



**MILLIKIN**  
UNIVERSITY®

**INTERNATIONAL  
STUDENT HANDBOOK**



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## Dear International Student,

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Welcome to Millikin University! We're glad you have decided to study here. The Center for International Education (CIE) is here to help you adjust to university life in Decatur, Illinois. We will assist you in understanding the regulations governing your stay in the United States and obtaining the benefits of your visa status.

This handbook is separated into sections and has been compiled to assist you in identifying helpful campus and community resources. We particularly encourage you to come to the CIE with any questions regarding your visa status. We are ready to provide you with an array of services and programs that will help assure you the best possible opportunity for academic and personal success.

Leaving home for university study is an exciting, but sometimes intimidating, process. We wish to facilitate your adjustment as much as possible and encourage you to read through this handbook, which will be invaluable to your stay in the United States.

Enjoy your time on campus. If you have any questions, please do not hesitate to ask the CIE for help. We look forward to watching you grow and learn at Millikin University!

Please also review Millikin's Student Handbook at <http://www.millikin.edu/student-development/student-handbook>.

## Go BIG BLUE!

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# CENTER FOR INTERNATIONAL EDUCATION

The Center for International Education (CIE) is committed to increase global and international awareness and knowledge of students, faculty and staff at Millikin University. Specifically, the CIE will assist students and faculty in educational semester long and immersion experiences abroad. Consistent with Millikin's Mission to prepare students for *democratic citizenship in a global environment, the Center for International Education will prepare Millikin students and faculty for productive engagement in the global society of the 21<sup>st</sup> century.*

“...PREPARE STUDENTS FOR  
DEMOCRATIC CITIZENSHIP  
IN A GLOBAL  
ENVIRONMENT.”

**Website:** [millikin.edu/cie](http://millikin.edu/cie)  
**Twitter:** [cie\\_millikin](https://twitter.com/cie_millikin)

## General Information

**Location:** University Commons, Room 122  
**Hours:** Monday - Friday from 8:00 a.m. to 5:00 p.m.  
**Phone:** 217-424-3758  
**E-mail:** [cie@millikin.edu](mailto:cie@millikin.edu)

**Facebook:** [@CenterforIntlEd](https://www.facebook.com/CenterforIntlEd)  
**Instagram:** [cie\\_millikin](https://www.instagram.com/cie_millikin)

## What do we do?

The CIE consists of **International Student Services** and **Study Abroad Services**.

**International Student Services** assist international students with navigating through complex visa regulations as well as academic, social, and cultural adjustment. Advising sessions, orientations, workshops, programs and activities are offered to international students each term.

**Study Abroad** caters to outbound students who have the desire and eligibility to study, intern, work, and volunteer in a foreign country. Advising, interest fairs, information sessions, and workshops are held each semester.

# When To Seek CIE Help

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Please be aware that while the CIE is here to help you maintain your nonimmigrant status, your status is ultimately your responsibility. Seek advice when in doubt. **Check your email daily and be sure to read and open all e-mails from our office.**



The following is a quick reminder of when you should seek assistance from the CIE. As always, seeking assistance early provides you the greatest number of options and maximum flexibility. This is especially true in the time-sensitive situations.

## **Situations that are time-sensitive and MUST be reported to the CIE:**

- Changing your degree objective from what is listed on your I-20
- You plan to quit school
- You would like to change your immigration status
- Your I-20 will expire before you complete your degree objective (program)
- You would like to work off-campus in the near future (within the next 6 months)
- You are planning not to enroll during a fall or spring semester
- You are experiencing difficulties with your studies
- You have not maintained your F-1 status
- During your (or your family's) last entrance to the U.S., an official at the port of entry made an error on your documents or gave you an immigration form to file (most likely form I-515A)
- You are planning to travel outside the U.S.

## **Situations where the CIE can offer expert advice:**

- You are not sure what employment options or restrictions you have on your student visa
- You are experiencing unforeseen financial difficulties arising after you last entered the U.S.
- You are facing a problem with the university/department or your living arrangements and do not know who can help (International Student Services in most cases will refer you to the appropriate office for assistance)
- You or your family members are unclear about the process involved in applying for a U.S. visa stamp
- You are unsure of your student visa requirements
- You have relied on your friend(s) for immigration information/advice and now want confirmation of your status
- You are making plans that you think may have immigration implications



### **International Student Advising**

The Coordinator of International Student Services and the Director of the CIE are here to answer your questions or concerns relating to your student visa status, regulations and opportunities, and adjustment to the campus culture and community.

If you would like to meet with someone from the CIE, you may call the CIE at 217.424.3758 to schedule a one-on-one appointment to address your questions or concerns. You can also e-mail us at [cie@millikin.edu](mailto:cie@millikin.edu).

If your question is brief in nature (less than 10 minutes), you may stop in at any time without an appointment; however, students are seen on a first-come, first-served basis.

### **Document Requests**

There are times when you or your family may require documentation showing that you are a full time student at MU. Our office can provide a letter verifying your international student status, or a letter of invitation for a close family member (parent, spouse, brother or sister) to visit you while you are pursuing your studies.

# English Language Center



## MAINTAINING YOUR VISA STATUS

### U.S. Immigration Regulations

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Millikin University is very fortunate to have students from around the world who made significant contributions to our diverse community. As an international student, you are required to comply with U.S. immigration regulations. If you do not comply with these regulations, there could be severe consequences, including deportation and being barred from returning to the United States for an extended period of time. We want you to be able to successfully complete your studies. It is extremely important that you read and fully understand the information in this handbook.

**Maintaining your immigration status is your responsibility.** You agree to this responsibility when you sign your I-20 or DS-2019 Form and enter the United States. Immigration laws are complex and change often due to global circumstances. The information in this handbook is therefore subject to change.

Please help us assist you in navigating these complex immigration regulations by: **USING YOUR MILLIKIN UNIVERSITY EMAIL ADDRESS:** Information about changing immigration regulations and other circumstances that affect you as an international student in the U.S. will be sent to your MU e-mail.

**Ask the Coordinator of International Student Services when you have a questions about what you can and can't do as a non-immigrant F or J student in the U.S.** Do not rely on advice from a friend or an academic advisor at MU. They are not qualified to give you an appropriate answer.

**Notify the CIE immediately of any change in your contact information.**

**At the CIE, we welcome any and all of your questions and want you to feel free to consult with us confidentially at any time.**

# Maintaining Your Visa Status – F/J Students

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## **Report Address Changes to the Center for International Education within 10 days.**

This includes address changes of any of your dependents as well. Please report your change of address with the University as well as with the Center for International Education.

## **Maintain a full course load (12 CREDITS) at all times.**

You are allowed to deviate from this full course of study only with PRIOR authorization of the Coordinator for International Student Services and only under very limited circumstances. You must also get approval from your dean or department as appropriate. Students must attend in the fall and spring semesters at MU.

## **Report any leaves or reasons for interrupting your program of study to the CIE in advance.**

For a variety of reasons, students leave prior to the scheduled date of degree completion. Some of these reasons include early graduation, leave of absence, suspension or transfer to another institution in the U.S. You must notify the CIE if you leave before the date indicated on your I-20/DS-2019.

## **Report any change of major and/or degree objective to the CIE as well as any change in financial sponsorship.**

## **Do not engage in any unauthorized employment.**

You may work no more than 20 hours per week on-campus while school is in session. You are not permitted to work off-campus without receiving PRIOR authorization from the U.S. Federal Government and/or the CIE. Employment possibilities are very limited. **J-1 students must obtain permission before beginning any campus work.**

## **J-1/F-1 students have valid U.S. Health Insurance for the entire duration of your program.**

## **Complete immigration transfer procedures in a timely manner.**

Students who transfer from another University in the U.S. to MU must complete an immigration transfer. They must meet with the CIE within 15 days of beginning courses. Students who plan to transfer from MU to another institution must notify the CIE in advance so their file can be released to the school that they plan to attend.

