100-101.)

To file a complaint:

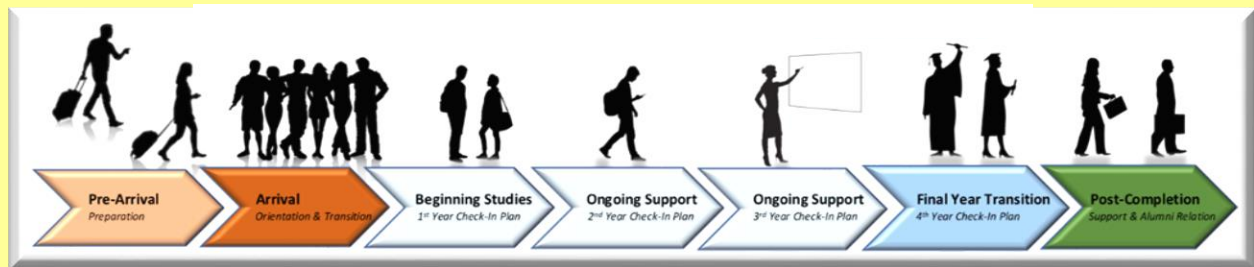
1. Please request a *Complaint Form* from the IPS office or make a copy of Appendix C at the end of this handbook.
2. Complete the form including all details possible; include examples if possible
3. Submit form by email or give in person to the IPS office using one of methods below:
 - a. Send to Daniel.McClary@millersville.edu or, if the complaint would be about Daniel McClary, send to Patriece.Campbell@millersville.edu.
 - b. If you prefer, you may mail the form to this address:

**Person's name, title
Millersville University
P.O. Box 1002
Millersville, PA 17551-0302**

4. A follow-up meeting will be scheduled to discuss the matter.
5. Updates or resolution of the issue will be communicated back to you after the meeting, usually within 10 days.



The International Student Journey - *Helpful Information for Each Step*



Pre-Arrival

Obtain Housing in Millersville

Most students have the option of living on-campus or renting an apartment off-campus. Many international students live in on-campus residence halls, where they have a unique opportunity to meet American students and students from all over the world. Students are encouraged to review all housing options when selecting their choice.

On-Campus Housing

There are many housing options on campus. Each residence hall has trained staff members available 24 hours a day. This includes resident advisors (RAs) and graduate assistants (GAs) who live in the residence halls. Usually there is one RA located on every floor or wing of each hall. It is important to get to know your resident advisors, as they will help you with your needs in the residence hall.

Millersville University regulations require that freshmen or any students under 21-years-old with fewer than 60 credits must live on campus. Review [on-campus housing options](#) on the [Next Steps](#) page. There you can apply for on-campus housing and meals, if that applies to you. For more information regarding on-campus housing, including what items students may need, visit the housing website (<http://www.millersville.edu/housing/index.php>) or contact the Housing office:

Department of Housing and Residential Programs

Location: Lombardo Hall

Phone: (717) 871-4200

Email: housing@millersville.edu

The best advice that I have is, do not lock yourself in your room! A lot of people have laptops and they are always (online) chatting with their friends from home. I didn't have a laptop, so I was always outside somewhere around Millersville. If you lock yourself in your room, you are going to miss a lot of things that are happening around the campus. However, if you're not sure where to go on campus, but you want to meet people, just leave your door open while you are in your room. This is a great way to meet people on your floor.

Former International Student at MU

What to Pack

Review this website to help you plan *What to Bring* and *What Not to Bring*, as you do your packing: <https://www.millersville.edu/housing/student-info/what-to-bring.php>.

Off-Campus Housing

Some international students may choose to live off campus during their stay at Millersville University. Student Lodging has options you may like. See below for more information regarding off-campus housing. Student Lodging: <http://www.studentlodginginc.com/>

Apartments

There are a number of local apartments available to students at Millersville; some are within walking distance of the campus. You may meet many MU students who choose to live in apartments rather than the residence halls. Many students live in the residence halls during their 1st or 2nd years at MU and then move off campus or live with their friends or families.

Immerse International

There is an international house located near campus called Immerse International, which may be an option you would like. It was founded in cooperation with Eastern Mennonite Mission in 1987 to be a multicultural community where international students can thrive in personal relationships, professional development and spiritual formation. Most rooms are double occupancy, but a limited number of single rooms are available. Leases are 12 months, but shorter terms are possible. Approximately 25% of the residents are American students who have expressed interest in making friendships with international students. Contact Immerse International at 717-872-7085 or <http://www.immerse-us.com/>.

MU Credentials and Communications

The following steps will help you set up your Millersville University credentials. These steps are important for becoming a digital citizen of MU.

M-Number – As you are preparing for arrival, our staff will guide you through the steps for obtaining your Millersville Identification Number, commonly called your “M-Number.” This will appear on your Identity Card and be used for most functions and log-ins on campus systems.

MU Email – Our staff will guide you through the process of getting your Millersville email address. It is very important that you monitor this email address regularly because all University communications and business will be communicated using this address. With the need for cyber security, using your MU email to write to professors and staff on campus is recommended. (Professors and staff may not reply to your non-MU email address.)

Communications – The IPS, ELI, and MU sends important announcements and notices to students on a regular basis. IPS sends a weekly email called the International Student News, which will give important reminders and tell about events, trips, or activities.

Complete Online Orientation

Complete the required [online orientation](#) before your arrival on campus.

Arrange Travel to Millersville, Pennsylvania

As you plan your travel, keep in mind the dates of the new international student orientation, which usually begins in the few days before the term starts. Our office will communicate the dates to you in advance. It is important to note that orientation is required and part of your official, immigration check-in. On-campus housing is not available until the start of international student orientation. Please wait for confirmation of these dates from IPS before purchasing tickets. Plan on entering the U.S. no more than 30 days before the start date on your I-20/DS-2019.

Airports

The closest airports to Millersville are Harrisburg International (MDT), Philadelphia International (PHL), and Washington Dulles International (IAD). Philadelphia is approximately 1 hour and 30 minutes from campus and has an Amtrak train which travels directly to Lancaster several times daily.



Review the U.S. Port of Entry Arrival Procedures

All travelers are required to be inspected by U.S. Customs and Border Protection (CBP) prior to admission to the United States. There are two inspection levels: primary and secondary. Secondary inspection allows Port of Entry officers access to a full review of your SEVIS record. Secondary inspection may add a couple of hours to the process. It is important to keep this in mind when making arrangements for connecting flights and airport pickups.

F and J visa holders should carry the following items while traveling: passport, valid visas, immigration document (I-20/DS-2019) with a travel signature from the last 6 months, SEVIS I-901 fee receipt, proof of funding (as noted on I-20/DS-2019), and your Millersville University acceptance letter. Students may also wish to carry proof of good academic status, such as transcripts.

For later reference, all returning students should carry an I-20/DS-2019 that contains a travel signature from the past 12 months, which would be obtained from IPS before departure.

Arrival

Report Officially. All international students are required to report to their host institution upon arrival in the U.S. and within 30 days of the start date on their I-20/DS-2019. To meet this requirement, all new students must attend a mandatory International Student Orientation in the days before the start of each fall or spring term.

Orientation

Orientation is an ongoing process. IPS prepares three mandatory orientation programs that work together to help you have the best beginning possible at MU and in the U.S.

Online Orientation

The Online Orientation is a platform all new students at MU complete. It has many information sections, strategies and tips from present students, and welcome messages from the campus. There are specific pages devoted to international students and scholars. This is the link for the [online orientation](#).

On-Campus International Student Orientation

Orientation serves as a time to welcome students to Millersville University, as well as familiarize them with the campus and Lancaster County. Topics covered during the orientation will give students valuable information regarding visa issues, immigration regulations, as well as assist with adapting to a new environment. Failure to check-in at orientation will result in termination of your visa status and you will need to depart immediately from the U.S. The dates for your on-campus orientation will be communicated in advance, but are typically the few days prior to the start of term.

This mandatory program is a specific time set aside for you, with sessions to give you the most important information you will need to start. It is designed to establish a good foundation for your entire student journey. The sessions apply specifically to international students and scholars. The activities will build on the information in your Online Orientation, include a tour of campus, introduce you to leaders in your department and on campus, and help you establish your first friendships on campus. There are also practical and fun events to help you meet other new students and to explore the local area and culture. Graduate students may need to attend an additional graduate orientation. Graduate students should refer to the Graduate Studies website for more information regarding graduate orientation. (<http://www.millersville.edu/graduate/current-student-resources/orientation.php>)



Student Success Seminar

The weekly seminar during the first weeks on campus close out the formal orientation. All new and first-year international students are required to participate. Seminars are designed to help students process their student journey and cover key topics related to campus life and cultural changes. Guest speakers and special activities will be part of this weekly event. This is a great opportunity to build the support network to help you realize your academic, professional and personal goals for your time in the U.S.



New ELI Student Orientation

All new ELI students will have orientation specifically related to the ELI program. This will include placement testing. ELI students, as new international students in their first term, are also required to attend the International Student Orientation and the Student Success Seminars.

Placement Testing

Most new students are required to take placement testing in chemistry and mathematics, depending on their major. English Language Institute (ELI) students will take part in English language proficiency testing, which will include online testing, an interview, and a written assessment.

Identity Card

In the first days after arrival, you will want to obtain your MU Identity Card. This is presently done at Boyer Hall or in special stations temporarily set up during orientation. Our orientation staff will guide you on this. Instructions are found on the [University ID Services web page](https://www.millersville.edu/univsvcs/ocidserv.php). You may upload your own photo. You may obtain your ID at Orientation or from the ID Services Office at another time of your choosing as long as you are registered for courses.

- Online University ID Services - <https://www.millersville.edu/univsvcs/ocidserv.php>
- Your Identity Card will show your M-Number and be used for many functions on campus, such as checking out books at the library.
- It is possible to upload an image and work on your ID card before you arrive.

Student Waivers and Other Forms

Students will need to fill out these forms on arrival:

- ❑ **Media Release Form (Waiver)** – This form gives permission for your image to be included in various events and group shots during your student life on campus. (See Appendix B.)
- ❑ **Trip Waiver** – For any off-campus event or trip in which students participate, they will need to complete a waiver. (See Appendix E.)
- ❑ **Student Handbook Completion** – This form confirms that you have read the student handbook and agree to follow the rules and guidelines inside. (See Appendix A.)

The Immigration Process – Steps, Information, and Tips for You

Overview of Immigration Requirements

For those students coming to MU on F and J visas, there are many important immigration guidelines that need to be followed. Students should pay close attention to these important reminders below. This information is meant to guide you in that process. Whether students are here for a short-term exchange or for a full program and degree, International Programs & Services is here for you and available to advise you each step of the way. Please pay special attention to the following policies, expectations and requirements. Read more about the process here: <https://studyinthestates.dhs.gov/>.

SEVP/SEVIS

The Student and Exchange Visitor Information System (SEVIS) is an internet-based system that U.S. government organizations (e.g., Department of Homeland Security, Department of State) share with schools in order to track and monitor SEVP-certified schools, exchange visitor programs, and F, M and J nonimmigrants during their programs in the U.S. IPS is responsible for keeping accurate records in SEVIS about students, exchange visitors, and their dependents.

***TIP:** You should always keep copies of these and any other immigration documents for your records even if you get new ones in the future.*

- You must report any changes in your information to IPS within 10 days, as described below.
- Use this email to report changes: International.Students@millersville.edu.

Designated School Officials

The Designated School Officials (DSOs) of IPS are the official guides for international students and scholars at Millersville University. Students should communicate with them and direct their questions to IPS. The things students hear from friends at MU or at other schools may be wrong. We encourage students to go to the source for their information. IPS has several officers who are the official representatives of the U.S. government related to immigration matters.

- **MU Officials** – These are the officials on the IPS staff:
 - PDSO – Dr. Patriece Campbell
 - DSO – Christina Kinney
 - DSO – Daniel McClary
 - DSO – Kristin Thomson
 - DSO – Smita Prabhu
 - DSO – Yang Zhang
- **MU Forms** – Use this link to have quick access to forms you might need to communicate with IPS: <https://www.millersville.edu/internationalprograms/international-students/student-requests-forms/index.php>

Immigration Pre-Arrival – Before You Travel

Getting Your Visa

Once you have made your decision to come to MU, you will need to apply for an F or J Visa for “Initial Attendance” or to “Begin New Program.” An overview of this process is below. Be sure to consult the instructions available on the U.S. State Department’s website because steps can be different depending on your country.

- F-1: U.S. Department of State website: <https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment>
- J-1 : U.S. Department of State website: <https://www.uscis.gov/working-united-states/students-and-exchange-visitors/exchange-visitors>

IPS recommends that you also visit the Embassy/Consulate website where you will apply and view the appropriate website for your visa category.

Documentation Needed for Maintaining Legal Status

Passport

The passport is the legal document issued by your country of citizenship. It must be valid for 6 months into the future upon your entry into the U.S. and remain valid at all times during your stay. The passport can usually be renewed through your embassy or one of your consulates in the United States. If you have been issued a Travel Document instead of a Passport by the government of the country of which you are a resident, the information above, regarding passports, also applies to Travel Documents.

Remember these requirements:

- Your passport must be valid at all times while you are in the U.S.
- Your passport must be valid for 6 months beyond your date of entry into the U.S.
- You must renew your passport through your embassy or a home country consulate in the U.S. Many of these are physically located in nearby New York City or Washington D.C.

Be sure to keep your passport in a safe place at all times. Also, it is a good idea to keep photocopies of the data page of your passport and of your visa. If your passport is stolen, these photocopies will help you to replace it more easily. In order to protect yourself from identity fraud, it is important to immediately report a lost or stolen valid passport. Contact your country’s embassy or consulate in the United States and IPS immediately if your passport is lost or stolen.

Travel Visa / Entry Visa

The entry visa is a sticker or stamp on a page of your passport that permits you to enter the U.S. Individuals entering as students will have either an F-1 or J-1 entry visa. The stamp that a Customs & Border Protection (CBP) agent enters into a passport at the Port of Entry (POE) will indicate the date of entry, visa status, and expiration date of the status. If the visa expires during your time in the U.S., that is okay; you do not need to renew it. However, if you do travel and leave the U.S. on an expired visa, you cannot re-enter the U.S. on that same visa. You will have to apply for a new visa in your home country to re-enter the U.S.

You must present a valid SEVIS form I-20 (F) or DS-2019 (J) from the school you will attend to the U.S. Consular officer to obtain your entry visa. You may be able to travel to and return from Canada, Mexico, and adjacent islands (except Cuba) without a valid visa if you will be staying less than 30 days. (Check with an advisor for current regulations.) Remember, the visa does not indicate how long you are permitted to stay in the U.S. Your permission to stay ends once you complete your program of study (plus grace period) or when you fail to “maintain legal student status.”

- Note: Canadian citizens do not need a visa to enter the U.S.

Form I-20/Form DS-2019

The I-20 (for those with F-1 status) or DS-2019 (for those with J-1 status) is the document which you must present to the U.S. Embassy or Consulate abroad to obtain a visa and which you present to immigration officials to enter the U.S. each time you travel abroad and return. This is your “Certificate of Eligibility.” The I-20/DS-2019 are legal documents issued by a U.S. school through the Department of Homeland Security (DHS) SEVIS database; they are evidence that you have been accepted to a full-time course of study at the institution and have sufficient funds for the first year of the program.

Signatures – The form needs your signature and the signature from the PDSO (Primary Designated School Official) or one of the DSOs (Designated School Officials) on the IPS staff.

- *Expiration Date* – the expiration date on the certificate is only an estimate.
 - For F-1 students, the Form I-20 expires 60 days after you complete the last requirements for your degree.
 - For J-1 students, the DS-2019 expires within 30 days of completion.

Legal Document – The I-20/DS-2019 are issued via the SEVIS government tracking system and have a bar code and ID number. If any of the information on these documents changes, you MUST come to the Office of International Programs & Services immediately to apply for a new document. If you fail to follow all the rules of legal student status, your stay expires on the day the violation occurs.

Important Reminders:

- The I-20/DS-2019 is used to apply for an F-1 student visa at a U.S. consulate/embassy abroad.
- The I-20/DS-2019 must be presented at the U.S. port of entry every time you seek to enter the U.S. in F-1 status.
- The I-20/DS-2019 is valid only for the period of time specified on the form and for the academic program at the school indicated on the I-20/DS-2019.
- Your SEVIS record and I-20/DS-2019 can only be extended prior to the expiration date (see item 5, Appendix I). In order to extend your I-20/DS-2019, submit the Program Extension Form and current financial support documents to IPS.
- The I-20/DS-2019 must be kept up-to-date throughout your program – Report changes to IPS immediately.

I-94 Departure Record

The I-94 is the electronic document that gives you permission to stay in the U.S. as a student for a specific period of time – for the program of study designated – at the institution stated on the form I-20/DS-2019, that is, Millersville University. It is a record of your arrival. The record is completed when you depart the U.S.; a new record is created after a new arrival. Like your passport, the I-94 must be current and valid at all times. When a student departs the U.S., the I-94 record is no longer valid, but it can be reactivated on re-entry into the U.S. The number on the I-94 record is called your "Admission Number" or "I-94 Number."

For F-1 and J-1 visa holders, the expiration date should be D/S (duration of status), which implies the date of program completion (not always the same date as graduation).

- The expiration date should be D/S (duration of status), which means the date of your academic program completion. The D/S means that you can remain in the U.S. in your current immigration status until you finish your program as long as you maintain status, continue as a full-time student, and all of your other immigration documents are valid and up to date (I-20/DS-2019, passport).
- Each time you enter the U.S., you need a new I-94 document. Print and submit a new I-94 to IPS after each travel outside the U.S. Review your I-94 to ensure your information is recorded correctly.
- This date on this document is very important. If you will not complete your degree program by that date, you must apply for an I-20/DS-2019 extension of your stay. An extension will allow you to remain in the U.S. beyond that date.