# TRAVELING OUTSIDE OF THE U.S.

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## **Passport Validity**

You must maintain a valid passport at all times for the duration of your stay. If your passport expires while in the U.S., you should obtain an extension through the nearest Consulate or the Embassy of your home country.

## **Visa Validity: Can the U.S. entry visa that is stamped in my passport expire while I am in the U.S.?**

Yes, but as long as you are maintaining your F-1/J-1 student status in every other way as required by law, it will not affect your F-1/J-1 status. Please think of the F-1/J-1 stamped in your passport as an entry permit. It is necessary to have a valid visa to enter the country, but it does not need to remain valid while you are here.

## **Before You Travel:**

- Check the validity of your passport, visa and I-20 or DS-2019. Make sure your passport has at least 6 months remaining from your date of return to the U.S.
- Obtain a travel signature from the CIE for your I-20 or DS-2019 if your previous signature is over 6 months old from your date of return
- Make sure to prepare any necessary visa application documents if your visa has expired or will expire before you return
- Check the location (if it is a country other than your own) to see if a visa is required for entry
- Consult the CIE if your situation or your travel circumstances are unusual (travelling/returning after a withdrawal, traveling while on OPT, etc.)

## **What is an I-20 form?**

An I-20 Form is certificate of eligibility used by students to apply for an F-1 visa to enter the United States.

## **What is a DS-2019 form?**

A DS-2019 Form is certificate of eligibility used by students to apply for a J-1 visa to enter the United States.

Your I-20 Form or DS-2019 form must remain valid while you are a student in the U.S.

## **What is an I-94?**

When you enter the U.S. and present your I-20 or DS-2019 Form, you complete an I-94 electronically. This is your Arrival/Departure Card record and it can be obtained online. D/S stands for Duration of Status and indicate that you may stay legally in the U.S. as long as you follow all F-1 or J-1 regulations. The F-1 visa holder has 60 additional days (from the end of the SEVIS I-20) and the J-1 visa holder has 30 additional days for the short travel in the U.S., transfer processes, or departure preparations. This “grace period” may not be used for employment or re-entry into the U.S.



As you begin your experience at Millikin, you will undoubtedly fall into the intercultural adjustment cycle at various speeds and levels. The adjustment cycle has often been compared to a roller-coaster in that there are periods of where your emotions and feelings will fluctuate drastically. Below is a brief outline of the adjustment cycle you are likely to experience.

### **1. Application to Millikin**

When waiting for an opportunity to go abroad, you experience anxiety over your chances of selection and your ability to handle the new opportunity. During this time you may anticipate cultural differences but have only a superficial awareness of potential adjustment problems.

### **2. Admission/Arrival in the U.S.**

When you hear that you will be going abroad, you experience tremendous elation. This excitement continues (with some small exception just before departure, when anxiety may crop up again)

### **3. Initial Culture Shock/New Academic System**

The initial fascination, along with the rounds of introductions and parties, will soon fade after extended living in the host country. Even with visitors coming to the United States on tour, or for Americans going abroad for a similar experience, the novelty of a foreign culture wears off after a few weeks. At this point most people enter a period of decline, known as initial culture shock. Characteristics of this period are possible changes in sleeping habits, confusion about how to work with and relate to others, and language difficulties and mental fatigue from speaking in and listening to a foreign language all day.



### **4. Surface Adjustment**

After this initial “down”, which usually does not last more than a few days to a few weeks, an adjustment takes place. You settle into the situation around you. Your language improves to where you are able to communicate basic ideas and feelings without fatigue. You also learn how to navigate within a small group of friends and associates.



### **5. Mental Isolation**

At some point, however, the novelty wears off completely and the difficulties remain. Frustration increases and a new and more pervasive sense of isolation can set in. Many times, this period is accompanied by boredom and a lack of motivation. You may feel little stimulus to overcome the deeper and more troublesome difficulties you may be facing. There may be unresolved conflicts with friends, hosts, or peers, or basic language problems that continue to cause difficulty long after initial language adjustment.

### **6. Integration/Acceptance**

When you are finally at ease with your professional or school interests, as well as with the language, friends and associates, you are able to examine more carefully the new society in which you are living. Deeper differences between you and others become understandable, and you find ways of dealing with these differences. You may complain of the lack of true friendships, but you have come to recognize that this may not be deliberate on the part of your associates. Eventually, you become more integrated into your surroundings and come to accept both your situation and yourself in it. Acceptance of these two realities will allow you to relax and feel at home in your new surroundings.



### **7. Return-Home Anxiety**

Once you are well settled, the thought of leaving familiar friends, faces and your new community raises anxieties similar to those you felt during Stage 1, before your departure. You begin to sense how much you have changed because of your experience, and apprehension grows at the thought of leaving and returning home to people who will not understand you and your new feelings. This is a time of great confusion and considerable difficulty. This can be a period of great pain. But the greater the pain, the deeper the experience and, over time, the more lasting the benefits.

### **8. Shock and Reintegration**

Once you are back home, the contrast of old and new may come as a shock. You will probably have changed a great deal while away, and it will be difficult for family and friends to accept many of the changes. Likewise, having been the center of attention in another country for a period of time, you will be forced, after a few days, to realize that you have lost your glamour. You then face the problem of adjusting to being one of the crowd again, while longing for the friends you have left.



# Successful Adjustment Strategies.

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(Knowledge and attitudes that will help you in a new culture)

- ✚ **Fight, avoid or adapt:** When entering a new culture, a person may fight it, try to avoid it or adapt to it. Everyone engages in all three to some extent, but adaptation is the most effective. It is helpful to evaluate your behaviors and overall adjustment experience in terms of these approaches.
- ✚ If you are aware of the normal cycle of **cultural adjustment** that everyone goes through, it will help you understand yourself and feel more normal. Many people are very excited and happy at first, but shortly thereafter may experience stress, confusion, anger, fear or physical problems.
- ✚ **Expectations:** Don't expect to function smoothly and accomplish things easily in a new culture. The higher your self-expectation, the greater the possibility of frustration and disappointment when adjustment struggles do occur.
- ✚ **Knowledge of American culture, customs and history** can help you to understand and get along better in your new environment. Read whatever you can, and always be observant and ask questions.
- ✚ Think about how you have managed **transitions** in the past (leaving one life situation and entering another), and apply the strategies that helped you.
- ✚ Know and accept that you will make **mistakes**.
- ✚ **Be ready:** Americans perceive you as a “representative” of your country. This may be unfair to you but they do it anyway.
- ✚ **Americans may be insensitive** to and ignorant about your country and adjustment struggles that you face.
- ✚ Be ready to **reevaluate and challenge** your own assumptions, stereotypes and preconceptions.
- ✚ Have a **sense of humor** about yourself and adapting to this new culture.
- ✚ **Remember: your goal is to adapt** to life in the U.S. in a way that is appropriate and effective for you—not to adopt the American way or become Americanized.