I-797 SEVIS I-901 Fee Receipt

All initial F-1 and J-1 students must pay a SEVIS I-901 fee (<https://www.fmifee.com/>). Proof of payment of this fee should be printed at the time of payment and presented at your visa interview. It should also be presented when you seek to enter the U.S. in F-1 or J-1 student status.

Deferring Your Admission to Millersville University

If you no longer plan to attend Millersville University or are unable to begin your degree program on the date indicated on your I-20/DS-2019, please notify IPS as soon as possible. Depending on when you plan to arrive in the U.S., you may have to defer your admission until later, which may require getting a new I-20/DS-2019. If you will not attend Millersville University, your Millersville University I-20/DS-2019 will be cancelled.

Post-Arrival – While You Are in the U.S.

Maintaining Status

There is a direct connection between your successful course work, attendance and participation in classes, and maintaining your immigration status. Please pay special attention to all immigration requirements. The key is that if anything in your situation changes, such as address, schedule, or other matters, you should be communicating with the immigration officials on campus.

***TIP:** If a change happens, such as your contact information, your address, or your major, communicate that to IPS. Anything like this that you would think to tell your family, such as the above or needing to go to the hospital is something you should communicate to IPS. We are here to help you!*

Responsibilities of a Student in F/J Status:

- ❑ **Full-Time** – You must be enrolled as a full-time student. (Full-time is defined as 12 credits for undergraduate students; 6 credits for graduate students; and 20+ contact hours per week for ELI students.)
- ❑ **Less Than Full-Time** – You may not legally drop below full-time enrollment without first receiving approval from IPS. (Permission to have a reduced course load (less than full-time) may be possible, but it is approved one term at a time if the conditions make it seem like the best solution.)
- ❑ **Attendance** – You must have good class attendance. 80% attendance is required for ELI students, but of course, attending more than that is most helpful to language learning success.
- ❑ **Employment** – You may not work off-campus without authorization. Students may work on-campus up to 20 hours a week as long as the on-campus employment does not conflict with their class schedule and progress.

Reporting Requirements

- ❑ **Changes Reported** – You must report these changes of address to IPS within 10 days of the change:
 - **Personal Information** – Immigration regulations require F and J international student to report personal (name, address, and contact information) and program information changes to IPS within 10 days of any change.
 - **Address** – Students must report their U.S. address upon entry to the U.S. so that their SEVIS record can be registered. (This is the address where you live; P.O. boxes and departmental addresses are NOT acceptable.)
 - **Address Change** – Address updates should be reported using the mailing address option in MAX. Instructions for updating your address in MAX are online. IPS will update your SEVIS record according to address information submitted in MAX.
 - **Any Changes in Personal Information** – Additional information that should be reported to IPS within 10 days of any change includes name, major, home country address, and for J-1 students, current telephone number and email address.

Other Legal Requirements for Students

- ❑ *Program Completion* – Once your program of study is completed or you fall out of status, you can no longer enter the U.S. with your I-20/DS-2019 or entry visa.
- ❑ *Taxes* – All international students are required to complete and submit U.S. tax forms to the federal government every year, whether or not they worked or earned any money while in the U.S. IPS offers tax workshops each year to help you complete this requirement. (See page 43 for more detailed information about taxes.)

Important Notes – Special Circumstances:

- *Changing Your Major* – If you are changing your major, you will need to request a new Form I-20/Form DS-2019 from IPS to remain current and in legal status.
- *Temporary Leave of Absence*
 - *General Leave of Absence* – Students may take a planned leave of absence during the academic year for medical, personal, and other reasons, according to University policy. Depending upon the length of time leaving, it may not be necessary to reapply for admission to the University.
 - *Undergraduate Students* – Undergraduate students are allowed a leave of absence of up to three consecutive semesters away without having to reapply for admission to the University. The timeframe for this leave of absence is based upon their last graded semester at MU.
 - *Military Service Leave* – If you are called to active military duty while a student at MU, please see the Registrar's Office for Procedures for Students Ordered to Active Duty [webpage](#) for more information.
 - *Other Information Related to Leaves:*
 - In addition to completing any University paperwork for the Leave of Absence with the Registrar's Office and your department, students must also complete paperwork with IPS. Our staff will guide you through the process.
 - F-1 and J-1 students who take a temporary leave of absence who do not qualify for a medical reduced course load must complete the online Return from a Temporary Absence Form and submit the required documentation for IPS to request the reactivation of their SEVIS record or the issuing of a new I-20/DS-2019 to resume their studies.
 - F-1 and J-1 students who are interested in taking a temporary leave of absence should be aware of certain immigration restrictions:
 - ✓ Nonimmigrant students cannot remain in the United States in F-1 immigration status if they are not enrolled full-time in school (unless authorized for an academic reduced course load or medical reduced course load).
 - ✓ An F-1 or J-1 international student taking a temporary leave of absence must either
 - ❑ LEAVE the United States;
 - ❑ APPLY for a change of status to another immigration classification; or
 - ❑ TRANSFER their SEVIS record to another school.
 - ✓ F-2 dependents must also leave or apply for a change of status to another immigration classification if the F-1 or J-1 is taking a leave of absence.

Getting Settled in Pennsylvania

IPS has organized some helpful information to help you get settled. See this page to learn more of the first things you can do: <https://www.millersville.edu/internationalprograms/international-students/getting-settled-in-pa/index.php>.

Immigration – Key Reminders

WARNING: Students who fall out of legal status do not have a 60-day grace period. They must leave the U.S. immediately! Pay special attention to the guidelines for maintaining status.

To Maintain Legal Status – NEVER

- ✓ Work off-campus unless you have written permission (authorization).
- ✓ Work on campus more than 20 hours/week while school is in session, which means during the semester.
- ✓ Take a leave of absence, withdraw from classes, or drop below full-time status without first contacting IPS.

To Maintain Legal Status – ALWAYS

- ✓ Attend the school listed on your I-20/DS-2019.
- ✓ Notify IPS of a new address within 10 days, and also other changes listed above.
- ✓ Maintain full-time student status (12 credits undergraduate; 6 credits for graduate; 20+ contact hours/week ELI students).
- ✓ Keep your I-20/DS-2019 document correct and valid at all times.
- ✓ Maintain a valid passport. If you get a new/updated passport, bring it to IPS so we can make a copy to update your file.
- ✓ If you are transferring to a different school, contact IPS for guidance on the immigration transfer procedure.
- ✓ If you are graduating, inform IPS.
 - Note that within 60 days, you will be required to:
 - LEAVE the U.S.;
 - TRANSFER to a new I-20/DS-2019 for a different program or school; or
 - APPLY for a change to another immigration status with the USCIS.
- ✓ **Keep Your Information Up-to-Date**
 - It is critical that you keep your documents current. These are good practices to follow:
 - Keep your documents in a safe place – If your documents are lost or stolen, contact your home embassy in the U.S. right away. Also notify IPS. If you have multiple copies of any of these documents, keep them all in your files/safe place.
 - If you move or otherwise have a different address or phone number, contact IPS within 10 days.
 - IPS will contact you each semester to verify your contact information.
 - You must also keep your address and phone number up-to-date with MU, using MAX.

Immigration – Employment

International students may only be employed in the U.S. with permission. It is a violation of immigration status to have unauthorized employment. F-1 and J-1 students should consult IPS about any employment opportunities prior to accepting the offer or beginning the employment. IPS is responsible for terminating the SEVIS record of students who have unauthorized employment; this action ends one's legal status in the U.S. and can negatively affect future attempts to enter the U.S. You can read more about employment below and at our page: www.millersville.edu/internationalprograms/international-students/working-in-the-us/steps-to-working-on-campus.php

Verification Letters

When you have a job offer from an employer, contact IPS to request an Employment Verification Form that you must give to your employer to complete. This is necessary to receive a Social Security Number.

Applying for a Social Security Number (SSN) – For Employment OR Driver's License

To be employed OR to get at Driver's License, students will need to get a Social Security card. IPS staff can help you through this process. If a student is not approved for employment, a letter of ineligibility will be required from the Social Security Office to attain a driver's license. Read more here: www.millersville.edu/internationalprograms/international-students/getting-settled-in-pa/index.php.

Clearances

In order to get paid, you will need to complete three backgrounds checks as listed below, which all MU employees are required to do. IPS will send you the detailed information to complete the clearance process when you communicate that you have a job offer.

- ☐ Act 34 (Criminal Record Check)
- ☐ Act 114 (FBI Federal Criminal History)
- ☐ Act 151 (Child abuse history clearance)

On-Campus Employment

On-campus employment refers to employment where a student is hired by a unit or department of Millersville University and also paid by Millersville University. If the employer is a private company which is physically located on the Millersville campus but provides direct services for students (for example, Starbucks in the McNairy Library), this employment would also qualify as on-campus employment. Students may only work up to 20 hours per week during academic semesters, but no more than 20. During semester breaks (not holidays), students may work 40 hours per week, which is considered full-time. Ask IPS if you have questions about an employment opportunity.

Optional Practical Training (OPT)

OPT is defined as “temporary employment authorization for practical training directly related to a student’s major field of study.”⁴ Standard OPT is available for a total of 12 months of employment per degree level completed in the U.S. OPT is most commonly applied for in order to obtain employment authorization for the time right after completing a degree. However, students may apply before they complete their degree. Key Information:

- ❑ OPT applications must be filed with the U.S. Citizenship and Immigration Services (USCIS).
- ❑ Applications must be received by USCIS no more than 90 days before OR 60 days after completion of degree program or the program end date listed on your I-20/DS-2019, whichever comes first.
- ❑ Applications can take up to 90 days to be processed by USCIS.
- ❑ Post-Completion OPT applications are based on the completion of all degree requirements.
- ❑ OPT must be completed within 14 months of your degree completion. If you apply for OPT in the 60 days after the completion of your degree, you will likely receive less than 12 months of OPT authorization.
- ❑ IPS will issue an I-20/DS-2019 within 30 days of the OPT recommendation.
- ❑ If you are applying for Pre-Completion OPT or Post-Completion OPT with a thesis/dissertation requirement remaining, please speak with an IPS advisor about the application timeline.
- ❑ OPT is available for a maximum of 12 months per educational level. There is an exception for STEM students, which can add up to another 17 months.



Photo by [Scott Graham](#) on [Unsplash](#)

Curricular Practical Training (CPT)

CPT is an option for F-1 degree-seeking students. Employment must be closely related to the degree program curriculum or related to your major field of study. The CPT must be approved by IPS. It can be approved for part-time (20 hours or less) or full-time (over 20 hours). Students must continue to maintain a full course of study during the academic year. CPT can affect students’ ability to do OPT.

Assistantships

Many academic departments offer assistantships, typically at the graduate level. Student assistantships are considered on-campus employment and are limited to 20 hours per week during required academic terms (a 50% appointment). An assistantship is considered a part of a student’s educational program. You will be required to provide some service in return for a “stipend” (wage) and waiver of all or part of your tuition. In some cases, the assistantship may also pay required student fees (such as an activity fee, a health-service fee, a library fee, etc.). Find out more about assistantships at this link:

<http://www.millersville.edu/graduate/current-student-resources/graduate-assistantships.php>.

⁴ <https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/optional-practical-training>

U.S. Taxes – All International Students Required to Complete

There are several different types of taxes in the U.S. tax system, such as income tax, Social Security tax, sales tax, and personal property tax. There are also three layers of taxation: local, state, and federal. All international students are required to complete tax forms during their time of study at Millersville University. IPS is happy to assist with this. We offer workshops with tax professionals to help you complete all required forms.

Annual Income Taxes

The Internal Revenue Service (IRS) is a bureau of the United States Department of the Treasury. It is responsible for collecting income taxes and helping people understand and meet their tax responsibilities by applying the tax law “with integrity and fairness to all.”⁵ Income tax is a tax based on annual income. Everyone in the United States, citizen or non-citizen, is responsible for submitting a complete and accurate income-tax statement or a [statement of exemption](#) to the IRS every year. Many people describe this as, “filing a tax return.” Here are some key points about taxes:

- ❑ Tax returns for the previous year’s income must be filed by April 15 of the following year, unless there is an exemption. For example, a person’s 2016 income is reported by filing a tax return by April 15, 2017.
- ❑ As part of annual tax reporting, all “[nonresident aliens](#)” including nonresident dependents, must file the [Form 8843](#) to report their presence in the U.S., no matter their age; whether or not they received income in the U.S.; if they were in the U.S. during the calendar year prior to the tax deadline; or if they were in F-1, F-2, J-1, J-2, M-1, M-2, Q-1, or Q-2 visa status.
- ❑ Nonresident aliens who earned or received U.S.-based income (e.g., payment for employment; stipend) including J-2 dependents with work authorization may be required to file additional federal and state tax forms.

***TIP:** IPS offers workshops with tax professionals each year to help you fill out all required forms. If you attend, you will be able to complete all required steps.*

Taxes can be complicated. Two classifications, resident and non-resident, determine how much income is taxed. When the IRS uses the term “resident,” it refers to an individual who has spent enough time in the United States to be taxed as a US citizen or permanent resident, even though she/he may still be a nonimmigrant, such as an international scholar in J or H status. Please review the IRS webpage, [Determining Alien Tax Status](#), and/or consult a tax professional.

⁵ Quoted from <https://www.irs.gov/uac/the-agency-its-mission-and-statutory-authority>, available 06/14/2017.

Beginning Studies & Setting Up Services

Dining Services and Meal Plans – Where to find food on campus

Millersville University provides a variety of delicious dining options throughout campus. You may review the many options and meal plans at the MU Dining webpage: <https://www.millersville.edu/dining/>

It will be helpful for you to know that Gordinier Hall contains the main dining hall, the *Upper Deck*, and *The Anchor*, which is a deli-convenience store. In the Student Memorial Center (SMC) there are food court style options available at the Galley on the lower level, and the Juice Bar on the upper level. Lyle Hall contains the *University Grille*, a sit down restaurant, and also *The Cove*, which is a deli-convenience store. For coffee, visit Starbucks in McNairy Library, the Cyber Café in Caputo Hall, or Saxby's on the lower level of Gordinier. There is even a food truck – the Marauder Express – which can be found around campus. Students may use their meal plans, Flex, Dining Dollars, or Marauder Gold at these locations. This page tells more about the retail dining options on campus and their hours of operation: <https://www.millersville.edu/dining/retaildining.php>. There is an App you may install on your phone to make food ordering on campus easier: <https://www.millersville.edu/dining/files/gets2.pdf>.

Meal Plans

Every student who lives on-campus is registered for a [19-meal per week meal plan](#). Off-campus students may also choose to purchase meal plans. Changes to meal plans may be made before the start of each semester by the Friday before school starts. Students can only use their meal plan ONCE in a given dining time period. For example, if you buy lunch during the lunch time period and then want to buy another sandwich or snack later before the dinner time period, you cannot use your meal plan. You can, however, use your *flex dollars* or *Marauder Gold* to purchase additional food during this time.

My "exchange student team" was very close. We always went to the Dining Hall together every day at the same time for breakfast, lunch or dinner even if we had different schedules.

Former International Student

Other helpful information for buying food:

- **"Flex" Dollars** – As part of the [19-meal per week meal plan](#), students receive flex dollars. Flex may be used to purchase snacks or additional meals at University Dining Locations.
- **Dining Dollars** – You may also purchase additional funds, in increments of \$50 throughout the semester to be added to your meal plan. Dining dollars can be used at dining locations on campus.
- **Guest Meals** – Also included in your meal plan are two guest meals. With these, you can treat a friend or family member to a meal at any of the dining halls. You may also use your flex dollars or cash to pay for additional guests' meals.
- **Marauder Gold** – Marauder Gold is a declining balance program that works like a debit card, except you cannot take money out of your account once it is deposited. You can deposit money into your Marauder Gold account online through MAX. It may be used to make cash-free purchases at any on/off campus locations that display the Marauder Gold logo.

Other Places to Eat

Dining & Food ON Campus**Sugar Bowl**

9 Normal Ave, Millersville

717-872-8808

www.sugarbowl.biz**House of Pizza**

101 W. Frederick St, Millersville

717-872-2131

www.houseofpizzamillersville.com**Jack's Family Tavern & Restaurant**

15 S. Prince St, Millersville

717-872-8300

Far East Café

4 S. Prince St, Millersville

717-871-6989

www.mufareastcafe.com**Cactus Café**

2 S Prince St, Millersville

George Street Café

304 N. George St, Millersville

717-872-0800

**OFF Campus – Walking Distance****Sheetz**

1790 Millersville Road

<https://www.sheetz.com/>**Wayback Burger**

343 Comet Drive, Lancaster

717-584-6284

www.waybackburgers.com**Tropical Smoothie Café**

341 Comet Drive, Millersville

717-584-6532

www.tropicalsmoothiecafe.com**Subway**

240 Manor Ave, Millersville

www.Subway.com**Domino's (Pizza)**

519 Leaman Avenue, Millersville

717-872-9119

www.dominos.com**Copper Hill Public House**

1 Crossland Pass, Millersville

717-584-3980

<https://www.copperhillpub.com/>**China Wok Chinese Restaurant**

345 Comet Dr., Millersville

717-872-2008

www.chinawokmillersville.com**Nino's New York Style Pizza**

361 Comet Dr., Lancaster

717-872-4511

www.ninospizzamillersville.com**Two Cousins Pizza**

115 Manor Ave, Millersville

717-871-9200

Javateas Gourmet Coffee Cafe

2 South Prince St., Millersville

OFF Campus – Drive or Public Transportation**BJ's Restaurant**

925 Plaza Blvd, Lancaster

www.Bjsrestaurant.com**Olive Garden Italian Restaurant**

910 Plaza Blvd, Lancaster

www.Olivegarden.com**TGI Fridays**

629 Park City Center, Lancaster

www.Tgifridays.com**Bonefish Grill**

970 Plaza Blvd, Lancaster

Shogun Japanese Steak House

680 Park City Center, Lancaster

Panera Bread

2092 Fruitville Pike, Lancaster

www.Panerabread.com**Chipotle**

2081 Fruitville Pike, Lancaster

www.Chipotle.com**Fuddruckers**

100 Rohrerstown Rd, Lancaster

SoBol

210 Rohrerstown Rd, Lancaster

www.Mysobol.com**McDonald's**

1295 Millersville Pike, Lancaster

www.McDonalds.com**Burger King**

1298 Millersville Pike, Lancaster

www.Bk.com**Iron Hill Brewery**

781 Harrisburg Pike, Lancaster

www.Ironhillbrewery.com

Off Campus – Drive or Public Transportation (Continued)

Friendly's

1655 Columbus Ave. Lancaster
717-392-5271

JB Dawson's

491 Park City Center, Lancaster

Papa John's Pizza

1800 Columbia Ave., Lancaster

Park City Diner

884 Plaza Blvd, Lancaster
www.theparkcitydiner.com

Long Horn Steak House

993 Plaza Blvd, Lancaster
www.longhornsteakhouse.com

QDOBA Mexican Eats

142 Park City Center (Mall), Lancaster
www.qdoba.com

Ruby Tuesday

1294 Millersville Pike, Lancaster
www.rubytuesday.com

Lancaster City Restaurants

Himalayan Curry & Grill

22 E Orange St, Lancaster
www.himalayanlancaster.com

Annie Bailey's

28 E King St, Lancaster
www.anniebaileys.com

Silantra Asian Street Kitchen

101 E King St, Lancaster

La Cocina

111 E King St, Lancaster

Rachel's Café and Creperie

111 E King St, Lancaster

Souvlaki Boys

1 W James St, Lancaster

LUCA

436 W James St., #101, Lancaster

Issei Noodle

44 N Queen St, Lancaster
isseinoodlelancaster.com

Flora's Restaurant

306 N Mulberry St, Lancaster
(717) 553-5365



Shopping and Helpful Locations Close to Campus

John Herr's Village Market

25 Manor Ave., Millersville
717-872-5457



CVS/Pharmacy #1675

1278 Millersville Pike, Lancaster
717-399-8793

Wiley's Pharmacy

507 Leaman Ave., Millersville
717-871-1100

Roger Gibbon, DDS (Dentist)

305 N George Street, Millersville, PA

CVS/Pharmacy #2371

2020 Columbia Ave., Lancaster
717-239-5300



Giant Food Stores

1360 Columbia Ave. Lancaster
717-291-9678



Rite Aid Pharmacy #00729

59 North Queen Street, Lancaster

Rite Aid Pharmacy #03620

1550 Columbia Ave., Lancaster, PA

Rite Aid Pharmacy #04684

825A East Chestnut Street, Lancaster, PA

Rite Aid Pharmacy #11034

2600 N. Willow Street Pike, Willow Street, PA

Banking – Automatic Teller Machines (ATM)

You will find banking machines (ATMs) at the following locations around campus:

- Millersville University Student Memorial Center – SMC (George Street)
- Lyle Hall (In front of the dining hall)
- Gordinier (near the Anchor) Parking lot behind Harbold and Diehm Halls
- John Herr's Village Market, 25 Manor Avenue, Millersville, PA 17551 – 717-872-5457
- Turkey Hill, 26 Manor Avenue, Millersville, PA 17551 – 717-872-0606
- Sugar Bowl, 9 Normal Avenue, Millersville, PA 17551 – 717-872-8808
- Millersville Mart, George St. & Blue Rock Road, Millersville, PA 17551 717-872-5982

Communications – Phone/Internet/Mail

Phone Access

When making a local call from an MU phone, you must dial 8 to gain access to an outside line and then dial all seven digits of the number. For long distance and international calls you will need to use a phone card. Phone cards can be purchased at the Millersville Mart (open 24 hours) at the corner of George Street and Blue Rock Road 999. You can purchase Phone Cards for dollar amounts, such as \$5, \$10, etc. Phone cards are also sold at the Turkey Hill on Blue Rock Road (to the right of the Millersville Mart and across from John Herr's Supermarket) and at the Park City Mall.

Internet Access

There are computer labs around campus where Internet access is available. The Internet access is free in every lab, and there is also wireless Internet access in almost all buildings on campus.

Mail

Domestic mail can be sent from the Mail Services Office in the Boyer Building, daily from 8:00am to 4:00 PM. Phone Number: (717) 871-7008. For international mail, you will need to use the Millersville Post Office located at 431 N. George Street, very near to campus. It is open Monday through Friday from 8:00am to 4:30pm and Saturday from 9:00am to 11:30am. Phone Number: (717) 872-5011.

- Your Mailing Address – For students living on-campus your shipping address is:

<p>Your Name Millersville University Your Room #, Wing, and Hall Millersville, PA 17551-0302</p>
--

Technology Information – Becoming a Digital Citizen at MU

The following information will help you get access to all the things that make life possible at MU.

Safety and Alerts from MU

As explained in the safety section earlier (page 23), be sure to use these two services while at MU:

1. **LiveSafe App** – Read more here: <https://www.millersville.edu/police/livesafe.php>.
2. **MU Alert** – Used for weather-related delays and cancellations, as well as safety concerns related to the campus. Sign up: <https://millersville.omnilert.net/subscriber.php>

MAX and MyVille Accounts

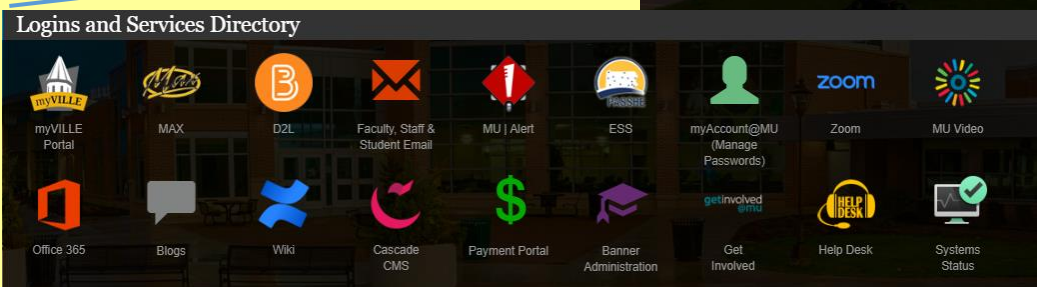
This web source is your access to your grades, mailing address, professors, course registration, bills, and other very important information. Here you can also find your class schedule. If you are studying at Millersville for a full academic year, you can schedule classes at the appropriate time for the second semester. Use your Millersville username and password to log in.



Your MyVille username allows you to access your student email. It also lets you keep track of your meal plan status, how much flex and Marauder Gold you have in your account, etc. You can log into the campus computer labs and wireless networks using MyVille. Use your Millersville username and password to log in.

Log-Ins and People Finder

At the bottom of every web page on the MU website, there is a link to the log-in page for all the services and tools you might need. The people finder tool at the MU website is a very convenient way to find a faculty or staff person or office on campus. Access it here:



How to Read Your Schedule on MAX

Student Class Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Address bar: https://muhp5.millersville.edu/pls/prod/mzskclsd.P_DispcClassSchd

Most Visited Getting Started Latest Headlines

Student Class Schedule

Search Go

BACK TO MENU SITE MAP HELP EXIT

Millersville University Student Class Schedule

Spring 2011
Jan 11, 2011 01:06 pm

To print a user friendly version of your class schedule use landscape mode.

[Look up textbooks](#)

CRN	Subj	Crse	Seq	Title	Creds	Lv	Stat	Days	Time	Build	Room	Instructor
11123	GEOG	227	50	Urban Geography	3.00	U	RE	TBA	TBA	ONLINE	DIST LRNG	Shanahan, Derek
12689	ECON	326	01	Economic Growth and Developmnt	3.00	U	RE	TR	1100-1215PM	MCCOM	202	Madden, Kirsten
7102	GRAD	999	01	Graduation	.00	U	RE	TBA	TBA	TBA	TBA	TBA
7238	ECON	318	01	Intermediate Microeconomics	3.00	U	RE	MWF	1100-1150AM	HASH	017	Baker, Ronald
8078	GOVT	231	01	Intro to Political Theory	3.00	U	RE	TR	0230-0345PM	MCCOM	206	Bagchi, Nivedita

Total Credits 12.00

Notes:
11123 GEOG 227 50 MUOnline
7102 GRAD 999 01 Register for this in addition to your classes, if you are planning to graduate May 2011. Please file an application for degree by January 28.

Course Registration Number:
Used for Registering for the class through MAX

Course Number and Section:
The first number denotes which class you are taking. There are four levels of classes, from 100s (freshman-level) to 400s (senior-level). The section number denotes which section of the class you are in.

Department:
The department that is offering the course. In this case, it is GOVT, or the Government department.

Day and Time:
Lists which days of the week and which times the class is held.

Credits and Level:
How many credits the course is worth and at what level. For example, this course is worth 3 U.S. credits of undergraduate credit.

Location:
The building and room in which the class will be held. MCCOM means McCormsey Hall. This class will be held in room 206 of McCormsey Hall.

Professor:
The name of the professor who will be teaching the course.

[Select New Term]

RELEASE: 7.1

powered by **SUNGARD** HIGHER EDUCATION

Done

Weather Delays and Cancellations

In the event of bad weather or other unusual conditions, Millersville University may either be closed or announce a delay. This will be done through [MU Alert](#), if you have signed up for them, and will be sent directly to your phone. The following policy related to classes applies to all University locations, including the main campus in Millersville and the MU-Lancaster site at 42 N. Prince Street, Lancaster and the English Language Institute classes. Remember: when there is bad weather, such as heavy snowfall, students should be very careful driving to campus, only doing what feels safe to them. If you are not able to attend classes, communicate with your teacher/professor as soon as possible.

Delayed Opening

If a delay is announced, all classes scheduled during the time of the delay are cancelled. However, students should plan to attend all classes that begin at the announced opening time or would normally be in progress at the announced opening time. For example, if the University announces a delay until 10:00 AM:

- All classes regularly scheduled to end by 10:00 AM are cancelled.
- All classes regularly scheduled to start at 10:00 AM will meet.
- All classes regularly scheduled to end after 10:00 AM will meet for a shortened session from 10:00 AM to their normal end times.

On days when the University delays its opening, classes that are scheduled to meet for an abbreviated/partial period may meet at different times, as communicated by the instructor. Students should assume their classes would meet unless otherwise informed by their instructors. Online classes are subject to the same policy as face-to-face classes. Read more here:

<https://www.millersville.edu/delays.php>

TIP: *The best way to find out about delays or cancellations is using [MU Alert](#) on your phone.*

CLOSING

If the University closes, all classes and University offices will close at the announced time, or for the full day, if announced that way. The announcement may read, "Weather Alert – Due to heavy snowfall, the MU campus is closed today. All classes are cancelled. All offices are closed." Examples of this:

- If the University announces that it will close at 5:00 PM, any classes beginning at or after 5:00 PM are cancelled for the day. Any classes already in session at that time will be dismissed at 5:00 PM.

Academic Information – Expectations

Classroom Culture

Classroom customs and behaviors in the U.S. and at Millersville University may be different from those your home country. Students are expected to attend class and be on time. Professors assign homework and readings, which students are graded on. If students are absent, it is their responsibility to make up the missed work; they should either contact the professor or another classmate for the details. If missing a class, it is best to notify the professor or teacher beforehand. Grades may be calculated by combining group projects, homework, quizzes, and exams.

Grading System – All MU Students

Millersville, like most American universities, uses a letter grading system (A-F) rather than a numerical one. In addition, the letter grades are also separated higher and lower by use of the +/- system. If a professor uses a grading system other than the one listed below, it will be communicated in the syllabus. These are grades students may earn

A	93-100%	B	83-86%	C	73-76%	D	63-66%
A-	90-92%	B-	80-82%	C-	70-72%	D-	60-62%
B+	87-89%	C+	77-79%	D+	66-69%	F	0-60%

Grading – ELI Students Only

The ELI follows the same Millersville University grading scale above. ELI students will earn one grade for each course taken. In order to pass a course, ELI students must earn a B- (80%) or higher. If a student does not earn 80% or in other ways fails to make progress in the program, the student will be placed on academic probation. Probation can lead to dismissal from the program, which will result in the termination of the I-20/DS-2019.

ELI students are evaluated on a continuous basis through in-class activities, graded assignments, quizzes, and tests. Students will receive a mid-term grade and a final grade report at the end of each term

Grade Appeals – ELI students who believe there is an error on their mid-term or final grade report may submit a *Grade Appeal Form* to the English Language Institute. This appeal will be reviewed by the ELI administration in consultation with the instructor. Resolution will be communicated to the student, usually within 10 days.

Transcript Requests

For official transcripts, students must contact the Office of the Registrar:

<https://www.millersville.edu/registrar/gradesandrecords/index.php>

Important Dates – Academic Calendar

Use this link to find the current or future calendars for planning your dates:

<https://www.millersville.edu/registrar/academic-calendar/index.php>

Advisors – Getting Help

All international students in University majors are assigned an advisor from their academic department. ELI students have regular access to their ELI teachers and the ELI administrative team, as well as the IPS staff for helpful advising. Advisors are listed on your MAX account. Students can visit their advisor, their professors, or their ELI teachers during office hours to talk about their studies or to get advice on academic questions or the registration process. For non-ELI students who are not earning an MU degree, such as those doing a partnership 1-2-1 program, academic advice should come from the home university.

The IPS team can always help you if you are not sure where to begin. The Office of International Programs & Services has a Faculty Coordinator for Internationalization as part of the team, so this person can also be of help to you. If you are having trouble with course selection and would like to talk to our Faculty Coordinator, he would be happy to help you. You may contact him by email [here](#) or at 717-871-7506 to set an appointment.



TIP: Ask your teachers for advice about how to succeed in their classes. They will usually give you great information.

Course Professors & ELI Teachers

Your course professors and ELI teachers want to talk to you. They would welcome you to their office hours, or you may set an appointment to talk. They are here to help you. Meeting with and talking to your teachers not only helps you, it also shows that you are a serious student who wants to succeed. Many Millersville students find that it is a great way of establishing strong connections with their professors.

Academic Integrity – Related to Cheating and Plagiarism

Academic rules are different from country to country. It is important for all students to understand the academic integrity expectations of Millersville University and in the U.S. In some contexts, it may be thought of as honoring other people to use their words

without giving them credit or naming them. However, in the U.S., this practice is considered very bad; it is called *plagiarism*.

Plagiarism is taking credit for an idea or statement that did not originate in your mind. Students who present someone else's work, words, or ideas, whether another student's or from a publication, as if it is their own creation, commit plagiarism.

Read more: <https://www.millersville.edu/english/faculty/academic-integrity/plagiarism.php>

Have conversations with your professors and the IPS staff when you have difficulties. They will be able to help because Millersville University staff are the friendliest staff I have ever met in my life!

Former International Student

Plagiarism is a form of cheating. It has serious consequences.

At minimum, the student will fail the assignment. It can lead to loss of credit and even dismissal. ELI students caught plagiarizing will receive a zero on the related assignment, which affects the overall grade for the course. A repeat offense will result in disciplinary action, including possible failure of the course. Read more here: www.millersville.edu/internationalprograms/international-students/getting-settled-in-pa/issues-in-academic-integrity.php. If you are unsure how to properly give credit to people whose ideas or words you borrow, ask your instructors. They will help you.

Registering for Classes

For ELI Students, IPS will register you for ELI courses. If you are in a partnership program, such as a 1-2-1 model, IPS staff will assist you in registering for your concurrent for credit classes.

For non-ELI students, you will need to register for classes yourself. You may ask your advisor and IPS for help and advising. See information about advisors above.

Adding/Dropping or Withdrawing from a Class Online

Due to visa regulations, you should always meet with IPS staff before dropping or withdrawing from a class to make sure that you are not violating any of the terms of your visa requirement.

- **Adding and dropping classes** is done online via MAX. You will be able to add or drop a course online until the end of the Add/Drop period. The last day to add/drop is listed in the [Academic Calendar](#).
- **Withdrawing from a course** – The difference between dropping a course and withdrawing is that if you drop, the course will not be listed on your transcript. If you withdraw, the course will still be listed on your transcript, but you will have a “W” listed instead of a grade. Read more: <https://www.millersville.edu/finaid/eligibility/withdraw.php>. The last day to withdraw is listed in the [Academic Calendar](#).
- **ELI Students** – ELI students should work with the ELI administrative team if they need to make changes in their schedule.

Tips for Successful Schedule Changes – non-ELI Students

- ❑ **WAITLIST NOW for closed courses you want to add.** → It's a good idea not to wait until add/drop, but to add your name to waitlists early. Check your marauder email frequently for an add notice.
- ❑ **ADD before you DROP!** → If you drop a closed course or one with a waitlist in effect, you run the risk of not being able to re-add it.
- ❑ Check the [Web Schedule](#) for seat availability:
<http://www.millersville.edu/registrar/scheduleandregistration/index.php>

How to get into a closed course – non-ELI Students Only

- ❑ Sign up for the waitlist (this does not guarantee you will get a seat, but it may help.)
- ❑ See the professor to request permission to add the course. Faculty can override and admit a student to a closed class or override prerequisites, if they think it appropriate. Once the professor enters the override code, you will need to add the course on your MAX account.

Purchasing Textbooks – non-ELI Students

Textbooks may cost between \$300-\$600 per semester, depending on the subject of study. Multiple books may be required for each class – be sure to check the course syllabus. Also note that some textbooks may say “optional.” Talk to your professor to see what best fits your study needs. Here are some ways you can buy textbooks:

- ✓ **University Store Textbook Room** – The University Store Textbook Room is the simplest option for purchasing textbooks. It is located in the basement of the Student Memorial Center and is guaranteed to have the books that you need. If you bring a course schedule with you, the employees will be able to help you find all of your books. You can buy used books at a reduced price, but they usually sell out quickly, leaving only the more expensive new books. See more here: <https://millersville.textbookx.com/institutional/index.php>
- ✓ **Purchasing Books Online** – Buying a textbook online may be cheaper than buying it through the University Store, but be aware of these things:
 - Make sure that you buy the correct edition. The ISBN number can confirm this for you.
 - Check the price with tax, shipping and handling to make sure you are getting a good deal.
 - Check how long it will take for the textbook to arrive to make sure you will have it in time.
- ✓ **Renting Text Books** – Renting textbooks online is a very popular option for students trying to save money. There are many places to rent online such as chegg.com and bookrenter.com. The IPS team will show you more about this during the technology briefing.
 - Renting is a good option because you can return the books at the end of the semester before you leave without taking up space in your suitcase.
 - It also means you do not need to spend time selling them back.
 - Make sure you understand the terms of the rental.
 - You may need to take extra care of rental books so they do not get damaged. If they are damaged, you may lose money when you return them.