# Everyday Life Skills to Apply in a New Culture

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- ✚ **Observation:** Watch very carefully how people behave in specific situations.
- ✚ **Self-reflection:** Reflect on your own behaviors in cross-cultural interactions. How do your cultural customs and values affect who you interact with and how and why you do so?
- ✚ **Basic transactions:** Through practice and observation refine and adapt your behavior to be appropriate in daily transactions (using the bus, banking, buying groceries, keeping appointments, etc.)
- ✚ **Idioms and common expressions:** Pay attention to common expressions and seek their real meanings and implications (don't take things literally).
- ✚ **Ask, ask, and ask:** This may be the most important skill of all. When your contact with American people and culture causes you to have strong reactions or feel confused about something, ask Americans and others to help you understand. In America, asking questions is a well-respected behavior, so you should practice it! Also, don't hesitate to ask people to repeat what they have said if you didn't hear or understand.
- ✚ **Discuss and validate:** Even when things seem to go well, discuss your daily interactions with someone who knows the culture to see if your actions and perceptions are accurate and appropriate.
- ✚ **Saying no:** It is culturally acceptable (as well as common practice) to say "no" in situations in which it may not be common or acceptable in other cultures. If you don't understand someone or don't want to do something, it is proper to say so: "No, I'm sorry, I don't understand" or "No, I really don't want to do that." Observe Americans and practice saying "no" in different situations. It is considered less rude to say "no" than to give the impression that you understand or agree when you really don't.
- ✚ **Dealing with ambiguity:** You may find yourself in situations where American culture dictates that you behave in a way that is different or contrary to your own culture's values. These can be difficult moments. You need to choose which value and behavior is personally appropriate and effective for you, and speak up about it. Even Americans who do not conform to the dominant white, male society must do this.
- ✚ **Initiate conversations:** You have to practice your communication/interaction skills to improve them, so you often will have to take the first step.



# Organization of the Academic System

Millikin University grades on a four-point scale, which includes plus (+) and minus (-) grades. Grade point average, or GPA, is determined by the number of quality points earned and the number of credits attempted. The number of quality points earned per class is determined by multiplying the number of credits the course is worth by the value associated with the grade. Values associated with grades are:

Grade	Grade Value
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1
D-	.7
F	0
XF (failure due to academic dishonesty)	0
P (pass)	None
W (withdraw)	None
I (incomplete)	None

Once the quality points earned for each class is determined, these numbers are summed to determine total quality points. To calculate the grade point average, total quality points earned is divided by total graded credits attempted. Pass/fail credit, withdraws, and incompletes are NOT graded credits and therefore are not included in the GPA calculation:

**GPA – Total quality points earned / Total graded credits attempted**

### Grade Point Average Example

Suppose a student's fall semester ended like this:

Class	Credits	Grade
Math	4	B
Literature	3	C+
Biology	4	A
Sociology	3	C-
Music	3	B-
Fitness	1	P (pass)
Total	18 credits	

**Total quality points for the fall semester would be determined like this:**

[Notice that total quality points are divided by 17, **not** 18. The 1-credit Fitness course is pass/fail, and is not factored in either quality points or credits attempted.]

Class	Credits	Grade	Grade Value	Quality Points (Credits X Grade Value)
Math	4	B	3	12
Literature	3	C+	2.3	6.9
Biology	4	A	4	16
Sociology	3	C-	1.7	5.4
Music	3	B-	2.7	8.1
Fitness (pass/fail)	1	P (pass)	0	0
				<b>Total: 48.4</b>

Dividing total quality points by graded credits attempted, the student's fall semester GPA would be: **48.4 / 17 = 2.85 Fall Semester GPA.**

Now suppose the same student's spring semester ended like this:

Class	Credits	Grade
English	3	A
History	3	W (withdraw)
Chemistry	4	B+
Psychology	3	D
Communication	3	B
<i>Total</i>	<i>16 credits</i>	

Total quality points for the spring semester would be determined like this:

Class	Credits	Grade	Grade Value	Quality Points (Credits X Grade Value)
English	<b>3</b>	A	<b>4</b>	12
History	<b>3</b>	W (withdraw)	<b>0</b>	0
Chemistry	<b>4</b>	B+	<b>3.3</b>	13.2
Psychology	<b>3</b>	D	<b>1</b>	3
Communication	<b>3</b>	B	<b>3</b>	9
				<b>Total: 37.2</b>

Dividing total quality points by graded credits attempted, the student's spring semester GPA would be:  **$37.2 / 13 = 2.86$  Spring Semester GPA.**

[Notice that total quality points are divided by 13, not 16. The History course that the student withdrew from is not factored in either quality points or credits attempted.]

To determine this student's overall GPA for the year, the total quality points for both semesters are summed and divided by the total number of graded credits attempted.

Total quality points for the year:  $37.2 + 48.4 = 85.6$

Total graded credits attempted for the year:  $17 + 13 = 30$

Overall GPA for the year:  $85.6 / 30 = 2.853$

## **The Semester System**

The academic year at this University is composed of two semesters, each of approximately 16 weeks in length. In addition, there is a three-week J-term and an eight-week summer session. While many U.S. universities use the semester system, some divide the academic year into shorter periods, either 'quarters' or 'trimesters'.

## **Credits**

You must maintain a minimum of 12 credits to be considered as a full-time student.

The quality of academic work a student does at the University is measured in "credits". The number of credits a course is worth usually depends on the number of hours per week that it meets. A "three-credit course", for example, will meet three hours weekly for one semester. It might meet for three fifty-minute sessions, as undergraduate classes normally do, or for one three-hour session, a fairly common pattern in graduate classes. At the end of the semester, the student who has achieved a passing grade in the course earns three credits. For most courses, anything above an F is passing.

A student must earn a specified number of credits and GPA in order to graduate. Information about graduation requirements and the grading system can be found in the University Bulletin. In addition, international students must earn a certain amount of credits to qualify for financial aid each year.

## **Methods of the Academic System**

The most common method of instruction here is the classroom lecture. Lectures are supplemented by classroom discussion (especially when classes are small), reading assignments in textbooks or library books, and perhaps by periodic written assignments.

It is important for the student to contribute to the classroom discussion. In some societies it is 'disrespectful' for students to question or challenge the teacher. In this country by contrast, questioning or challenging the teacher is viewed as a healthy sign of interest, attention and independent thinking. In many classes your grade will be determined, in part, by your contribution to class discussion. If you sit in 'respectful' silence, it is likely to be assumed that you are not interested in what is being said in the class, or that you do not understand the material.

When classes are too large to permit questions and discussion, or it for some other reason you do not have the opportunity to raise questions in class, you can visit privately with teachers during their office house or make an appointment to see them. Teachers usually announce their office house at the first meeting of the class. Many professors may also encourage you to contact them at home.

## **Seminars**

The seminar is a small circle and it is likely to be devoted entirely to discussion. Students are often required to prepare presentations for the seminar based on their independent readings or research.



## **Laboratories**

Many courses require work in a laboratory, where the theory learned in a classroom is applied to practical problems. This is evident in science, computer and language courses.

## **Term Papers**

In many courses you will be required to write a “term paper” (often simply called a ‘paper’). A term paper is based on study or research you have done in the library or laboratory. Your teacher will usually assign a term paper in the early part of the course. You are expected to work on it during the semester and submit it near the end. The grade you receive on the term paper may constitute a significant portion of your grade for the course. It is wise to complete term papers in advance of their due date so there is time to ask another person to review your paper and suggest revisions.

There are books available in bookstores that explain the format of a term paper, including the use of footnotes and bibliographies. If you have questions, discuss them with the professor. You may seek assistance from the **Writing Center** as well.

## **Examinations**

You will have many examinations. Nearly every class has a “final examination” at the end of the semester. Most have a ‘mid-term examination’ near the middle of the semester. There may be additional ‘test’ or ‘quizzes’ given with great frequency, perhaps even weekly. All these tests are designed to assure that students are doing the work that is assigned to them. The tests also measure how much students are learning. You should not look at other students’ papers during an examination. To ‘cheat’ on an examination by getting answers from other students or from material illicitly brought to the test can result in a ‘zero’ grade on the examination, an ‘F’ grade in the course and disciplinary action.

## **ACADEMIC DISHONESTY: CHEATING AND PLAGIARISM**

The bulletin states: “Cheating, one form of academic dishonesty is a serious offence. The most blatant examples include copying answers on tests, stealing tests or answer sheets, using someone else’s data in preparing reports and assisting others in such practices. Another form of dishonesty, plagiarism, is in preparing reports and assisting others in such practices. Another form of dishonesty, plagiarism, is also an unacceptable practice in the academic community. Examples include copying the words of another and presenting them as one’s own material for another to submit as his or her own work. The penalties for cheating and plagiarism are severe. For either offense, a student may fail a particular assignment or an entire course or be suspended from the University.



# Preventing Plagiarism: A Guide for Students

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This guide pulls together a number of resources to assist you, the student, avoid plagiarism. Plagiarism can be an intentional or accidental act, but either way you can suffer severe consequences.

## Defining Plagiarism

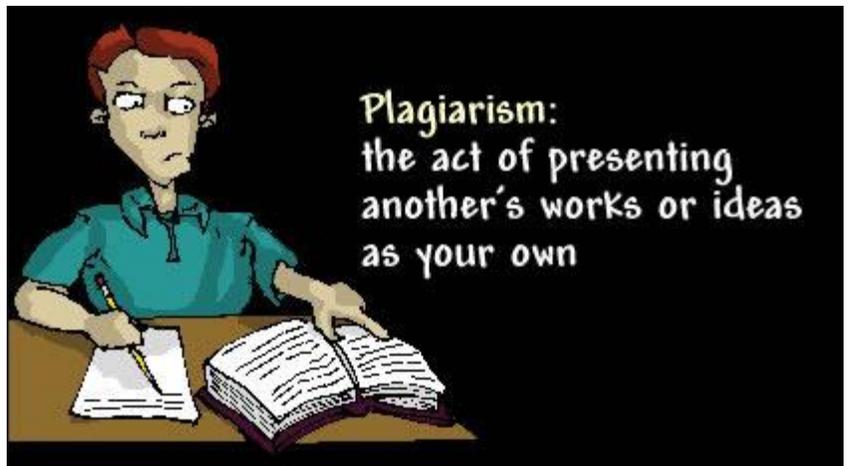
The American Heritage Dictionary of the English Language, 4th edition defines the act of plagiarizing as:

"To use and pass off (the ideas or writings of another) as one's own." or "To appropriate for use as one's own passages or ideas from (another). intr. To put forth as original to oneself the ideas or words of another."

Books and resources which provide information on writing research papers and citing information generally include a definition of plagiarism:

"By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgment whenever one is indebted to another for either words or ideas. ... Failure to give credit is plagiarism." Turabian, Kate. L. A Manual for Writers of Term papers, Theses, and Dissertations, sixth edition, University of Chicago Press, Chicago, 1996.

"To use another person's ideas or expressions in your writing without acknowledging the sources is to plagiarize. Plagiarism, then, constitutes intellectual theft. Strictly speaking, it is a moral and ethical offense rather than a legal one, since most instances of plagiarism fall outside the scope of copyright infringement, a legal offense." Gibaldi, Joseph, MLA Handbook for Writers of Research Papers. 5th ed. Modern Language Association of America, New York, 1999.



Although they may be worded slightly differently, they all state the same thing: **Plagiarism is cheating!**

## The following are all examples of plagiarism:

- Copying the words of others, whether from a source or another student
- Putting your name on a paper written by someone else
- Purchasing or downloading in paper from the Internet and turning it in
- Paraphrasing (rewriting in your own words) a source and not documenting it
- Not using quotation marks properly when using material from another source

**For more information go to: <https://www.millikin.edu/academics/academic-resources/writing-center/plagiarism-policy>**

# Student Employment

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Employment opportunities for international students are regulated by the United States Immigration Law and are therefore very limited. Students must be maintaining their non-immigrant status and in good academic standing for any type of employment. With the exception of on-campus employment, all employment opportunities for F-1 students require approval from the CIE or USCIS. Students in J-1 status must have written approval from the Responsible Officer of their exchange visitor program before accepting employment. While an international student, you may not be self-employed. The Center for International Education will hold various workshops throughout the year to help guide you through the employment authorization process.

## F-1 Student Employment

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### On Campus Employment

F-1 students who are maintaining status may work part-time on-campus while classes are in session. “Part-time; means not more than 20 hours per week.” F-1 students do not need special authorization to work on-campus. Assistantships are considered ‘on-campus employment’ and therefore are also limited to 20 hours per week.

During vacation periods and academic breaks, you may work full-time (over 20 hours) on campus if you are returning to classes the following term. You may not work on-campus after completing your course of study.

### Off Campus Employment

Working off-campus requires special authorization and is only available in certain situations. Working off-campus without authorization is a direct violation of U.S. Immigration Regulations and could result in deportation.

Practical Training is temporary employment that allows international students to gain some practical experience in their field of study, before or after completion of studies. Practical training is divided into two categories: (1) curricular practical training before completion of studies and (2) optional practical training both before and after completion of studies.

### Curricular Practical Training (CPT)

CPT is work experience defined as part of your integral curriculum. Therefore, you must enroll in a course and receive unit credit towards your degree. You must have the CIE’s authorization before you begin employment. GPT can be part time or full time (during summer and vacation periods). However, if it exceeds 12 months full-time, you will lose the opportunity to obtain OPT. Additional Information regarding CPT is available at the CIE.

### Optional Practical Training (OPT)

To be eligible, you must have been in lawful student status for one academic year and be in good academic standing. USCIS approval and a recommendation from the CIE are required. If you meet

the requirements, you are eligible for up to a total of 12 months of practical training for each subsequent high level of education you pursue.

You may use OPT:

- During your studies; OR
- After completion of your studies; OR
- A combination of both

Pre-Completion OPT is available part time (20 hours/week) if you have not yet completed your course of study; however, most students prefer to wait and use their 12 months of OPT after they graduate (Post-Completion OPT). Additional Information regarding OPT is available at the CIE.

<b>IMMIGRATION STATUS</b>	<b>TYPE OF EMPLOYMENT</b>	<b>NEEDS AUTHORIZATION?</b>	<b>HOURSE OF WORK PERMITTED</b>
F-1 STUDENT	ON – CAMPUS	NEEDS TO GO TO CIE TO APPLY FOR SSN	UP TO 20 HOURS PER WEEK WHILE SCHOOL IS IN SESSION
	OFF – CAMPUS (OPT,CPT)	NEEDS CIE AND USCIS AUTHORIZATION	MORE THAN 20 HOURSE PER WEEK WHILE ON BREAK

## Driver’s License

In order to obtain your driver’s license, you will need to go to the DMV here in Decatur, 3149 N Woodford St, with a valid social security number and the correct paperwork. You can find all the necessary information at <http://www.dmv.org/il-illinois/apply-license.php>.

# J-1 Student Employment

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## On-Campus

J-1 students who receive written authorization from the responsible officer of their exchange program and are maintaining status may work part-time on campus while classes are in session. You may not work on-campus after completing your course of study.

## Off-Campus & Academic Training

J-1 students who are in good academic standing may obtain authorization for work off-campus as part of an academic training experience. After completing studies, J-1 students are eligible to work for up to 18 months if the job qualifies as “academic training.” Academic training must be recommended by your dean or academic advisor and authorized by the responsible officer of your exchange-visitor program. Post-completion academic training must be authorized before completion of studies, although students do not have to begin work until a later date. Non-degree students may only engage in Academic Training for a period of time not exceeding their academic studies.