- Rentals are offered for different lengths of time, so make sure the option you pick gives you the book for the entire semester. Also, note when the books are due back; otherwise you may end up paying extra fees.

Selling Textbooks – non-ELI Students

You have a few options for textbooks at the end of the semester. One option is to keep the textbooks for future reference and professional development. Another options is to sell the textbooks. The following are ways you can sell your books:

- ❑ **University Store Buyback** – The University Store runs a buyback at the end of the semester. You can sell most textbooks, whether you bought them online or in the bookstore.
- ❑ **Selling Books Online** – You can also sell your books online. This is usually the option that gives you the most money. However, if you are leaving at the end of the semester, it may be unrealistic to expect to sell all of your books online before you leave.

The Course Syllabus

Some would say the course syllabus is the most important document in your study program. It is like a roadmap to navigate the course you are traveling.



What is a course syllabus? A course syllabus is given to students by their professors and teachers. It describes the course, telling the purpose and learning objectives. The syllabus also gives an outline of assignments with due dates and tells how students will be graded. In the syllabus, you will read about the topics that will be discussed in class and the teacher's expectations for students. It will also include office hours and location, and contact information. Lastly, the syllabus may contain general information required for all MU students. Be sure to speak to your professor if you have any questions regarding the information on the syllabus.

Advice for Succeeding as a Student

Many students are surprised by the differences between the classroom customs and behaviors of their home country and those of the United States. Below are some tips to help you:

- ❑ Prepare for class:
 - Read all assigned texts and be ready to discuss them.
 - Complete all assigned homework by the deadline given by the professor.
- ❑ Be early for class. Don't be late, which is considered rude. Students may be penalized for being late.
- ❑ Students are expected to be within the classroom and seated, not outside chatting, when the professor arrives.

Here are some tips to adjust: do what professors tell you to do, buy all the books you need, do all of your homework, attend class regularly, go to the library regularly, and use the computer labs.

Former International Student

- ❑ Once an instructor arrives to class, students are expected to become quiet and ready to start.
- ❑ If a student needs to be late for any reason, he or she should communicate with the professor. If it is due to an ongoing schedule conflict, tell the teacher at the beginning of the semester.
- ❑ You do not need to knock on the door before entering a classroom.
- ❑ If you need to leave during class, do this quietly. It is not necessary to ask the professor's permission to leave. If you know you need to leave or take an important phone call, you can alert the teacher ahead of time that you may need to step out.
- ❑ Attendance is taken in most classes at MU and in all ELI classes. Sometimes, a professor may give what is called a "pop quiz" (unannounced short test) at the beginning of class. If students are absent the day of a pop quiz, they may not be allowed to make up the points.
- ❑ Students who are absent have the responsibility to find out what assignments were missed. Contact the teacher. You may also ask classmates, even asking for a copy of notes from someone who was present. (Remember to notify a teacher ahead of time, if at all possible, when you are going to miss class. Also, keep in mind your attendance requirements.)
- ❑ Students who miss class due to illness may get a written medical excuse from Health Services to give to the teacher.
- ❑ Class participation is expected of all students. It is a good idea to sit up front and be involved!
- ❑ Students are expected to raise their hands if they have a question or when responding to a question asked by the professor unless the teacher has said to do this another way.
- ❑ Students should call professors by their title and last name unless the teacher has told them differently and the student is comfortable with that solution. Usually students use "Dr." or "Professor" plus the last name. Professors will tell students what they prefer.
 - In the U.S., the term Dr. (Doctor) means the professor has obtained his/her Ph.D. or Ed.D. The term "professor" may not. Therefore, Dr. is a more prestigious title. If unsure if your professor is a "Dr." or "Professor," use the term "Dr." to be polite or until they correct you.
- ❑ When visiting a professor's office, knock first and wait to be invited in. (If the door is open, they may wave or verbally tell you to come in.)
- ❑ Cell phones are expected to be turned off or on silent during class. Some professors will let students keep their cell phones on vibrate in case emergencies arise.
- ❑ Sending text messages or talking on a cell phone during class is unacceptable.

Social Dynamics of the Classroom

College classrooms are social settings where many different individuals gather to learn. Below is a list of some possible social dynamics in U.S. classrooms that you might experience:

- ❑ You may see students talking with each other before class begins because they already know each other or have other classes together. It might seem that they are not interested in meeting you or other new people in the class. If you introduce yourself, you will hopefully find that most of your classmates are welcoming. Taking this action may lead you to new friends!

- ❑ Because of the many general education classes that can sometimes be larger, you may also find students sitting quietly and not talking to each other. This does not mean that the students are unfriendly; they just do not know each other. Again, if you begin a conversation with someone, they will hopefully be friendly in return.
- ❑ There are many social opportunities available at American universities. Because of this, students may not see their classes as a place to make friends. However, people you meet in your classes can easily become new friends. You should also consider attending events and social activities to help you in building a network of friends. Participating in clubs and organizations on campus is another great way to meet people and build friendships.

Don't just hang out with the exchange students in Millersville! Get to know American students as well!

Former International Student

Health and Fitness

MU has many opportunities for students who like to stay active. You may exercise at any of the many fitness rooms and options on campus. General information is linked [here](#). As a student, all services listed below are available to you:

- **SMC REC CENTER** – This **REC**reation Center is in the Student Memorial Center. Learn more here: <https://www.millersville.edu/campusrec/smc-rec-center.php>
- **PUCILLO FITNESS ROOM** – This Fitness Room is smaller than the SMC Rec Center, but a nice option. The swimming pool is located here. Hours Monday-Friday: 6:30-8:00 AM / 12:00-1:00 PM / 3:00-6:30 PM. Learn more at this link: <https://www.millersville.edu/wssd/pucillofitness.php>
- **SWIMMING POOL HOURS** – The swimming pool is located at Pucillo. Learn more at this link: https://millersvilleathletics.com/sports/2019/12/4/Anttonen_Natatorium.aspx
- **WALKING/JOGGING ROUTES AT MU** – Click this link to see convenient routes you may use for exercising: <https://www.millersville.edu/campusrec/files/villejogmap.pdf>
- **FRISBEE GOLF COURSE** – Click this link to see the Frisbee Golf Course located on the MU campus: <https://www.millersville.edu/campusrec/img/frisbee-golf-course.jpg>

Note: Hours and access may change, depending on events or related to COVID-19 factors and protocols. Stay current using the links above and Campus Recreation Website:

<http://www.millersville.edu/services/campusrec/index.php>

Intramurals

Intramurals are competitive sports that are not part of the intercollegiate athletic teams on campus. Anyone can participate. Activities generally run from 9:00 a.m. – 12:00 p.m. Sunday through Thursday. For more information about Intramurals, visit

<http://www.millersville.edu/campusrec/intramural/index.php>

Millersville University Activities, Clubs and Organizations

Students are strongly encouraged to become involved in the many activities and organizations on campus. Getting involved can be an important addition to your education. It is also a great way to make friends and have fun. Learn more at: <https://www.millersville.edu/ville-life/clubs-organizations/>

Trips

Trips can be offered through IPS, and also through Millersville clubs and organizations such as the University Activities Board (UAB) or Global Marauders Club. They are usually advertised day trips and reasonably priced. Previous trips have included New York City, Baltimore, and Washington D.C. Watch the weekly *International Student News* email, the UAB board, and 'Ville Daily emails for activities.



'Ville After Dark

To find out about Movies, Concerts, Monday Night Football, and other FREE activities sponsored on campus, check out "Ville After Dark" at <https://www.millersville.edu/campuslife/student-activities/ville-after-dark/index.php>



Campus Life

Campus Life is the office on campus that helps students learn how to get involved, serve in the community, or develop their leadership skills. Studies show that students who are more involved on campus get better grades and are successful in college. Being engaged with the campus also helps build friendships and a network of support, both social and professional. There are many opportunities to join activities based on interests.

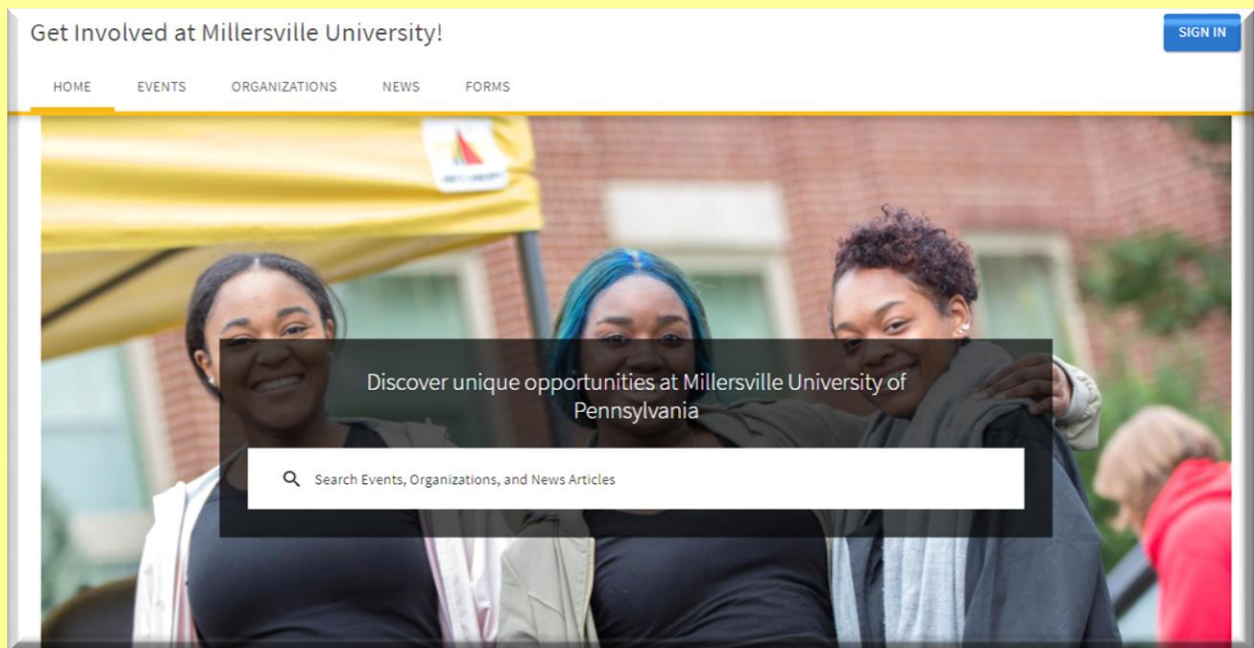
- **Contact Campus Life:**
- **Email:** campuslife@millersville.edu
- **Website:** <https://www.millersville.edu/campuslife/index.php>
- **See also:** <https://www.millersville.edu/ville-life/>

Campus Life: Involvement Fair

The Campus Life: Involvement Fair (formerly known as Organization Outbreak) is helpful way to find out what clubs and organizations are offered on campus. Most of groups, clubs, and organizations will have a table or display at this event, which is held at the start of each term.

Get Involved

Use this *Get Involved* site to find the many activities you can join: <https://involved.millersville.edu/>



Ongoing Services, Support, and Resources for Students

Millersville University provides a variety of academic and personal support services for all students. Many of these services are free of charge. Students may get assistance with writing, tutoring, finding jobs and internships, and more! See the information below for details.

Campus Resources for Students

These links here and notes below will guide you to the many helpful resources on campus:

- <https://www.millersville.edu/saem/student-resources/index.php>
- <https://www.millersville.edu/english/current-students/campus-resources.php>
- <https://www.millersville.edu/internationalprograms/international-students/resources/index.php>

The Office of International Programs and Services

International students adjusting to studying in the United States and being part of the Millersville community have many wonderful new opportunities. There can also be new challenges and extra requirements. Our staff is here to help you in the following ways:

- ***International Student Advising*** – International student advisors are here to assist with immigration and cultural advising for all international students. They can also refer you to the appropriate Millersville University department and services, as needed. Contact: International@Millersville.edu or read more here: <https://www.millersville.edu/internationalprograms/>
- ***The English Language Institute*** – The English Language Institute (ELI) is a resource for all international students on campus. Even if you are not an enrolled ELI student, reach out to the ELI if you need help with your schoolwork, such as writing papers or improving your textbook reading skills. You have the opportunity to improve writing and communication skills by participating in the ELI's Academic Support Program. Non-native speakers are provided with English support through workshops and tutoring.
 - Contact: English.Language.Institute@Millersville.edu or read more here: <https://www.millersville.edu/internationalprograms/eli/index.php>
- ***Health Insurance*** – Remember that all F-1 and J-1 students and scholars whose immigration documents were issued by Millersville University are required to have health insurance for themselves and their dependents. Please ask for information or assistance if needed. Contact: International@Millersville.edu

McNairy Library

The Millersville Library has many welcoming study spaces and areas to spread out and relax. There is even a Starbucks café. The computer labs include printers and scanners and other apps and equipment you may need as well as a number of computer programs. Many students use the Inter-Library Loan system, which allows you to borrow books from other Pennsylvania universities. The Millersville library has access to many scholarly journals and research articles through various electronic academic subscriptions. Using your student ID card, you can check out books, articles, and movies from the library at no cost. On the back of your ID card there is a number listed for checking things out of the library. For each academic area at MU, there is a devoted librarian eager to assist students with research or to answer any questions about borrowing books or journals. There are easy ways to connect with the library staff using chat and other features.

- **Location:** 9 North George Street
- **Phone:** (717) 871-7111
- **Website:** www.library.millersville.edu
- **Questions:** answers.library.millersville.edu/widget_standalone.php?la_widget_id=2811

The Writing Center

If you are having trouble writing a paper, the Writing Center can help. Maybe you are not sure how to start. Perhaps you wonder if your paper makes sense. Maybe you have questions or want someone to review a paper before you turn it in to your professor. The Writing Center can help with any of these. Usually, a one-on-one tutoring appointment is available. Please ask using the contact information below. (Online options are available while COVID-19 factors in effect.)

- **Location:** McNairy Library
- **Phone:** (717) 871-7385
- **Email:** writing.center@millersville.edu
- **More information available at:** www.millersville.edu/english/writingcenter/

Academic Advising

Students in academic majors (non-ELI students) are assigned an advisor from their major's academic department. Students will find their advisors listed in their MAX account. Students may visit their advisor's office hours to discuss the degree program or to get advice on academic questions or registering for classes.

- **Note:** If you are not earning a degree from MU, the Office of International Programs & Services can assist you with the process of registering for courses.
- If you are here related to a partnership program, you should get academic advice on MU courses from your home university.
- **Contact Information:**
 - **Department of Academic Advisement & Student Development**
 - **Location:** McNairy Library, Suite 501
 - **Phone:** 717-871-5333
 - **Email:** advisor@millersville.edu
 - **Website:** <https://www.millersville.edu/advisement/>

Counseling Services

If you are feeling stressed or overwhelmed, the Center for Counseling & Human Development is available to you. They are here to be a resource or if students just need someone to talk to. Their primary purpose is to help students make the most of their college experiences. Counseling is a process through which a counselor and a student work together to find solutions to problems concerning the student.

- **Contact Information:**
 - **Location:** Lyle Hall, 3rd floor
 - **Phone:** 717-871-7821
 - **Website:** www.millersville.edu/counsel

Career Services & Professional Development

Experiential Learning and Career Management (ELCM) provides student-centered career programs, experiences, and learning opportunities to help students achieve their personal and professional goals. They can assist you with finding a career or setting up an internship or volunteer opportunity.

- **Contact Information:**
 - **Location:** Bedford & Huntingdon Houses (George Street)
 - **Phone:** (717) 871-7655
 - **Career Services:** careers@millersville.edu
 - **Website:** <https://www.millersville.edu/elcm/index.php>

Health Services

Health Services is a medical center on campus that has a variety of services available for Millersville students. If you are not feeling well, you can begin with them. They will help guide you to the best solutions. Health Services can provide evaluation and treatment, health exams, some laboratory testing, and cooperative care.

- **Contact Information:**
 - **Location:** Witmer Building (Across from McNairy Library and Biemsderfer Hall, near bus stop. See map.)
 - **Phone:** 717-871-5250
 - **Email:** hservices@millersville.edu
 - **Website:** www.millersville.edu/healthservices/



Housing and Residential Programs

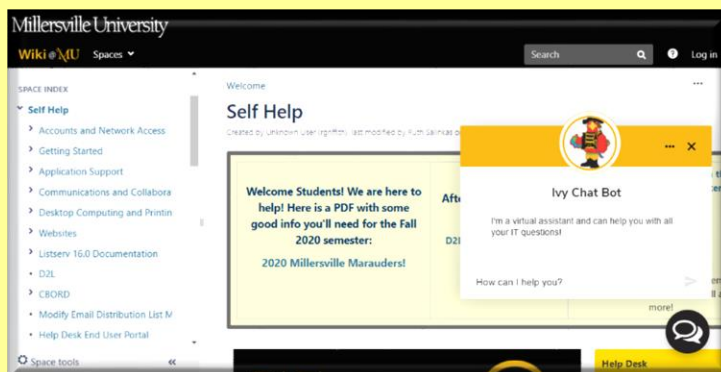
Housing and Residential Programs (sometimes called HARP for short) is responsible for helping students with needs related to living situations. There are many residence halls on campus. International students living in a residence hall have a unique opportunity to meet American students and other students from all over the world all in one building. HARP is dedicated to supporting the academic mission of Millersville University by creating a residential environment that helps student learning and creates a strong sense of community.