# Obtaining a Social Security Number

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A Social Security Number (SSN) is a federal identification number used for income tax purposes and is needed only if you are employed in the U.S. Although many businesses (cell phone, bank, etc.) may request a SSN to establish service, it is not required. Never give out your SSN unless you are absolutely certain it is secure.

**Location:** 606 W Pershing Rd

**Phone:** 800-772-1213

**Website:** <http://www.ssofficelocation.com/decaturn-social-security-office-so411>

To apply for an SSN, F-1 students need a job offer and a verification document from ISSS. This form will need to be signed by the employer before ISSS can endorse it. J-1 students will need a job offer and written work authorization from their program sponsor.

You will need the following to apply for a SSN:

1. I-20 or DS-2019
2. Passport with I-94 card
3. Verification of Employment
  - a. If you are working on-campus, this will come in the form of a letter. Your on-campus employer and an International Student Advisor must both sign this letter. The format for the letter is established and available from your on-campus employer or the International Education Center.
  - b. If you have CPT (F-1) or AT (J-1) authorization, you do not need a letter. You instead need to provide your CPT I-20 or AT DS-2019 that shows you currently have work authorization.
  - c. If you have received authorization for OPT, you do not need a letter. You should instead present your EAD card in addition to your passport with I-94 card.

# Where Are You?

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Millikin University is located in Decatur, Illinois. Decatur is the Heart of Illinois and is the ideal hub from which to explore a big part of the United States.



Decatur is a 45-minute flight to Chicago, a 40-minute flight to Saint Louis, and a three-hour drive to Indianapolis.



## Decatur Transportation

The Decatur Public Transit System (DPTS) has buses arriving on 15 and 45 minutes past each hour. Hours of operation are Monday through Friday from 5:30 A.M. to 7:15 P.M. and on Saturday from 6:15 A.M. to 7:15 P.M. Bus fares are shown below; discounted punch cards and monthly passes are also available:

Basic Adult Fair .....	\$1.00
Punch Card (20 rides) .....	\$18.40
Monthly Pass .....	\$36.80



## Taxi Service:

- Download the UBER app on your phone
- Decatur City Taxi - - \$2.40 per mile \$8 to anywhere in Decatur (217) 590-7433 or (217) 330-7960

## Decatur Airport:

Decatur has a small local airport with flights daily to Chicago, IL and St. Louis, MO. The airline servicing these destinations is: Air Choice One: [www.capeair.com](http://www.capeair.com)

**Make sure to book flights in advance!**



## Banks and Banking Services

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**As a part of your orientation week, the ISE will bring in Staley Credit Union to campus. At this session you will be able to set up (FOR FREE) a bank account.**

**If you are living in the Woods Apartments, then this is especially important for you when paying rent. The Woods charges \$27 when using your credit card to pay rent.**

### General Description:

There are three types of banking services available in Decatur: full-service banks, savings and loan associations, and credit unions. Their services are similar in that they all offer savings and checking accounts and loans to qualified customers. The interest rates for these services may be somewhat more competitive at credit unions and savings loans, but they generally vary only slightly. Banks offer additional services, such as safe-deposit boxes and international currency exchanges. Credit Unions are member-owned, and one must usually be employed at the university or selected business to become a member.

### Personalized Checks:

Nearly all banking customers use personalized checks. Personalized checks have your name, address, and other information you choose printed on them. You must pay a few dollars for your supply of personalized checks, so it is wise to wait until you have an address, Social Security number, and phone number before you have your checks printed. In the meantime, the bank will issue you a temporary supply of bank checks.

### Cashing a Check

Checks made out to you can be deposited or cashed at your bank. The Office of Student Financial Services in Shilling Hall will cash your personal check for up to \$50.00 (from your account, made out to "cash").



# Management of Money: United States' Currency

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U.S. currency is based on a decimal system, with one dollar (\$1 or \$1.00) equal to one hundred cents. Coin currency is used for amounts less than one dollar. The most common coins, their equivalencies, and appearances follow: American coins come in two colors and six sizes. The size of the coin has no relation to its value.

**The Penny/Cent**, worth 1 cent, is the only copper-colored coin.



**The nickel**, worth 5 cents, is silver-colored and larger than a penny.



**The dime**, worth 10 cents, is silver-colored and is the smallest U.S. coin



**The quarter**, worth 25 cents, is silver in color and is larger than the nickel.



**The half-dollar**, or 50 cent piece, is silver in color and larger than the quarter. It is not commonly used.

**The silver dollar** comes in two forms, neither of which is very often seen in circulation. The Susan B. Anthony silver dollar is about the size of a quarter; the older silver dollar is the largest U.S. coin.

**All U.S. paper money** is the same size and color. Denominations include \$1 (commonly called a “buck”) \$5, \$10, \$20, \$50, \$100 and larger amounts.

# Weights, Measures and Temperatures in the U.S.

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## Weight

The terms ounce and pound are used to express weight. To convert grams to ounces, multiply the number of grams by 0.03527. To convert kilos to pounds, multiply the number of kilos by 2.2046.

30 grams	=	1 ounce		
16 ounces	=	1 pound	=	450 grams
1000 grams	=	2.2 pounds	=	1 kilo

Body weight is expressed in pounds

## Linear Measure

Length and width are measured by inch, foot, and yard. To convert centimeters to inches, multiply the number of centimeters by 0.39. To convert inches to centimeters, multiply the number of inches by 2.54.

2.54 cm	=	1 inch		
30.48 cm	=	12 inches	=	1 foot
91.44 cm	=	3 feet	=	1 yard
1 meter	=	39.4 inches	=	3.28 feet = 1.09 yards

Personal height is measured in feet and inches. Long distance is measured by the mile. 1609.3 meters = 1 mile. To convert kilometers to miles, multiply the number of kilometers by .621. To convert miles to kilometers, multiply the number of miles by 1.61.

1 kilometer	=	5/8 mile	=	0.6 miles
1 mile	=	1-3/5 kilometers	=	1609.3 meters

## Square Measure (to determine area):

6.45 cm	=	1 square inch		
929 square cm	=	144 square inches	=	1 square foot
9 square feet	=	1 square yard		
1 square meter	=	10.8 square feet		
1 hectare	=	2.47 acres		



## Cooking Measurements

Measurements for recipes in the U.S. are almost always stated by volume rather than by weight. This is true for both liquid ingredients and dry ingredients. When a recipe calls for a cup or a teaspoon or a tablespoon, it is referring to standard measuring utensil that may be bought at a food store or other stores that sell household supplies. IT DOES NOT MEAN a coffee cup or tea cup, nor a teaspoon or tablespoon with which you eat.



## Temperature

The Fahrenheit system is used in the U.S. to compute temperature. Conversion is calculated as follows:

Fahrenheit to Centigrade:  $^{\circ}\text{C} = [(^{\circ}\text{F} - 32) \times 5] \div 9$

Centigrade to Fahrenheit:  $^{\circ}\text{F} = [(^{\circ}\text{C} \times 9) \div 5] + 32$

Water freezes at  $0^{\circ}\text{C}$  or  $32^{\circ}\text{F}$ . Water boils at  $100^{\circ}\text{C}$  or  $212^{\circ}\text{F}$ . Milk is scalded at  $51^{\circ}\text{C}$  or  $150^{\circ}\text{F}$ .

# Major Holidays and Special Occasions

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Americans share three national holidays with many countries: Easter Sunday, Christmas Day, and New Year's Day.

**New Year's Day:** The first day of the new year is January 1. The celebration of this holiday begins the night before, when Americans gather to wish each other a happy and prosperous coming year.

**Martin Luther King Day:** The Rev. Martin Luther King, Jr., an African-American clergyman, is considered a great American because of his tireless efforts to win civil rights for all people through nonviolent means. Since his assassination in 1968, memorial services have marked his birthday on January 15. In 1986, that day was replaced by the third Monday of January, which was declared a national holiday.

**Presidents' Day:** Until the mid-1970s, the February 22 birthday of George Washington, hero of the Revolutionary War and first president of the United States, was a national holiday. In addition, the February 12 birthday of Abraham Lincoln, the president during the Civil War, was a holiday in most states. The two days have been joined, and the holiday has been expanded to embrace all past presidents. It is celebrated on the third Monday in February.

**Memorial Day:** Celebrated on the fourth Monday of May, this holiday honors the dead. Although it originated in the aftermath of the Civil War, it has become a day on which all those who perished in wars, and the dead generally, are remembered in special programs held in cemeteries, churches, and other public meeting places.

**The Fourth of July or Independence Day:** This holiday honors the nation's birthday -- the signing of the Declaration of Independence on July 4, 1776. It is a day of picnics and patriotic parades and a night of concerts and fireworks. The flying of the American flag (which also occurs on Memorial Day and other holidays) is widespread. On July 4, 1976, the 200th anniversary of the Declaration of Independence was marked by grand festivals across the nation.

**Labor Day:** The first Monday of September, this holiday honors the nation's working people, typically with parades. For most Americans it marks the end of the summer vacation season, and for many students the opening of the school year.

**Columbus Day:** On October 12, 1492, Italian navigator Christopher Columbus landed in the New World. Although most other nations of the Americas observe this holiday on October 12, in the United States it takes place on the second Monday in October.

**Veterans' Day:** Originally called Armistice Day, this holiday was established to honor Americans who had served in World War I. It falls on November 11, the day when that war ended in 1918, but it now honors veterans of all wars in which the United States has fought. Veterans' organizations hold parades, and the president customarily places a wreath on the Tomb of the Unknowns at Arlington National Cemetery, across the Potomac River from Washington, D.C.

**Thanksgiving Day:** On the fourth Thursday in November, Thanksgiving is celebrated, but many Americans take a day of vacation on the following Friday to make a four-day weekend, during which they may travel long distances to visit family and friends. The holiday dates back to 1621, the year after the Puritans arrived in Massachusetts, determined to practice their dissenting religion without interference. After a rough winter, in which about half of them died, they turned for help to neighboring Indians, who taught them how to plant corn and other crops. The next fall's bountiful harvest inspired the Pilgrims to give thanks by holding a feast. The Thanksgiving feast became a national tradition -- not only because so many other Americans have found prosperity but also because the Pilgrims' sacrifices for their freedom still captivate the imagination. To this day, Thanksgiving dinner almost always includes some of the foods served at the first feast: roast turkey, cranberry sauce, potatoes, and pumpkin pie. Before the meal begins, families or friends usually pause to give thanks for their blessings, including the joy of being united for the occasion.

**Christmas Day:** December 25 marks the birth of the Christ Child. Decorating houses and yards with lights, putting up Christmas trees, giving gifts, and sending greeting cards have become traditions even for many non-Christian Americans.

**Easter:** This holiday falls on a spring Sunday that varies from year to year, celebrates the Christian belief in the resurrection of Jesus Christ. For Christians, Easter is a day of religious services and the gathering of family. Many Americans follow old traditions of coloring hard-boiled eggs and giving children baskets of candy. On the next day, Easter Monday, the president of the United States holds an annual Easter egg hunt on the White House lawn for young children.

**April Fool's Day:** On April 1<sup>st</sup> there is a custom among friends of playing practical jokes on each other. It is suggested that the timing of this day is related with the changing of seasons, when around the world nature fools mankind with sudden changes in the weather and when the cuckoo, a bird associated with foolishness, returns from its winter habitat to areas where it is a summer resident.

**Valentine's Day:** While not holidays, two other days of the year inspire colorful celebrations in the United States. On February 14, (named after an early Christian martyr), Americans give presents, usually candy or flowers, to the ones they love.

**Halloween:** On October 31<sup>st</sup> (the evening before All Saints' or All Hallows' Day), American children dress up in funny or scary costumes and go "trick or treating" (knocking on doors in their neighborhood). The neighbors are expected to respond by giving them small gifts of candy or money. Adults may also dress in costume for Halloween parties. Various ethnic groups in America celebrate days with special meaning to them even though these are not national holidays.

**Cinco de Mayo: May 5**

**Mother's Day: Second Sunday in May**

**Father's Day: Third Sunday in June**



# MU ACADEMICS AND RESOURCES

Millikin University has a long-standing history of academic excellence. When James Millikin founded the university in 1901, his theory-practice approach to education was unique. Today, Millikin takes this idea a step further by introducing “performance learning” – a unique approach, that builds the confidence to succeed after graduation. Because of this approach, it is no surprise that Millikin students have a history of success after graduation. Last year, 97% of Millikin graduates gained employment or entry into graduate/professional school within six months of graduation. The list of programs and majors can be found at [www.millikin.edu/academics](http://www.millikin.edu/academics).

## Academic Programs

<a href="#">Accounting</a> <a href="#">Acting, B.F.A.</a> <a href="#">Actuarial Science</a> <a href="#">Art</a> <a href="#">Art Education</a> <a href="#">Art Therapy</a> <a href="#">Arts Technology</a> <a href="#">Athletic Training</a> <a href="#">Bachelor of Science in Nursing</a> <a href="#">Biochemistry</a> <a href="#">Biology</a> <a href="#">Biology Education</a> <a href="#">Biology Minors</a> <a href="#">Biomedical Engineering 3+2</a> <a href="#">Business Management</a> <a href="#">Business Minors</a> <a href="#">Chemical Engineering 3+2</a> <a href="#">Chemistry</a> <a href="#">Chemistry Business</a> <a href="#">Chemistry Education</a> <a href="#">Chemistry Minor</a> <a href="#">Civil Engineering 3+2</a>	<a href="#">Commercial Music</a> <a href="#">Communication</a> <a href="#">Communication Minor</a> <a href="#">Computer Engineering 3+2</a> <a href="#">Computer Science 3+2</a> <a href="#">Criminal Justice Major</a> <a href="#">Criminal Justice Minor</a> <a href="#">Data Science</a> <a href="#">Design Thinking for Leadership Minor</a> <a href="#">Digital Media Marketing</a> <a href="#">DNP: (Track 1) Nurse Anesthesia</a> <a href="#">DNP: (Track 2) DNP Completion</a> <a href="#">DNP: Family Nurse Practitioner</a> <a href="#">Early Childhood Education</a> <a href="#">Electrical Engineering 3+2</a> <a href="#">Elementary Education</a> <a href="#">English Education</a> <a href="#">English Literature</a> <a href="#">English Minors</a> <a href="#">English Writing</a> <a href="#">Entrepreneurship</a> <a href="#">Environmental Biology</a> <a href="#">Environmental Studies Major</a>
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[Environmental Studies Minor](#)  
[Ethics Major](#)  
[Exercise Science & Sport Minors and Endorsements](#)  
[Gender Studies Minor](#)  
[Graphic Design](#)  
[Health Promotion](#)  
[History](#)  
[Human Services](#)  
[Information Systems](#)  
[Instructional Development](#)  
[Interdepartmental Major](#)  
[International & Global Studies Minor](#)  
[International Business](#)  
[Mathematics](#)  
[Mathematics Education](#)  
[Mathematics Minor](#)  
[MBA - Executive](#)  
[MBA - Fast-Track](#)  
[MBA - Healthcare Administration](#)  
[Mechanical Engineering 3+2](#)  
[Modern Language Minors](#)  
[Molecular and Cell Biology](#)  
[MSN: Master's Entry into Nursing Practice](#)  
[MSN: Nurse Educator](#)  
[Music](#)  
[Music Business](#)  
[Music Education](#)  
[Music Minor](#)  
[Music Performance](#)  
[Musical Theatre, B.F.A.](#)  
[Nursing \(RN to BSN\)](#)  
[Organizational Leadership Major](#)  
[Organizational Leadership Minor](#)  
[Philosophy Major](#)  
[Philosophy Minors](#)  
[Physical Education](#)  
[Physics](#)  
[Physics Minor](#)  
[Political Science](#)  
[Political Science Minor](#)  
[Pre-Chiropractic](#)  
[Pre-Dentistry](#)  
[Pre-Medical Technology 3+1](#)  
[Pre-Medicine](#)  
[Pre-Occupational Therapy](#)  
[Pre-Optometry](#)  
[Pre-Pharmacy](#)  
[Pre-Physical Therapy](#)  
[Pre-Physician Assistant](#)  
[Pre-Podiatry](#)