- **Contact Information:**

- **Location:** Lombardo Welcome Center
- **Phone:** (717) 871-4200
- **Email:** housing@millersville.edu
- **Website:** <https://www.millersville.edu/housing/>

Information Technology – Technical Support

The IT Help Desk is where MU students may call or visit if they are having computer or Internet problems. The Help Desk is free for all Millersville students to use and offers a range of services including MU account support, instructional support, and other technical support. Through their Campus Agreement, Microsoft currently provides Microsoft Office 365 to every student, staff, and faculty member free of charge.



- **Contact Information:**

- **Location:** Boyer Computer Center, 37 W. Frederick Street
- **Phone:** (717) 871-7777
- **Email:** help@millersville.edu
- **Website:** <https://wiki.millersville.edu/display/ittac/Self+Help>

Student Conduct & Community Standards

The Office of Student Conduct and Community Standards is on campus to help all students live and learn together. They educate students about the expectations of the Millersville University community and to help students in their development. One important role they have is guiding students toward personal responsibility and maturity. This office is responsible for administering all areas contained in the [Student Conduct Handbook](#). This office is also responsible for dealing with behavior issues related to expectations, such as sexual misconduct or other threats.

- **Contact Information:**

- **Location:** Witmer Building, 4 McCollough Street / **Phone:** (717) 871-5841
- **Email:** student.conduct@millersville.edu
- **Website:** www.millersville.edu/student.conduct/

Learning Services

The Office of Learning Services is available to help students understand and increase their learning skills. They offer individualized learning assistance, peer tutoring, tutor training, auxiliary aids, assistive technology, academic skills workshops, and individualized programming to promote independent and successful learners for the future. Note: The Office of Learning Services coordinates academic accommodations and related services for students with learning and physical disabilities who meet eligibility criteria set forth by the [Americans with Disabilities Act Amendments Act of 2008](#) (ADAAA 2008) and Section 504 of the Rehabilitation Act of 1973.

- **Contact Information:**
 - **Location:** Lyle Hall, Third Floor
 - **Telephone:** 717-871-5554
 - **E-mail:** Learning.Services@millersville.edu
 - **Website:** <https://www.millersville.edu/learningservices/>
- **Kurzweil 3000** – The Kurzweil 3000 tool is a helpful resource available to all MU students. Students may use it to translate or annotate course materials. Learn more here: <https://www.millersville.edu/learningservices/kurzweil-3000.php>

Tutoring Center

The MU Tutoring Center provides no-cost tutoring services for all Millersville University students. You can sign up to be matched with a one-on-one tutor. Currently, they offer tutoring for the following departments: Art, Business Administration, Communications, Earth Sciences, English, Government and Political Affairs, History, Latino Studies, Mathematics*, Social Work, and Wellness and Sports Sciences. The Tutoring Center also offers specialty workshops on time-management, organizational skills, note-taking, critical thinking, and study skills.

- **Contact Information:**
 - **Location:** Lyle Hall, Third Floor
 - **Phone:** 717-871-7222
 - **Email:** TutoringCenter@millersville.edu
 - **Website:** <https://www.millersville.edu/tutoringcenter/>
- **Smartthinking** – MU has partnered with Smarthinking, which has additional resources available to you through D2L under the “University” tab. This resource is not affiliated with the Tutoring Center, but you may find it beneficial: <https://wiki.millersville.edu/display/instructdocs/Accessing+Smarthinking>

Title IX and Sex Discrimination

Title IX of the Higher Education Amendments of 1972 refers to a civil rights issue related to sexual discrimination. Title IX communicates that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” You can read more about it [here](#). It also relates to Sexual Misconduct that occurs in the educational setting (on or off campus). [Sexual Misconduct](#) includes, but is not limited to, the following prohibited behaviors: Dating Violence; Domestic Violence; Retaliation; Sexual Assault; Sexual Exploitation; Sexual Harassment; and Stalking. Educational institutions that receive federal financial assistance are covered by Title IX. Since Millersville University is one of those institutions, ALL students are covered by Title IX. MU has a Title IX Coordinator to assist with any questions.

- **Contact Information:**

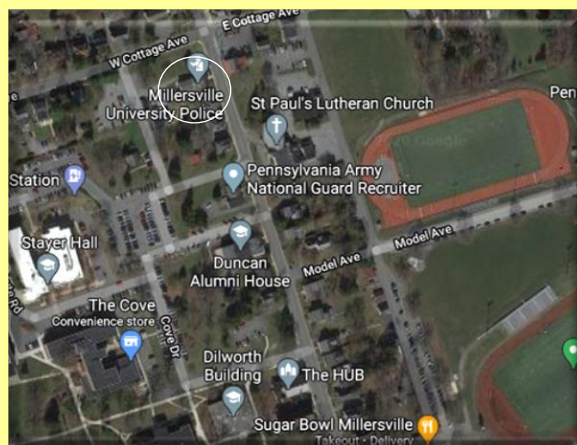
- **Title IX Coordinator:** Elizabeth Swantek, elizabeth.swantek@millersville.edu
- **Location:** Student Memorial Center, Room 107B,
- **Phone:** (717) 871-4100
- **Website:** <https://www.millersville.edu/titleix/>

University Police

The MU Police Department (MUPD) provides 24-hour security coverage year round. MUPD has a full team of commissioned police officers. The University Police are here to help the students, parents, faculty, staff, and community create a safe environment in which everyone can learn and grow. The MU Police have the power and duty to enforce order, protect life and property, make arrests as provided by law, conduct investigations, and exercise the same powers authorized for police in local municipalities.

- **Contact Information:**

- **Location:** Lebanon House
- **Phone:**
 - **Emergency:** 911
 - **Non-Emergency:** (717) 871-4357
- **Website:** <https://www.millersville.edu/police/index.php>



Postal/ Shipping Services*United States Postal Service*

There is a United States Postal Service office near the MU campus. It is located on George Street, just a little further north from the MUPD office. They offer most shipping options and also passport services.

- **Contact Information:**

- **Location:** 431 North George Street; Millersville, PA 17551
- **Phone :** (717) 872-5011
- **Website :** <https://www.usps.com/>

Millersville University Mail Services

MU has its own postal/shipping office located in Boyer Hall. It is also the ID card office.

- **Contact Information:**

- **Location:** Boyer Hall
- **Phone:**
- **Website:** <http://www.millersville.edu/univsvcs/mail-services.php>

Computer Labs on Campus

There are many computer labs on campus. Hours are usually posted per room. Note: The labs are frequently reserved for classes when they are not available for general use. Below is a helpful list of computer labs:

Art Lab

Breidenstine Room 206
871-2227

ITEC Desktop Publishing Lab

Osburn Room 303
871-5974

Roddy Lab

Roddy Room 257
871-2029

Byerly Lab

Byerly Room 143
871-2228

Mathematics Lab

Wickersham Room 108
871-6121

SMC Lab

SMC Room 123
871-5507

Chryst Lab

Chryst Room 210
871-5148

McComsey Mac Lab

McComsey Room 119
871-5974

Stayer Classroom Lab

Stayer Room 211
871-6151

Digital Media Lab

Bassler Room 120
872-3375

McComsey PC Lab

McComsey Room 235
871-5818

Stayer PC Lab

Stayer Room 209
871-6150

ITEC CADD Lab

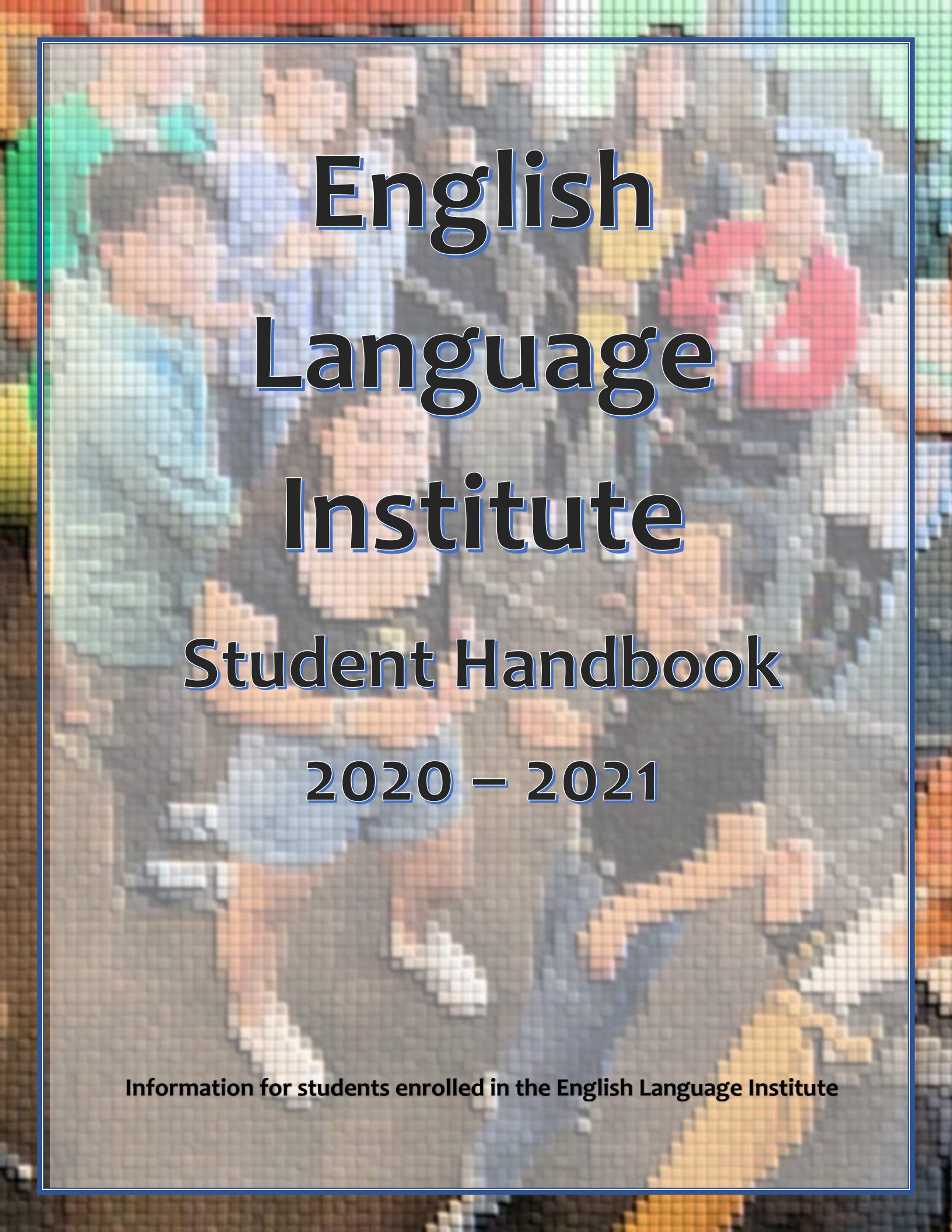
Osburn Room 302
871-5972

McNairy Library

872-3612

Writing Center

Chryst Room 109
871-2237

The background of the entire page is a pixelated, low-resolution map of the world. The map uses a variety of colors including shades of blue, green, yellow, orange, and red to represent different continents and countries. The overall effect is a mosaic-like representation of the globe.

English Language Institute

Student Handbook

2020 – 2021

Information for students enrolled in the English Language Institute

ELI ONLY SECTION – Information for English Language Institute Students ONLY

(This section for ELI students only. If you are not an ELI Student, please skip to Appendices.)

English Language Institute

Welcome!

We are pleased that you have chosen Millersville University as a place to improve your English language skills, learn more about American culture, and experience University life. This handbook section has information that will answer questions about the ELI program. The ELI instructors and staff are here to help you master your English proficiency. We wish you all the best for the upcoming semester.

Sincerely,

The ELI Team

ELI Mission Statement

As part of the Office of International Programs and Services, the English Language Institute at Millersville University equips English Language Learners for a successful transition into U.S. university programs, where they participate fully as confident members of the campus and local community.

To achieve this mission, the ELI will:

- ✓ **Prepare** English language learners for academic and professional success through progressive levels of instruction in a student-centered environment.
- ✓ **Support** English language learners throughout their student journey by providing individualized academic and student services.
- ✓ **Engage** students in diverse learning opportunities, not only in the classroom, but through civic service, trips, and social activities.

ELI Program General Overview

The English Language Institute at Millersville University (MU) is a non-credit, intensive English program designed to help students improve their English proficiency for academic, personal, or professional purposes. Most students in the program plan to begin undergraduate or graduate study in an American college or university after they complete their English program.

Important Reminders

ELI students are responsible for following classroom and program policies, as communicated at orientation and in this *Student Handbook*.

- ✓ Students are accountable for their actions.
- ✓ Students must be respectful to their classmates, teachers, and ELI administrators at all times.
- ✓ Students should strive to use English 100% of the time.

Overview - ELI Program and Classes

The ELI has six levels. These levels are designed to provide enough time for students to progress gradually from their starting proficiency level to the point where they are able to join mainstream academic classes. Each of the six levels includes courses on interaction (speaking and listening), literacy (reading and writing), and grammar. A special topic elective course and language lab are also part of the curriculum. In their first semester on campus, new ELI (and all International Students) are required to participate in the Student Success Seminar, which builds on topics in initial orientation sessions and provides several check-in points for supporting students. The table below presents how the levels are related to the [Common European Framework of Reference](#). (See text box on page 74 for more details.)

ELI Level	Notes	CEFR	Other names
Level 1		A1	Low beginner
Level 2		A1	High Beginner
Level 3		A2	Low intermediate
Level 4	✓ May apply for concurrent classes	B1	Intermediate
Level 5	✓ May apply for concurrent classes ✓ Exit level for undergraduate students	B1	High intermediate
Level 6	✓ Graduate Students Only (Exit level)	B2	Advanced

ELI Level	MU ELI Description
Level 1	Levels 1 & 2 are beginner levels and focus on developing general English. Students learn to communicate about familiar topics and to use the language in everyday situations. The emphasis is on writing on a sentence level and on reading and listening to shorter passages on general topics. Other goals include building students' foundations in grammar and vocabulary.
Level 2	
Level 3	Level 3, 4 and 5 are intermediate levels and focus on developing academic skills. Students learn to construct paragraphs and essays, practice reading and listening to academic material, and learn to give presentations and communicate in a classroom. Students also expand their grammar and vocabulary range.
Level 4	
Level 5	
Level 6	Level 6 is an advanced level and prepares students for graduate classes. Students practice research skills, writing and editing skills, giving professional presentations, and reading and listening to longer, more complex academic passages.

ELI Application, Admission, and Enrollment

Admission Requirements

Admission to the English Language Institute at Millersville University is open to F- and J-visa students, U.S. citizens and permanent residents, as well as other visa holders. ELI admission policy follows the [MU undergraduate admissions policies](#), which state the following requirements:

- ❑ Students must [apply](#) and be admitted to the ELI before attending classes completing the following steps:
 - 1) Print and fill out the application.
 - 2) Submit documents with application.
 - ❑ **Transcripts** (of high school, colleges or universities you have attended.)
 - ❑ **Copy of Passport Biographical Page**
 - ❑ **Proof of Financial Support** (students must be able to show proof that they are capable of financing their education in the U.S. Please submit the [Sources of Funds form](#), along with supporting bank statements of sponsorship letters.)
 - ❑ **English proficiency test scores** (scores may be provided if the student has taken a formal, standardized test. However, A TOEFL or IELTS score is not required for admission to the ELI. A proficiency test will be given prior to the start of classes to determine level placement.)

Types of Admission

Conditional Undergraduate Admission

Applicants who intended to enter a degree program at MU, who are academically admissible, but do not meet the minimum English language requirement, may be conditionally admitted to Millersville University, with the understanding that they will first enroll in the ELI program. The ELI program is designed to improve English language proficiency and prepare students to succeed in university level classes. More about the English proficiency requirement is found here:

www.millersville.edu/international/prospective-students/english-proficiency.php

- If you have questions about the process, email us at International@millersville.edu
- Learn more about [Next Steps After Acceptance](#) to Millersville University.

Conditional Graduate Admission

Conditional and Direct Admission Options Exist for graduate students. Students interested in MU Graduate Programs, who also need English language proficiency courses, may apply directly to their graduate program for conditional admission. If students are not eligible for conditional admission to their graduate program, they may then apply directly to the ELI. If accepted, they may apply to their graduate program again later in their studies. Graduate students in level 6 will have the option to apply for taking concurrent, non-ELI, MU courses for credit. (See page 86 for more details.) The ELI follows the MU graduate admissions policies found here:

<https://www.millersville.edu/admissions/graduate/admissions/apply/international-applicants.php>

Transferring to/from Millersville University

Millersville University welcomes transfer students from other accredited institutions. Nationally, 60% of students begin their education at one institution and complete their bachelor's degree at another. Annually, nearly 700 transfer students chose Millersville to continue their educational journey. Read more about your specific transfer situation here:

www.millersville.edu/admissions/undergrad/transfer/index.php

Program Fees & Payment

ELI students will not receive a tuition and fee bill until they are registered for classes. Payment may be made in-person or online. Students should make payment or begin a payment plan by the first date of classes each term. Non-payment will lead to late fees added to your bill; non-payment also leads to a hold being placed on your account, which would restrict registration in later terms. If non-payment is not resolved, the student will be dismissed from program. The following notes will be helpful to students related to payment:

- *Flywire* – International students are encouraged to use [Flywire](#) for tuition payments. This service offers an opportunity to pay securely from any country or bank using any currency.
- *Fees Related to Concurrent Enrollment* – Students who take advantage of the concurrent Millersville University course enrollment option during ELI levels 4, 5 or 6 will be responsible for the additional tuition and fees required by MU. (See page 86 for details on Concurrent Classes.)
- *Sponsored Students* – Students who are sponsored through a government or other third-party must work with the Office of International Programs and Services and the Office of Student Accounts to ensure timely invoicing and payment of tuition and fees.