[Pre-Veterinary Medicine](#)  
[Psychology](#)  
[Psychology Minor](#)  
[Secondary Education](#)  
[Social Science Education](#)  
[Sociology Major](#)  
[Sociology Minor](#)  
[Spanish](#)  
[Spanish Education](#)  
[Sport & Recreation Management](#)  
[Stage Management, B.F.A.](#)  
[Studio Art](#)  
[System Science Engineering 3+2](#)  
[Theatre Administration, B.F.A.](#)  
[Theatre and Dance Minors](#)  
[Theatre Design & Production, B.F.A.](#)  
[Theatre, B.A.](#)

## Certificate Programs

[Art Certificates](#)  
[Arts Entrepreneurship](#)  
[Business Process Management](#)  
[Clinical Nuclear Science](#)  
[Criminal Justice Certificate](#)  
[Digital Media Marketing](#)  
[Education Certificates](#)  
[Entrepreneurship](#)  
[IS Application Development](#)  
[IS Data Management](#)  
[IS Security & Compliance](#)  
[Music Certificates](#)  
[Organizational Leadership Certificate](#)  
[Process Improvement](#)  
[Project Management](#)  
[School Nurse Certificate](#)



## The Role of the Academic Advisor

Students are assigned to a faculty advisor for assistance in developing a plan of study and for continued advice and counsel throughout their years at Millikin. Students and advisors work collaboratively to develop the student's plan of study, which is reviewed and revised throughout the students' undergraduate years. Continuous student-advisor interaction is an integral part of the educational process.

Each semester, students confer with their advisor prior to registration and if they wish to make changes to their plan of study (i.e. adding or dropping courses, changing majors/minors). Faculty advisors maintain regular office hours for student conferences. Students may also request appointments in addition to those arranged by the advisor.

**\*REMEMBER: As an international student, you can never drop below full-time student status (12 credits) without special authorization from the Center for International Education.**

## Finding Your Advisor

New freshman will have the opportunity to meet their academic advisor during International Student Orientation. All students can find their advisor on the 'Student' section of their 'My Millikin' web portal. Student may also find their advisor by contacting their academic Dean's office:

- Arts & Sciences/Exploratory: Shilling Hall 209
- Fine Arts: Shilling Hall 211
- Tabor School of Business: Scovill Hall 105
- Professional Studies: Shilling Hall 205

## Student Development Advisor

Every new international student is also assigned to a Secondary Advisor. This advisor is here to help you with anything you may need in terms of tutoring, support, and adjusting to your life at Millikin. Please use all of these resources. If your advisor cannot directly help you with a problem, they will always show you the correct place to find the answer.

# REGISTRAR'S OFFICE



## General Information

**Location:** Gorin Hall 16

**Phone:** 217-424-6217

**E-mail:** [registrat@millikin.edu](mailto:registrat@millikin.edu)

**Website:** <http://www.millikin.edu/registrar>

## Services and Responsibilities

- Ensuring the integrity, accuracy, and security of all academic records of current and former students.
- Maintaining up-to-date course schedules, catalogs, final examination schedules, and academic calendars.
- Supervising and maintaining the Banner and degree audit systems.
- Supervising the processes for the articulation of transfer credits, certification of degrees, and enrollment and degree verifications.
- Producing official transcripts and diplomas.
- Counseling and advising students, faculty, and staff on advising issues.
- Interpreting and enforcing policies and regulations of the University and Family Educational Rights and Privacy Act.
- Assisting with Registration Days for entering freshmen.
- Organizing and supervising registration.
- Determining academic eligibility of student athletes.
- Facilitate feedback from students enrolled in online programs



# Inclusion and Student Engagement

## General Information

**Location:** 3<sup>rd</sup> floor of the University Commons

**Phone:** 217-424-6395

**E-Mail:** [ise@millikin.edu](mailto:ise@millikin.edu)

**Website:** <http://www.millikin.edu/ISE>

Millikin's Office of Inclusion and Student Engagement provides students with the necessary tools to be a democratic citizen in a global environment. By providing you leadership opportunities, programs, and educational resources we empower you to explore the University fundamental questions: Who Am I? How Do I Know? What Should I Do?

## Questions about Student Life?

### Purpose

We are the office that encourages students to discover a place where they belong in various groups and student organizations, leadership opportunities, and an inclusive campus body. We host many large campus events including First Week Orientation, Homecoming, Cultural Heritage Months, Martin Luther King Jr. Day, and the Cookie Party. We meet with students individually to help them feel like they “fit” at Millikin. If you are looking for a way to get involved in one of our 90 student organizations, or if you are interested in helping plan Diwali, please stop by and see us

## Student Organizations

Run by student leaders, we have over 90 student organizations that range from common interest (University Center Board, Big Brothers and Big Sisters, etc.) or academic major and discipline (American Chemical Society, Pre-Vet club, Opera per Tutti, etc.). If you are interested in making friends, joining student organization is a great way to start. Please come and talk to one of our staff members about how to get involved, or take a look on our website for information on different student organizations.

## Fraternity and Sorority Life

Our office works closely with the fraternity and sororities that have a home on Millikin's campus. The fraternity and sorority community at Millikin University currently consists of eleven fraternities and sororities; 5 men's fraternities and 6 women's sororities. The 11 Greek organizations that comprise the Millikin University fraternity and sorority community hold in membership approximately 25% of the Millikin University student body. For more information on how to get involved in these organizations, please come and speak to us.



**Location:** 210 N. Oakland Ave

**Phone:** 217-362-6410

**E-Mail:** [reslife@millikin.edu](mailto:reslife@millikin.edu)

**Website:** <http://www.millikin.edu/residence-life>

## Our Mission

The Office of Residence Life encourages our students to become democratic citizens, achieve professional success, and lead a life of personal meaning and value through residential education designed to meet their diverse developmental needs.

Specifically, we are:

- A dedicated and professional staff that provides excellent service to our students and stakeholders
- An environment where students are challenged to approach relationships, conflict, and differences in a mature and responsible fashion
- A respectful environment that supports students' academic lives through performance-based learning, intentional programming, consistent enforcement of policies and procedures

## Where will you live?

Most international students will live in Dolson Hall and will be a part of the international citizen living and learning community. In Dolson Hall all international students will be provided with a Resident Advisor who will be responsible for everything housing related specific to your floor. The RA is your first point of contact for any and all troubles in the residence hall. He/she will also hold educational and meaningful programs that get students involved and engaged with one another.