Refund Policy

The refund policy applies to tuition only. Other fees are not refunded. Special cases may be reviewed on a case-by-case basis.

- Students who withdraw from the program during the first week of the program (that is, the Add/Drop period) may receive a full refund on tuition paid.
- Students who withdraw from the ELI after the first week are not eligible for a refund.
- Students who have to repeat a level due to not meeting the 80% attendance or academic performance requirements will not receive a refund.

ELI Proficiency Testing and Initial Placement

After arrival or during new international student orientation prior to the start of the term, all new ELI students will have English language proficiency placement. Placement will be done using a rubric that considers the following: pre-arrival interview, when possible; on site objective testing; writing sample; and formal interview. Students will be placed within level 1 through 6, according to their placement test results. Any questions related to initial placement by student or teacher are processed during the first week of the term. Any changes in initial placement would happen no later than the second week of the term. Initial placements are very thorough; changes of initial placement are rare, but the ELI is committed to ensuring proper placement. At the end of each term, students are tested again to confirm sufficient progress and promotion to the next level.

Registration – Full-Time & Part-Time Status

ELI staff will register ELI students for their ELI classes. Generally, ELI students may enroll full-time or part-time. However, F-1 students are not allowed to study part-time unless they are enrolled full-time in an academic program, or taking courses during the summer months. Students with F-2 and J-2 visas, as well as other visa categories, have the option of studying part-time.

Exiting the ELI

Once students have been placed and entered the ELI program, they will have begun their *conditional admission* to MU. This means they must complete all required levels of the ELI.

- ✓ *Undergraduate Students* – All undergraduate ELI students must complete Level 5 in order to exit the program.
- ✓ *Graduate Students* – All graduate ELI students must complete Level 6 in order to exit the program.

Note: Students may not test out of the ELI program by submitting a new TOEFL, IELTS, or related score.

Withdrawal from Classes During the Term

There are many implications of withdrawing. Students wanting to withdraw from classes at the ELI or the University in the middle of a term should talk to their advisor or the IPS staff for assistance.

Safety for ELI Students

As explained in earlier sections of this handbook (See page 23), all ELI students should use the following two apps during their time of study at the ELI:

1. **LiveSafe App** – Read more here: <https://www.millersville.edu/police/livesafe.php>.
2. **MU Alert** – Used for weather-related delays and cancellations, as well as safety concerns related to the campus. Sign up: <https://millersville.omnilert.net/subscriber.php>

ELI Program Details

Schedule

The ELI follows Millersville's [academic calendar](#), which is generally as follows:

- **Fall Semester** – late August through mid-December (16 weeks)
- **Spring Semester** – late January through early-May (16 weeks)
- **Summer Intensive** – mid-June through mid-August (10 weeks, MU's Summer 2 & Summer 3)

Full-time ELI students receive a minimum of 18+ instructional contact hours per week, as part of the intensive English program. Short-term and specialized programs may be different. The table below shows how the hours are calculated.

Class Type – All Levels	Length of Class	Times Meeting Per Week	Total Hours Per Week	Total Contact Hours Per Week
Core Class 1	2.25 hours	2	4.50	4.50
Core Class 2	2.25 hours	2	4.50	9.00
Core Class 3	2.25 hours	2	4.50	13.50
Special Topics A	2.25 hours	1	2.25	15.75
Special Topics B / Writing Lab	2.25 hours	1	2.25	18.00
Language Lab	2.25 hours	1	2.25	20.25
Conversation Partners	1.00 hours	1	1.00	21.25
Student Success Seminar	1.00 hours	1 (6 weeks)	1.00 (.375 avg. 16 wks.)	21.63

Classes are held Monday through Friday. Hours typically range between 8:00 AM to 7:00 PM. The sample schedules from past terms shown below give a sense of a typical schedule. Present hours and courses may vary per term. The current schedule format for hours of contact for the intensive English program is shown in the table above.

Length of Study

The amount of time it takes to learn a new language depends on the individual. Students who begin the ELI program in levels 1 or 2 should expect to study for at least 12 months (or 3 semesters) prior to taking full-time courses in their academic programs. Students in levels 3 or 4 should expect to study for at least 8 months (or 2 semesters) prior to taking full-time courses in their academic programs. Students beginning in levels 5 or 6 should expect to study at least 4 months (or 1 semester) prior to taking full-time courses in their academic programs.

Civic Engagement

ELI students have the opportunity to learn more about the community around them through civic engagement. Students will engage in a variety of programs in the city of Lancaster through service or experiential learning. Students will have the opportunity to reflect on their experiences through writing and other class activities.

Schedule Level 3

ELI	Mon	Tue	Wed	Thu	Fri
8:00-10:00 am					
10:15 am - 12:15 pm	University Literacies ELI 033	University Interactions ELI 032	University Literacies ELI 033	University Interactions ELI 032	Elective ELI 037
12:30-2:30 pm	Language Lab	Language Lab	Language Lab	Language Lab	
2:45-4:45 pm	Grammar in Communication ELI 034		Grammar in Communication ELI 034		
5:00-7:00 pm					

Schedule Level 4

ELI	Mon	Tue	Wed	Thu	Fri
8:00-10:00 am	Grammar in Communication ELI 044		Grammar in Communication ELI 044		
10:15 am - 12:15 pm		University Literacies ELI 043		University Literacies ELI 043	Elective ELI 037
12:30-2:30 pm	Language Lab	Language Lab	Language Lab	Language Lab	
		University Interactions ELI 042		University Interactions ELI 042	

8:00-10:15 AM
10:30 AM-12:45 PM
1:00-3:15 PM
3:30-5:45 PM
6:00-8:15 PM

Schedule Level 5

ELI	Mon	Tue	Wed	Thu	Fri
8:00-10:00 am		University Literacies ELI 053		University Literacies ELI 053	
10:15 am - 12:15 pm					Elective ELI 037
12:30-2:30 pm	Language Lab	Language Lab	Language Lab	Language Lab	
2:45-4:45 pm	Grammar in Communication ELI 054		Grammar in Communication ELI 054		
5:00-7:00 pm	University Interactions ELI 052		University Interactions ELI 052		

Schedule Level 6

ELI	Mon	Tue	Wed	Thu	Fri
8:00-10:00 am	Advanced Literacies ELI 063	Advanced Interactions ELI 062	Advanced Literacies ELI 063	Advanced Interactions ELI 062	
10:15 am - 12:15 pm	Advanced Grammar in Communication ELI 064		Advanced Grammar in Communication ELI 064		Elective ELI 037
12:30-2:30 pm	Language Lab	Language Lab	Language Lab	Language Lab	
2:45-4:45 pm					

Common European Framework of Reference (CEFR) Descriptors (2019)

A1 – Level 1&2

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

A2 – Level 3

Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

B1 – Levels 4 & 5

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

B2 – Level 6

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

Concurrent Classes

Students in levels 4-5 may apply to take non-ELI, MU undergraduate courses. (See Appendix D to apply)
Level 6 students may apply to take MU graduate courses. (See Appendix D to apply)
Read more about Concurrent Classes on page 86.

Special Topics

In addition to core courses, ELI students will take special topic classes. Possible options include American Literature, Community & Self, Service Learning, Creative Writing, Dramatic Speaking, and other courses in development. Further elective courses may be chosen based on availability; not every course is offered in all semesters and at all levels.

Language Lab

The ELI's Language Lab provides opportunities for students to practice a variety of language skills in simulated and real-life contexts. Lab work is integrated with the overall ELI curriculum.

Conversation Partners

Conversation Partners is a program available to ELI students. They are paired 1:1 with a volunteer student screened and monitored by the IPS Global Ambassador Program and the ELI administration. Students meet one hour per week to talk about various topics related to culture or student life.

Syllabus

To help students in managing their time, the ELI will provide a syllabus for each class at the beginning of the semester. This syllabus gives information about the weekly class schedule, how to contact the instructor, the textbook, the learning goals of the class, the grading system, and other important reminders.

Student Evaluation & Grading

Students will have regular assessment measures throughout their courses, including a final exam or project in most courses. In order to pass a course, ELI students must earn a B- (80%) or higher academically. The 80% average – academic and attendance – across all courses is critical to passing a level.

Communications: Grade Reports

ELI students will receive a mid-term progress report and a final grade report each term. These will contain attendance records. Comments from teachers about progress will be in these reports or in the online learning platform. In addition to the official grade reports, students will have regular feedback of their progress through daily and weekly activities in the term.

Communications: Alerts and Warnings

If necessary, ELI students will receive communications related to unmet ELI program expectations. Examples of this would be habitual tardiness, excessive absences, or unfavorable conduct. Warnings may lead to probation or even dismissal from the program. If applicable, students will receive communications in this order of severity:

- **Alert** – drawing attention to issue, informing student of consequences
- **Warning** – noting increased seriousness, consequences pending
- **Letter of Probation** – official communication of probationary status
- **Letter of Dismissal** – official communication that student is being removed from the program

Note: Any such communication will require that the student acknowledge receiving notice and that he or she understands the message and related consequences.

Level Completion and Promotion

As stated for emphasis in other places in this handbook, ELI students must earn a B- (80%) or higher academically in all core courses to be promoted from one level to the next. Students must also maintain 80% or higher in attendance. Level 5 is the exit level for undergraduate students. Level 6 is the exit level for graduate students.

Students who want to enter degree programs at MU must work with the MU Admissions Office to be admitted into an academic program outside of the ELI. Note: Applicants must meet all other Millersville University admission requirements, including program-specific requirements. For more information about being admitted to MU's academic programs, visit our International Admissions page: www.millersville.edu/international/index.php.

Repeating a Level

Students who do not meet requirements for promotion from one level to the next, must repeat the present level. Students are expected to make adequate and consistent progress in their ELI coursework, as explained throughout this section of the new student handbook. Students who are required to repeat a level may only do so one time. If a student does not pass the level the second time, he or she will be dismissed. In other words, students may not take the same level for more than two semesters.

Academic Probation, Dismissal & Loss of Immigration Status

Students who do not meet requirements to pass a level due to academic performance, attendance, or other issues (see list below), may be placed on *Probation* or be *Dismissed* from the program. In most cases, students would receive alerts, then warnings, then probation before being dismissed from the program.

Probation

Students who fail to make adequate progress in the program, i.e. achieve 79% or lower, will be placed on academic probation for one term and allowed to repeat the level. If satisfactory progress is not made in the following term, probation can lead to dismissal from the program.

Dismissal

Dismissal will mean a student's I-20/DS-2019 being terminated, which would affect legal immigration status. Students who are dismissed will need either to find admission to another program or university or to return home.

- Possible reasons for *Probation* or *Dismissal*:
 - Non-payment of ELI or related fees
 - Academic grade average below 80%
 - Attendance below 80%
 - Disciplinary or safety reasons



ELI Expectations for Students

The following are expectations for ELI students:

Participation

It is expected that students show up and actively participate in classes. Your success in the ELI and at MU are very important to us. These strategies will help you do well:

- Attend classes consistently.
- Be on time.
- Participate fully in class.
- Come ready to engage and learn.
- Complete all required work.
- Take advantage of additional language-learning supports, such as conversation partners, IPS social and intercultural events, and MU campus activities.

Homework

It is important for students to complete homework assignments to continue improving their English. Homework must be completed and turned in on time. ELI instructors and staff are here to assist if students do not understand an assignment. Missing homework will negatively affect course grades.

Cancelled Class Policy – As Communicated to Students

In the unlikely event that a class needs to be cancelled due to weather or other events, students will be notified through the main MU channels, including text, email, and the main MU website. If the teacher needs to cancel class for any reason, the teacher will notify students through D2L or by MU Email.

Making Up Classes or Coursework

Due to Weather

In the event that classes are delayed or cancelled due to weather, teachers may use D2L and other remote teaching applications to assign make-up work in order to not lose ground in meeting course objectives.

Due to Student Absence or Related

- If a student misses a major assessment at the appointed class time, the student should contact the teacher and remain in communication.
- If medical/health reasons exist, the student should provide proof to the teacher/office of an appropriate reason for missing, such as a note (documentation) from the Health Center or the doctor's office.
- If the teacher/office determines that the reason for absence is appropriate, the teacher may allow make-up work by arrangement, at the teacher's convenience.

- If the conditions of the quiz/test or activity are impossible to make up, the teacher may drop this one activity from the overall grade, averaging out the other assessments for final grading, or arrange for an alternative assessment.

NOTES:

- Students are encouraged to notify the teacher of tardiness or absences in advance, if possible. If they are ill and not able to notify beforehand, the soonest possible notification after class is expected.
- The ELI knows that some ELI students are parents or have many other work and life responsibilities outside of the ELI classes. Our ELI staff will do our best to be helpful, patient, and understanding of your circumstances without violating the overall requirements and expectations of the ELI program or immigration regulations.

Communication

If students have any issues, questions, or concerns, we recommend that they communicate as soon as possible with their teachers, IPS staff, or other support people on campus as described above. It usually works out much better to talk about something early and often, than to let it go and hope it gets better.

Related to ELI requirements and expectations, students are expected to communicate regularly with their teachers. They may discuss attendance, assignments, course materials, or other concerns. It is very important to communicate with the ELI instructors. They are here to help students.



Student Conduct

Having Helpful Information

This *Student Handbook* contains helpful information and expectations around student life at MU and the ELI. All students are required to read the handbook in full, and to confirm they understand the contents by submitting the *Handbook Agreement Form* (See Appendix A.) To help all new ELI students understand expectations, rules, policies, and helpful information related to their time of study at MU, IPS provides both pre-arrival Online Orientation, on-arrival International Student Orientation (ISO), and conducts Student Success Seminars (SSS) for the first part of the semester. Orientation leaders and staff are available to help explain the information and answer questions. ISO and SSS are formatted to have small breakout groups for discussion on the main points of orientation. In addition, ELI teachers emphasize important points of ELI and course expectations in their syllabi and first class sessions.

Students may ask questions about anything in the handbook during orientation, in student seminars, in ELI classes, or by talking to any staff from the Office of International Programs and Services. We are all happy to assist students in understanding the material. The handbook contains keys to success in the ELI and at MU.

Important Requirements – Remember:

- Students are responsible for their actions and their consequences.
- Students are accountable to rules and regulations of the ELI, Millersville University, the laws of the Commonwealth of Pennsylvania, and the laws of the United States.

Conduct in the ELI Classroom

It is important for students to demonstrate appropriate behavior in class. This includes interacting with other students and participating in all ELI class activities. Engaging in this way not only creates a good learning environment and welcoming community, it also helps language development.

Behavior that is disruptive or disrespectful to fellow students or instructors is not acceptable. Students may be asked to leave the classroom if conduct does not meet these expectations. If a behavior or incident in class requires it, teachers will inform the ELI office and submit an Incident Report. The office will communicate with the student and teacher and take appropriate actions until a resolution is reached. (See Appendix F – Incident Report Form.)

- For any official notice or communication related to conduct, the student will be required to confirm receiving the communication. For example:

I have received this notice and understand the situation regarding my attendance.

Signature _____ Date: _____

(Print this letter/email, sign and return it to the ELI Office.)

Mobile Phones

Mobile phones should generally be put away during instruction or any time of interaction and engagement with the class material. It is okay to use phones during 1:1 work as a resource or tool, or as instructed by the teacher. If not specifically instructed otherwise, please turn phones off or put them away during class time. Phones are not meant to be used for texting, phoning, gaming, or other non-class related activities during class time.

Textbooks

ELI students are provided with textbooks at the beginning of a semester. Students must use this new, unmarked text for class, not a book with writing or answers already recorded. Students should bring textbooks and other classroom materials to each class session and take them home again after class.

Teacher Expectations

Please check instructor's syllabus for particular policies regarding classroom conduct. Students are responsible for following classroom and program policies, as communicated in this *Student Handbook*, online orientation, International Student Orientation, and the many other communication channels outlined here. Students must be respectful to classmates, teachers, and ELI administrators at all times.

Bad Behavior by ELI Students

ELI students are members of a community at MU. It is very important for students to be respectful of the teachers, of other students, and of themselves whenever present in the ELI program. Bad behavior will not be tolerated. (See MU student [Code of Conduct](#) and other key reminders described and linked in this handbook.) If there is a situation where a student's conduct is disruptive or disrespectful, teachers will address the situation and seek support from the ELI office and IPS staff as needed. Teachers will do their best to speak with a student in private to talk about a behavior issue. If the situation cannot be resolved in the moment or is escalating in some way, the teacher may ask the student to leave class and will set a meeting time later to discuss the situation. As a student, if you have concerns about a behavior issue or how a teacher is talking to you, please contact ELI administrative staff, other teachers, or IPS staff nearby for assistance and support. (See also *Complaints* on page 28 and Appendix C.)

The ELI Administration will use a "Three Strike Approach" in communicating about behavior with students:

1. A gentle reminder explaining the issue
2. A stronger warning with direct information about possible consequences
3. A final warning potentially leading to dismissal

Conduct on the MU Campus

ELI students must abide by the same rules as all other students at Millersville University. Failure to do this may result in suspension or expulsion from Millersville University, which will result in your I-20/DS-2019 being terminated, if applicable, which will take you out of legal immigration status. For more information, read about Student Rights and Responsibilities here:

<https://www.millersville.edu/studentconduct/files/studentcodeofconduct.pdf>.

ELI Student Support Services

Because transitions can be both challenging and rewarding seasons, the ELI has put into place many support services to help students succeed at the highest level in making the adjustment to this new situation. Some of these include online orientation, International Student Orientation (ISO), Student Success Seminars, and this handbook. Beyond these programs and the many services listed earlier in this handbook, students will find that ELI staff members are available and eager to help.

Academic Advising

ELI staff are available to meet with students on questions related to classes and future options at Millersville University. Advising is available for a range of topics, including level placement, repeated courses, probationary status and cultural adjustment issues.

Get Involved

The ELI encourages students to take advantage of programs and services offered at Millersville University and the ELI, as explained more fully above. Students will find many opportunities to be involved, make new friends, and improve English by joining in on activities, clubs, and organizations listed here:

- <https://getinvolved.millersville.edu/>
- <https://involved.millersville.edu/organizations>

Campus Services and Resources

Read more about the many services and resources offered at Millersville University and listed below at this website: www.millersville.edu/saem/student-resources/campuservices.php

- Shuttle Service
- Career Services
- Costume Rental Shop
- Counseling Services
- Dining Services
- Financial Aid
- Club de'Ville
- Internships & Civic Engagement Services
- University Police

Day Trips and Activities

In addition to language and academic instruction, the ELI offers students several cultural events, outside of class activities and trips to local and regional attractions, such as nearby locations like Washington D.C., Philadelphia, Baltimore, and historic Lancaster County, Pennsylvania.

Student Satisfaction Survey

Each term, the ELI will send out a 4-week “How are things going?” survey, and then near the 16th week we will send out an end-of-term survey to students to ask how their experience is going. Your input is very welcome, as we continually strive for excellence. Please watch for and fill out the survey, giving us feedback or details you want to communicate. Your submission is confidential.

D2L

During ISO and in classes, IPS staff and teachers will help you get used to using D2L, the LMS (Learning Management System) of Millersville University. To help everyone learn names in the early days of the term, and to help build community, please upload a photo of your face into your D2L profile. Choose an actual photo of yourself (not an avatar or other image). This will be very helpful for class interactions, such as discussion boards.

Food and Water

The ELI recommends students carry a water bottle for easy access during classes. If students would like to have tea or coffee, snacks, lunch, or dinner, please feel free to bring these to class. However, please avoid distracting others. Also, please be sure to clean up afterward.

Media Release Form

During the many events, trips, and activities that IPS organizes, photos are taken. Groups of students, large or small, will often be part of the photos taken, such as those throughout this handbook. It is helpful if IPS can use these photos at a later time for promotional materials for future students and events. We will ask you to sign the photo waiver during orientation. (See Appendix B to view Media Release Form waiver.)

ELI Academic Policies

ELI Attendance Policy

80% attendance is required for all ELI classes (including lab and special topics) for students to be eligible to pass and, if applicable, to maintain immigration status.

- Students who do not meet 80% attendance will fail the course. They will be required to repeat their present level or possibly face dismissal from the program.
- No tuition or fee refunds will be granted for students who must repeat a level for reasons such as failing to meet attendance requirements. (See Refund Policy on page 71 for more information.)
- The ELI recommends students attend *every* class and *be on time*. However, we know that in life, there are times when this is not possible due to medical appointments, childcare duties, or other responsibilities.

Maintaining 80% Attendance – Buffer

The ELI is structured so that 1 or 2 absences will not prevent you from completing a level. This 20% “buffer” allows space for meeting other responsibilities or for unexpected time conflicts if absolutely necessary. Save them in case they are needed.

Important Reminders About Attendance:

- *Daily Monitoring* – Attendance is checked daily at the beginning of class.
- *Tardiness* – If students are late 1-9 minutes, they will be marked as “tardy,” which means “late.”
 - *Unusual Situations or Emergencies:*
 - If it would ever happen that all students are later than 15 minutes, the teacher may cancel the class and leave the classroom. (Students should communicate with the teacher as soon as possible to explain their actions.)
 - If it would ever happen that the teacher is not present 15 minutes after the class start time, the students may leave. They will not be marked tardy or absent. (The teacher will communicate with the class as soon as possible to explain.)
 - Either of these situations should be reported by the teacher to the Assistant Director of International Student Success for awareness.
- *Absences* – Students who miss class are marked absent. Students who are late 10 or more minutes will also be marked absent. (If a student is tardy or late more than 10 minutes [absent], it is still recommended he or she remain in class to make the most of the learning opportunity.)
 - However, instructors may also refuse entry to a student who is habitually tardy or after a test or other graded assignment has already begun and would be interrupted.
- *Weekly Monitoring* – Attendance is recorded online and monitored by the ELI office weekly.
 - Teachers are required to report attendance weekly.
- *Excused/Unexcused* – There is no distinction between an excused or unexcused absence.
 - However, if you do have to miss class for a medical reason, please provide documentation from the medical provider for consideration to have the absence excused. Submit a copy to your teacher, to be passed on to the ELI office.

- *Field Trips* – Field trips are designed to *enhance* (add to, make richer) a student’s English language acquisition and cultural learning. Students are expected to attend all ELI field trips related to classes. (Transportation is typically provided.) Failure to attend will count as an absence for the class and/or day, depending on the length of the trip. If there are circumstances making it difficult for students to participate in a field trip, they should communicate with their teacher as far in advance as possible.
- *Special Event Attendance in Place of ELI Class* – If your teacher or the ELI has made an optional activity available to you as a cultural event in place of a class meeting time, you must attend the full event.
 - You may not go only to the beginning few minutes and then leave, or this will be treated as other absences.
 - Examples of this would be monthly International Tea Times, open houses or receptions that IPS organizes. Other examples might include the Millersville Community Parade, field trips, or other events approved by your teachers and/or by the ELI.
 - The reason for this is to help students practice English for social interaction English and learn more about a culture.

Attendance Reporting and Warning System

Communication about student absences will be sent to students’ MU email, copied to the ELI Admin team, the teacher of the class, and if becoming a serious issue, copied to the Director of the Office of International Programs and Services. (For students in 1-2-1 programs, your partnership advisor will also be copied.) The following alert thresholds will be used:

- 1 Absence → Student monitors, teacher monitors
- 2 Absences → **Alert** to Student from ELI Office
- 3 Absences → **Warning** to Student from ELI Office, Required Meeting
- 4 Absences → **Letter of Probation**, Required Meeting
- 5 Absences → **Final Letter** noting consequences, including possible repeating of level or dismissal, Required Meeting

Number of Absences	Consequence
2	Warning
3	Meeting with ELI Administration
4	Meeting with Program Director
5	Risk Repeating Level, Dismissal, or Loss of Immigration Status

***If you have any questions or concerns about your attendance, please speak with your course instructor.**

ELI Concurrent Class Policy

One of the great advantages of the MU ELI program is that students in level 4, 5, and 6 may apply to take concurrent classes for credit at MU. This allows students to begin earning credits in their academic programs before completing the ELI program. Level 1-3 students may not apply for concurrent classes. The following details and policies apply.

Concurrent Classes – ELI Is First Priority

There are conditions for the concurrent class option. The reason for this is so that students' overall study experience remains sustainable. It is important that students are able to meet requirements for both ELI and MU courses. These policies are in place in order to help students complete all required ELI program levels successfully. It is important that the workload of non-ELI, concurrent classes does not interfere with this primary goal. The ultimate goal for the students is the best English language proficiency and academic success, not only in the ELI program, but in their MU academic major.

Note: Students must meet requirements in the ELI program as the first priority to remain eligible to remain at Millersville University. If ELI courses are not given priority, MU classes may be dropped from the student's schedule.

Student Requirement for Taking Concurrent Classes:

- ☐ ***Request Form*** – Students must submit a Concurrent Class Request Form to the ELI office for each term in which they are requesting concurrent classes. (See Instructions below and Appendix D.)
 - NOTE: If a student registers for MU classes without completing this form and receiving approval, these courses will be dropped from the student's schedule.
- ☐ ***Scheduling*** – Students may take concurrent classes during fall, winter, spring, or summer terms, as long as they follow the guidelines explained here.
- ☐ ***Number of Courses*** – Students in Level 4 may apply to take ONE concurrent course. Students in Level 5 may apply to take TWO concurrent classes. Requirements below apply.
- ☐ ***Online Courses*** – Only one online course may be taken per academic term.
- ☐ ***English 110*** – May only be taken concurrently with Level 5 or higher. Level 4 students may not take English 110 concurrently.
- ☐ ***Lab Courses*** – Only one course with a required lab may be taken per semester while in ELI, e.g. Biology or Chemistry.
- ☐ ***Recommended Concurrent Courses*** – COMM 100, or other 100-200-300 level general education courses or beginning courses in your anticipated major.
- ☐ ***Tuition*** – The student is responsible for tuition and any related fees for concurrent courses.

Instructions for Requesting Concurrent Classes

To take advantage of this option, students must complete the *Concurrent Classes Request Form* for each term where MU courses will be taken alongside ELI classes.

- ☐ Form is found in Appendix D.
- ☐ Form should be submitted to: English.Language.Institute@millersville.edu.

- ❑ Form may be submitted during the early registration period, but no later than 5 days before the start of the term.

About the Form: The Concurrent Class Request Form indicates the courses taken, whether they have a lab requirement, the credit load, and other details. With this form, students also acknowledge their understanding and agreement that ELI class responsibilities are the top priority. Students' conditional admission to MU requires successful completion of the ELI program.

Level Skipping:

All undergraduate students must take level 5 to be fully prepared for exiting the ELI program and entering other university classes. Students in levels 1-4 may request a skip of the next level, if they and their teachers feel they have made significant progress in the present level. Skipping is not common or easy to achieve. This is a significant request, so the student's proficiency must be confirmed.

The following requirements must be met in order to request a level skip:

- ❑ Student must have earned an average grade of 95% or higher in all ELI courses in order to request an application for a level skip.
- ❑ Students who meet the 95% requirement above must submit the ELI Level Change form with a rationale or case made for why skipping a level is a good option for them.
- ❑ Student applying to skip a level must make the request on or before the last Friday of the term.
- ❑ Level Skip Assessment – The student will take an end-of-term, objective placement test and a speaking and writing evaluation conducted by ELI staff. Teacher input may also be considered.
- ❑ Decisions – the ELI will notify the student of the decision within 10 days of the assessment.
 - For students in 1-2-1 or other partnership program models, communication about student level and progress may also be communicated to partnership stakeholders in IPS and home university.

Appendix A – Handbook Confirmation – Handbook Release Form



Millersville University
OFFICE OF INTERNATIONAL
PROGRAMS AND SERVICES

HANDBOOK RELEASE FORM

This form is used by international students to confirm they have read and agree to the guidelines in the student handbook.

Instructions: mark each box, print your name, sign and date the form.

- ☐ I have read the *Student Handbook* completely.
- ☐ I understand the contents of the *Student Handbook* because I have asked any questions needed.
- ☐ I agree to follow the instructions, guidelines, and rules described in the *Student Handbook*.

Print / Type Name:	Program / Major:
Signature:	Date:

Appendix B – Media Release Form



Millersville University

OFFICE OF INTERNATIONAL
PROGRAMS AND SERVICES

MEDIA RELEASE FORM

This form is to give permission to the Office of International Programs and Services (IPS) to use any media or images collected of the student while attending Millersville University as they see fit. Please ensure all information provided is correct and complete before returning this form to IPS.

Please allow one week for processing.

First Name, Middle Initial		Last Name		M Number
Date of Birth (mm-dd-yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone	Millersville Email	
Current Address (U.S)				
Degree Level <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> ELI				
Major/Field of Study _____				

IMPORTANT NOTES. PLEASE READ.

- I give my consent to Millersville University, its employees, and its agents (collectively "Millersville"), as well as Millersville's licensees, to take and use visual/audio images of me. "Visual/audio images" include any type of recording whatsoever including but not limited to photographs, digital images, drawings, renderings, voices, sound or video recordings, audio clips or accompanying written descriptions. I agree that Millersville University owns the images and all rights related to them and may transfer those rights.
- The images may be used in any manner or media without notifying me in advance. Such potential uses include educational, promotional, advertising, and trade, through any medium or format, including, but not limited to, videotape, audiotape, film, photograph, television, radio, digital, Internet, theater, or exhibition, and may appear on university-sponsored web sites, a Millersville licensee's website and in publications, promotions, broadcasts, advertisements, posters and theater slides.
- I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them. I understand that I will receive no consideration, monetary or otherwise, regardless of whether or not the project, or any part thereof, is published or sold.
- I release Millersville and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such recording or use. I hereby freely and voluntarily consent to and irrevocably license the use and publication of the images by Millersville and Millersville's licensees from this date forward.

READ THE STATEMENT BELOW AND SIGN

- I certify that I have read and understand the information in this form and that this information is true and correct.
- I certify that the answers I have given to all questions on this application are correct and complete to the best of my knowledge.

Applicant's name & signature _____ Date (month/day/year) _____

Parent/Guardian's name & signature* _____ Date (month/day/year) _____

*Required if student is under 18 years old.

☐ No, I do not want to give my consent.

Appendix C – Complaint Form



Millersville University
OFFICE OF INTERNATIONAL
PROGRAMS AND SERVICES

ELI COMPLAINT FORM

This form is to be used report complaints within the English Language Institute at Millersville University.

Name of Reporter	Title/Role	Date of Report/Incident
------------------	------------	-------------------------

Please give as much information as possible about the situation you are concerned about.

Who are the people involved with the situation described above that you are concerned about?

What action have you already taken to resolve the situation?

Please list possible solutions that you feel may be of help to you in this situation.

By signing below, you acknowledge that the information is correct. Please sign and date below.

Signature, Printed Name	Date
-------------------------	------

FOR OFFICE USE ONLY

Resulting Action/Follow-Up Action

Form Received By	Form Received On	Decision Made On
------------------	------------------	------------------



Appendix D – Concurrent Class Request Form



Millersville University
OFFICE OF INTERNATIONAL
PROGRAMS AND SERVICES

ELI CONCURRENT CLASS REQUEST FORM

This form is for English Language Institute (ELI) students who would like to request enrollment in concurrent classes at Millersville University (MU).

Submit this form in person at the Office of International Programs and Services (IPS) or submit it via email to English.Language.Institute@millersville.edu.

Last Name (Family Name)	First Name (Given Name)	M Number	ELI Level
Date of Request	Request for Term (spring, fall)	Request for Year (e.g. 2021)	

List the course name, number of credits for that class and if the class has a lab for those classes you would like to take for credit:

Course Code (e.g. ENGL 110)	Nr. of Credits	Course Title	Lab
			<input type="checkbox"/> This course has a lab.
			<input type="checkbox"/> This course has a lab.

List the course(s) you will be taking in the ELI at the same time:

ELI Course Code	ELI Course Name	Instructor

Acknowledgements:

- ☐ I understand that my admission as a student at Millersville University and my immigration status depends successful progress in the ELI.
☐ I understand that my ELI classes must take first priority.
☐ I understand that I am required to have 80% attendance in my ELI classes.
☐ I understand that I **may not** do non-ELI schoolwork during ELI classes.

Printed Name of Student: _____

Signature of Student: _____ Date Submitted: _____

For ELI Office Use Only

- ☐ **Approved**
☐ **Declined**

Signature of ELI Staff Person: _____ Date: _____

Appendix E – Trip Waiver

**Millersville University of Pennsylvania
Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

THIS IS A LEGALLY-BINDING RELEASE, WAIVER, INDEMNIFICATION OF LIABILITY, AND EXPRESS ASSUMPTION OF RISK.

Participant Information (*Denotes REQUIRED information if a Millersville Student)

*First Name: _____ *Last Name: _____ *Student ID: _____

*Phone: _____ *Email: _____

I acknowledge that (initial one):

☐ I AM AT LEAST 18 YEARS OF AGE

☐ I AM NOT AT LEAST 18 YEARS OF AGE

I am a current Millersville Student (initial one): ☐ YES ☐ NO

Please read this form carefully, fill in all blanks, and initial each paragraph before signing.

☐ I, _____, hereby affirm that I have read this document in its entirety. By my signature below and by my initialing each paragraph, I agree to each and every term and condition of this contract.

☐ I UNDERSTAND THAT PARTICIPATION IN _____ (Hereafter referred to as "Activity") at _____ on _____ (MM/DD/YY) involves RISKS AND DANGERS. THESE RISKS AND DANGERS INCLUDE, BUT ARE NOT LIMITED TO: PERSONAL DAMAGE, BODILY INJURY, AGGRAVATION OF PRE-EXISTING CONDITIONS AND/OR ILLNESSES, PARALYSIS, LOSS, DEATH, OR PROPERTY DAMAGE OR LOSS. I understand that these risks are described by way of example only, and that there are numerous other risks inherent in this activity to which I may be exposed to.

☐ I verify that I have health insurance, and acknowledge that Millersville University and the State System of Higher Education, the Commonwealth of Pennsylvania, and their employees, officials or agents are not responsible for any health care expenses as a result of my participation in this activity. In the event of possible injury, I give permission for Millersville University to authorize the administration of medical care with the understanding the costs of any such treatment is my responsibility. To the best of my knowledge, information, and belief, I am physically able to participate in the activity without any undue or unusual risk to me or others.

☐ IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN ANY WAY in this activity, I, on behalf of myself or anyone claiming interest through me, DO HEREBY HOLD HARMLESS MILLERSVILLE UNIVERSITY OF PENNSYLVANIA, and all its employees, trustees, volunteers, students and representatives FROM ANY AND ALL LIABILITY, CLAIMS AND ACTIONS, SUITS, PROCEDURES, COSTS, EXPENSES, LOSS, AND DAMAGES brought as a result of my participation and involvement with this activity. I understand that this release covers liability, claims, and actions caused entirely or in part by any acts or failures of the University including, but not limited to, NEGLIGENCE, or MISTAKE OR FAILURE TO SUPERVISE.

☐ I understand that the University in no way represents, or acts as an agent for any third party trip organizer, the transportation carriers, hotels, and other suppliers of service during this event. I understand and agree that the University is not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, terrorism, or other such causes or disruptions. Further, the University is not responsible for any disruption of travel arrangements, or any consequent additional expenses that may be incurred therefrom.

Please initial one of the following regarding transportation:

☐ Activity does NOT require transportation off campus.

☐ Activity IS off campus, and I DO desire to travel with the University's Group. I fully understand and accept the dangers, hazards, and risks inherent in the transportation to, from, and during this event, which dangers include, but are not limited to, serious or event mortal injuries and property damage.

☐ Activity IS off campus, and I DO NOT desire to travel with the University's Group. I choose to use travel by my own will and agree that the University has no liability regarding my transportation, and I travel at my own risk.

OVER →

I HEREBY ASSERT THAT MY PARTICIPATION IS VOLUNTARY AND THAT I KNOWINGLY ASSUME ALL SUCH RISKS. I acknowledge that MILLERSVILLE UNIVERSITY has not required, coerced, or encouraged me to participate in this event. I understand that I signed this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I hereby acknowledge that I understand and voluntarily accept the hazards, risks, rights and responsibilities noted in this release.

I, the undersigned, am at least 18 years of age, and competent to sign this release. By signing this release, I hereby acknowledge that I understand and voluntarily accept the hazards, risks, rights and responsibilities noted in this release.

*Participant's Signature

*Print Name

*Date

Signature of Parent or Guardian (if under 18 years of age) : _____

EMERGENCY CONTACT PERSON (Please print):

Name: _____

Address: _____

City: _____ State: _____

Phone Number: _____

Relationship: _____

Office of International Programs and Services

MILLERSVILLE UNIVERSITY

P.O. Box 1002, Millersville, PA 17551-0302

Phone: 717-871-7056

international@millersville.edu

Appendix F – Consent to Release Information Form



Millersville University
OFFICE OF INTERNATIONAL
PROGRAMS AND SERVICES

Consent to Release Form

This form is to be used to authorize the Office of International Programs and Services to report personal information to a home institution or sponsoring agency and/or to revoke permission previously given.

Additional Explanation: Due to the Family Educational Rights and Privacy Act (FERPA), the Office of International Services and Registrar's Office cannot communicate anything about a student to a third party unless the student has authorized the third party to have access to their information.

- If you wish to provide authorization to a friend, family member, sponsor, or other third party, you must complete this Consent to Release Form.
- If at any time you wish to revoke your authorization, please submit a new form and indicate, "I revoke access to my student information."
- For more information about FERPA, visit <https://www.millersville.edu/registrar/ferpaforstudents.php>

First Name, Middle Initial

Last Name

M Number

Party/Parties with Whom Information Can be Shared:

Choose all that apply:

- ☐ Student's Home Institution (Name & Details: _____)
- ☐ Student's Sponsoring Agency (Name & Details: _____)
- ☐ Parent(s) (List names: _____)
- ☐ Other (Name & Details: _____)
- ☐ Other (Name & Details: _____)

Instructions: Please check one (1) of the boxes according to your wishes and then sign and date below.

Authorize Permission

- ☐ I authorize the Registrar's Office or a representative of the Office of International Programs and Services at Millersville University to report my student information (such as registration, courses, credits, and academic standing) to the third party/parties named above as long as I am participating in a program of study at Millersville University or until I would revoke that permission.

Revoke Permission

- ☐ I revoke permission to report my student information to the third party/parties named above.

Signature

Date

Appendix G – Incident Report Form



Millersville University
OFFICE OF INTERNATIONAL
PROGRAMS AND SERVICES

ELI INCIDENT REPORT FORM

This form is to be used to report incidents within the English Language Institute at Millersville University.			
Name of Reporter	Title/Role	Date of Report	Date of Incident
Incident Type		Location of Incident	
Incident Description			
Name, Role, and Contact Information of All Involved			
Name, Role, and Contact Information of All Witnesses			
Resulting Action/Follow-up Action			
By signing below, you acknowledge that the information is correct. Please sign and date below.			
Signature, Printed Name		Date	

Millersville University | Office of International Programs and Services | P.O. Box 1002, Millersville, PA 17551
Phone: 717-871-7506 | international@millersville.edu www.millersville.edu/internationalprograms/

(Form Updated 05/12/2020)

Appendix H – ELI Grade Appeal Form



Millersville University

OFFICE OF INTERNATIONAL
PROGRAMS AND SERVICES

ELI Grade Appeal Form

(Form adapted from Shippensburg University – As Available 9/11/20 from https://www.ship.edu/globalassets/provost/ug_grade_appeals.pdf)

This form is to be used by ELI students who believe there is an error on their grade report. This appeal will be reviewed by the ELI administration in consultation with the instructor. Deadline: Form must be submitted within 10 days of student receiving official grade report. Resolution will be communicated to the student, usually within 10 days.				
First Name, Middle Initial		Last Name		M Number
Date of Birth (MM/DD/YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone	Millersville Email	
Current Address (U.S)				
Degree Level <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> ELI				
Major/Field of Study _____				
I. Course Details:				
I hereby register a formal grade appeal against (instructor name): _____				
in Course Name: _____ Course Code: _____				
taken during the _____ Semester of 20____ (year).				
II. Basis for the Appeal:				
<i>(Please mark reason that applies.)</i>				
<input type="checkbox"/> The Course Instructor Miscalculated the Final Course Grade. <input type="checkbox"/> The Course Instructor Committed an Oversight in Calculating the Final Course Grade. <input type="checkbox"/> The Course Instructor acted in an "Arbitrary and/or Capricious" Manner in Assigning Grades, including the Final Course grade to the Student. <input type="checkbox"/> The Course Instructor in Assigning grades discriminated against the student based on race, color, religion, creed, lifestyle, sexual orientation, ancestry, national origin, age, union membership, sex, disability, Veteran's status, or other. (If other, please explain here: _____)				
III. Outcome Anticipated:				
Grade Given by the Instructor: _____ (Letter Grade/%) Grade Expected by Student: _____ (Letter Grade/%)				
IV. Signature - Date				
Student's Printed Name _____		Student's Signature _____		Date (MM/DD/YYYY) _____
V. Resolution / Disposition of Grade (ELI Office Use Only)				
<input type="checkbox"/> Appeal Granted <input type="checkbox"/> Appeal Denied		ELI Grade Appeal Decision Confirmed By _____ Director, International Programs _____ Assistant Director of International Student Success		

Millersville University | Office of International Programs and Services | P.O. Box 1002, Millersville, PA 17551
 Phone: 717-871-7506 | international@millersville.edu | www.millersville.edu/internationalprograms/

(Form Updated 9/11/2020)

Appendix I – Student Information, Resources, and Contacts

This list was compiled by the Office of Diversity and Social Justice (updated August 2020).

- Francine G. McNairy Library & Learning Forum - 717-871-7111 / <https://www.library.millersville.edu>
- Office of International Programs and Services (See contact information above.)
- IT Help Desk and D2L Support - 717-871-7777/ After Hours- 877-325-7778 /
<https://wiki.millersville.edu/display/ittac/Welcome> /
<https://community.brightspace.com/millersville/s/>
- Department of Academic Advisement and Student Development -717-871-5333 /
<https://www.millersville.edu/advisement/?page=degereg>
- Early Alert - <https://www.millersville.edu/retention/early-alert/index.php>
- Office of Learning Services- 717-871-5554 / <https://www.millersville.edu/learningservices>
- Accommodations for Students with Disabilities /
<https://www.millersville.edu/learningservices/disabilityaccom.php>
- Placement Testing- 717-871-5553 / <https://www.millersville.edu/orientation/drop-in-pages/placement-tests.php>
- The Writing Center- 717-871-7389 / <https://www.millersville.edu/english/writingcenter>
- Tutoring Center- 717-871-7222 / <https://www.millersville.edu/tutoringcenter/>
- African American and Latino Scholarships- 717-871-7520 / <https://www.millersville.edu/give/where-to-give/aa-las.php>
- BIT - Behavioral Intervention Team - 717-871-7070 /
<https://www.millersville.edu/safetyandsecurity/threatassessment.php>
- Campus Cupboard- 717-516-0118 - The HUB at the First United Methodist Church at 121 North George Street / contact@campuscupboard.org
- Center for Health Education and Promotion - 717-871-4141 /
<https://www.millersville.edu/chep/index.php>
- Dating/Domestic Violence and Sexual Assault Services by YWCA Staff
- Campus Life (formerly Center for Student Life and Leadership/CSIL) - 717-871-7057 /
<https://www.millersville.edu/csil/>
- Counseling Services- 717-871-7821 / <https://www.millersville.edu/counsel/services.php>
- Pet Therapy / <https://www.millersville.edu/counsel/pet-therapy.php>
- Faith & Spirituality / <https://www.millersville.edu/campusministries/index.php>
- COVID 19 Updates – Fall 2020 - <https://www.millersville.edu/Fall2020/index.php>
- Get Involved - <https://getinvolved.millersville.edu/>
- PSECU (Banking, Credit Union) - www.PSECU.com/Students
- Health Services and Lactation Room - 717-871-5250 /
<https://www.millersville.edu/healthservices/index.php>
- Dr. Rita Smith-Wade-el Intercultural Center- 717-871-4300 / <https://www.millersville.edu/icse>
- LiveSafe APP / <https://www.millersville.edu/police/livesafe.php>
- MU Police - 717-871-4357 / <https://www.millersville.edu/police/police/index.php>
- Office of Diversity and Social Justice - 717-871-7001 / <https://www.millersville.edu/dsj>

- President's Commission on Cultural Diversity & Inclusion - <https://www.millersville.edu/cdicomm/> and Research Mentor Institute
- President's Commission on Gender & Sexual Diversity - <https://www.millersville.edu/gsdcomm/>
- Preferred First Names Policy - <https://www.millersville.edu/about/administration/policies/pdf/human-resources/use-offirst-names-policy-and-procedures.pdf>
- President's Commission on the Status of Women - <https://www.millersville.edu/wcomm/>
- Code Red (hygiene products in bathrooms)
- Safe Zone Program - <https://wiki.millersville.edu/display/pcomm/Safe+Zone>
- Student Access and Support Services - 717-871-5369 - <https://www.millersville.edu/sass/>
- Student Affairs and Enrollment Management- 717-871-5714 / <https://www.millersville.edu/saem/>
- Student Conduct & Community Standards (formerly Judicial Affairs) - 717-871-5841 / <https://www.millersville.edu/studentconduct/>
- Student Financial Services - 717-871-5100 {Financial Aid} and 717-871-5101 (Student Accounts) / <https://www.millersville.edu/finaid> and <https://www.millersville.edu/osa>
 - Emergency Loan Program
 - Swipe Out Hunger
- Title IX Coordinator Contact Information - 717-871-4100 / <http://www.millersville.edu/titleix/title-ix-coordinator-information.php>
- Veterans Resource Center - 717-871-7083 / <http://www.millersville.edu/veterans>

Professional Growth Resources

- Army Reserve Officer's Training Corps (ROTC) - 717 -871-5900 / <https://www.millersville.edu/rotc>
- Civic & Community Engagement & Research - 717 -871-7622 / <https://www.millersville.edu/ccerp/about-us-restatement.php>
- Experiential Learning and Career Management (ELCM) -- 717-871-7655 / <https://www.millersville.edu/elcm/>
- The Learning Institute: Global Well-Being and Social Change - 717-871-2103 / <https://www.millersville.edu/socialwork/learning-institute/index.php>
- University Events Calendar / <https://www.millersville.edu/calendar/events/list>
- Volunteer Central - 717-871-7655 / <https://www.millersville.edu/elcm/volunteer/index.php>

Appendix J – Immigration – Maintaining Status

Maintaining valid F-1 status during the duration of your program is your responsibility. IPS is here to advise you on how best to do that and you are encouraged to come in to talk with us if you have any questions or concerns about how to stay in status.

- 1. Attend the school you are authorized to attend by the U.S. Department of Homeland Security (DHS).** You are authorized to attend the school indicated on your valid I-20/DS-2019.
- 2. Report Personal (name, address, contact information) and program information changes to the Office of International Programs & Services within 10 days of any change.** You must report your U.S. address upon entry to the U.S. so that your SEVIS record can be registered. This is the address where you live; PO boxes and departmental addresses are not acceptable. Address updates should be reported using the mailing address option in MAX. See the section Keeping Your Address Current for information on how to update your address. IPS will update your SEVIS record according to address information submitted in MAX. Additional information that should be reported to IPS (International.Students@millersville.edu) within 10 days of any change includes: name, major, home country address).
- 3. Maintain full-time enrollment status every fall and spring semester.**
 - Undergraduate students must take at least 12 credit hours
 - Graduate students, generally, must take at least 5 credit hours. (Note: Graduate school rules for full-time status apply.)
 - Dropping below a full-course of study without prior approval from IPS will result in the immediate termination of your immigration status. Only under extremely limited circumstances, and only with prior authorization by IPS, may a student drop below full-time in the fall or spring semester.
 - Additional Academic Requirements
 - Online Courses – Only a maximum of 3 credits of online/distance education courses can be counted towards full-time enrollment credit requirement.
 - Grades – Getting a grade of IW, IP, or IF will count toward your full-time minimum enrollment only if the grade posts in the term in which you originally took the class.
 - Audits – Classes taken as “Audit” do not count toward the full-time enrollment credit requirement.
 - Summers – Summer is considered your annual vacation, unless you are in your first or last semester. If the summer term is your first or final semester, you will be required to enroll full-time.
 - Graduation – If you plan to graduate in the summer, you must be registered for credits that require on-campus presence. No exceptions.

3. **Ensure that the information on your I-20/DS-2019 is correct and valid at all times.** If you will not complete your degree by the end date on your I-20/DS-2019, you must apply for an extension at least one month before the document expires. See a IPS advisor for a new I-20/DS-2019 if any information changes, including changes related to your major.
4. **Maintain a valid passport at all times throughout your stay in the U.S.** Your passport must be valid for 6 months beyond your date of entry/re-entry to the U.S. If you renew your passport, submit an updated passport copy to IPS.
5. **Observe the “grace period” upon completion of your studies.**
 - F-1 students have a 60-day grace period from the end of their programs to do one of the following things:
 - Leave the US;
 - Obtain new documents for a new program or school and enroll in the next possible semester;
 - Apply for Optional Practical Training to work Off-Campus for a period of time after your program. Due to application deadlines and other restrictions, speak with a IPS advisor before completing your program in order to apply for this benefit; or
 - Apply for a change to another immigration status.
6. **Do not work Off-Campus unless you have written authorization from an International Programs & Services advisor before beginning employment.** Consult a IPS advisor for details about Curricular Practical Training (CPT). See the section on F-1 employment for more information.
7. **Do not work on-campus for more than 20 hours per week while school is in session.** See the section on F-1 employment for more information about on-campus employment.
8. **Do not take a leave of absence, withdraw from classes, or drop below full-time enrollment without first checking with a IPS advisor.** Students who end their program or fall out of legal status before completing their programs do not have a grace period in which to leave the U.S.; they must leave immediately.
9. **Get a travel signature on your I-20/DS-2019 before travelling internationally.** Before you leave the U.S. check your I-20/DS-2019 for a valid travel signature. A travel signature is generally valid for re-entry to the U.S. within one year of the signature date or until the end date on the I-20/DS-2019, whichever occurs first.

Appendix K – IPS Contacts (Copy)

Fall 2020 In-Person Office Hours: 10:00 AM - 2:00 PM / General Business Hours: 8:30 AM - 4:30 PM

General IPS Office Contacts		
International@Millersville.edu	Main Office	
Education.Abroad@Millersville.edu	Education Abroad	EA
International.Services@Millersville.edu	International Student & Scholar Services	ISSS
English.Language.Institute@Millersville.edu	English Language Institute	ELI
Specific IPS Contacts	Name / Title	Focus Area(s)
Patriece.Campbell@millersville.edu Office: Lyle Hall Phone: 717-871-7506	Dr. Patriece Campbell Director of International Programs	Overview and general office, ISSS, ELI, EA
Christina.Kinney@Millersville.edu Office: Lyle Hall Phone: 717-871-7506	Christina Kinney, M.Ed. Assistant Director of International Partnerships	Partnerships, EA
Daniel.McClary@Millersville.edu Office: Lyle Hall, Room 151 Phone: 717-871-7506	Daniel McClary, M.A. Assistant Director of International Student Success	ELI Administration, Services, or Complaints; ISSS
Jason.Petula@millersville.edu Office: By appointment in Lyle Hall Phone: 717-871-7506	Dr. Jason Petula Faculty Coordinator of Internationalization	Academic Advising and Support, Internationalization
Smita.Prabhu@millersville.edu Office: Lyle Hall Phone: 717-871-7506	Smita Prabhu Associate Director of International Admissions	Admissions for International Students
Kristin.Thomson@millersville.edu Office: Lyle Hall Phone: 717-871-7506	Kristin Thomson International Student Engagement Coordinator	ELI Admissions and Enrollment, ISSS, EA
Yang.Zhang@millersville.edu Office: Lyle Hall Phone: 717-871-7506	Yang Zhang Assistant Director of International Admissions	Admissions for International Students, CHEPD Advisor
English Language Institute Contacts	Name / Title	Focus Area(s)
Sara.Hadfield@Millersville.edu Office: Lyle Hall, Room 152 Phone: 717-871-7506	Sara Hadfield ELI Academic Coordinator	Overall ELI Academic Questions
Clifford.IshidaDarkes@millersville.edu Office: Lyle Hall, Room 152 Phone: 717-871-7506	Clifford Ishida Darkes ELI Assessment Coordinator	ELI Assessment Questions
	See Also Above: <ul style="list-style-type: none"> • Dr. Patriece Campbell • Daniel McClary • Kristin Thomson 	ELI Questions

Appendix L – Emergency Contacts (Copy)

Dial 911 – Emergencies

For an emergency anywhere in the United States when you need to contact the police, fire department, or call for an ambulance. (You may dial from almost all phones free of charge.)



717-872-3433 – Millersville University Police Department (MUPD)

Other Important Phone Numbers

	IPS	
717-871-7506	Office of International Programs & Services	Main Office Number (M-F, 8:30 AM – 4:30 PM)
717-871-5506	Office of International Programs & Services – EMERGENCY Number	Emergency Contact – After Hours (Weekends, After Office Hours)
717-871-4040	English Language Institute (ELI)	Available for support to all international students on campus
	MU	
717-871-5250	Health Services	If you feel sick, need advice
717-871-7821	Center for Counseling and Human Development	If you are feeling stress or would like someone to talk to
	Millersville Borough	
717-872-4658	Police Department of Millersville Borough	Local town police
717-872-9345	Fire Department	Local town fire department