## The Woods at Millikin

The Woods at Millikin is a privately-owned complex that partners with Millikin to house over 600 students in luxury apartment-style living. It offers the ultimate living experience for sophomore, junior, and senior students. Apartments feature four private bedrooms, full kitchen with microwave, washer/dryer, private deck or patio, and modern furnishings. The Woods also offers a long list of community amenities, including a pool, fitness center, computer lab, and gated community. For more information visit [www.thewoodsatmillikin.com](http://www.thewoodsatmillikin.com).



## CENTER FOR ACADEMIC & PROFESSIONAL PERFORMANCE (CAPP)

The Center for Academic and Professional Performance (CAPP) is devoted to delivering complete wrap-around services to foster students' resilience, confidence, and academic and social skills. The CAPP is committed to ensuring a successful college experience, positive personal development, and post-graduate preparedness.

in becoming the best version of themselves through Millikin's vision of achieving professional success, democratic citizenship in a global environment, and creating a personal life of meaning and value.

### CAPP SERVICES

CAPP provides a continuum of care as it blends Millikin's strengths-based approach with student mentoring, from students' first days on campus through graduation and beyond.

- » Strengths-Based Advising
- » Career Coaching
- » Career Fairs
- » Tutoring
- » Disability Services
- » Academic Recovery
- » Mock Interviews
- » Student Employment
- » Exploratory Program
- » Alumni Mentoring Program
- » Supplemental Instruction
- » EDGE Program
- » "Junior Jump" Advising
- » Resume and Cover Letter Writing/Review
- » Internship Exploration and Coaching

### LEARN MORE

The CAPP is open the following hours during the academic year:

Monday – Thursday 7:00 am to 6:00 pm

Fridays 7:00 am to 5:00 pm

\*Visit us on the web 24/7 at [millikin.edu/capp](http://millikin.edu/capp).

**University Commons 312 & 336 • [capp@millikin.edu](mailto:capp@millikin.edu) • 217.362.6424**



## HEALTH AND COUNSELING

**Location:** 150 S. Fairview Ave.

**Phone:** 217.424.6360

**Hours:** Monday – Friday, 9a.m. - 4 p.m. (when classes are in session)

**Website:** <http://www.millikin.edu/health>

### Counseling Services

Confidential personal counseling services are available throughout the academic year to assist students in overcoming their difficulties. Staff members utilize an approach that emphasizes personal responsibility, prevention, intervention, and a concern for the whole student. It is our goal to assist students in improving their abilities to make informed decisions that positively affect their mental, physical, and spiritual health.

Appointments can be arranged by calling 217.424.6360, or by dropping by the Health & Counseling Center, located on the corner of Wood Street and Fairview Avenue. Counseling and referral services are free of charge.

**Certificate of Immunity:** In accordance with the Illinois College Student Immunization Act 110 ILCS 20, Millikin University requires verification of immunity for **Diphtheria/Tetanus, Measles, Mumps, and Rubella. Exact dates are required for all immunizations, date of disease and/or serological test results. If serology titer indicates lack of immunity, vaccines must be administered.** Although Hepatitis B and Meningococcal vaccines are not required, the American College Health Association (ACHA) and our physician recommend that students consider being immunized. Immunizations administered prior to the first birthday are invalid.

### Medical Services

Medical services are provided by on Millikin's campus at the DMH-Millikin Wellness Center by Decatur Memorial Hospital, which includes a full-time nurse practitioner, Elizabeth Campbell, MSN, FNP-BC, and medical direction from board certified physician Michael Zia, M.D.

#### **Medical services provided by the Wellness Center include:**

- Evaluation and treatment of medical illness/injury
- Screening for blood pressure, blood sugar and cholesterol

- Medication management
- Allergy injections
- Vaccine administration
- TB skin tests
- Physical examinations
- STD screenings
- On-site clinical laboratory
- Wound care
- Urinalysis
- Pregnancy tests
- Strep tests

In addition, DMH provides a number of wellness and preventative services including weight management coaching, nutrition coaching, diabetes education and management, physical therapy and smoking cessation programs. Please call 217.424.6360 to discuss these additional services.

Students and employees are charged for office visits, minor procedures, laboratory tests, and injections. Health Service personnel will administer allergy shots to students. Students are responsible for obtaining the serum and orders from their allergist. The serum can be stored in Health Services. There is a charge for each injection. Services provided will be billed to the student's and/or employee's private insurance. If the student and/or employee does not have insurance, the bill will be sent directly to them.

### **Vaccines**

Tetanus and Menactra vaccines are available, as well as Hepatitis B, Gardasil, Influenza and Pneumonia vaccines.

### **Laboratory Services**

The Health Center offers a full laboratory service.

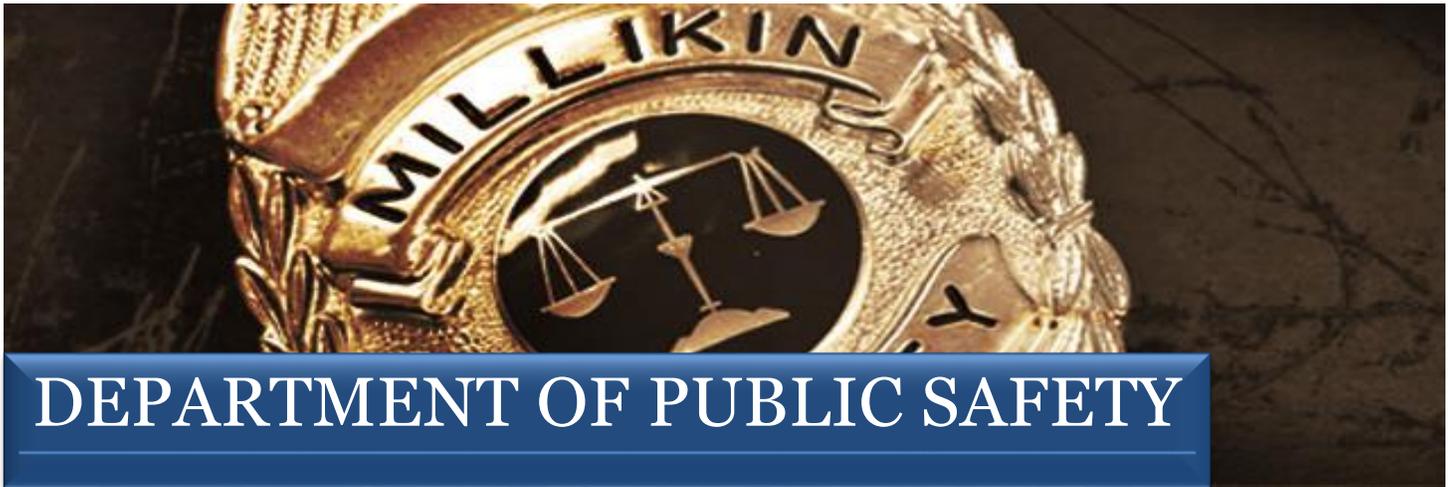
### **Billing and Insurance**

Students and parents are advised to check their own medical insurance plans to be sure students are covered while enrolled at Millikin. The Health Center will bill insurance companies; a statement will be provided if requested. Upon entering Millikin, a student is required to complete a university health report and must meet all state requirements regarding immunizations. Failure to comply with state mandates will cancel registration privileges.

Students need to carry their insurance card while attending Millikin.

### **Please Note:**

The cost of medical care in the U.S. is very expensive, that is why it is important and mandatory that you have valid U.S. health insurance while you are here. The CIE recommends ISO international insurance. You can get the necessary information here: <https://www.isoa.org/>



The Office of Public Safety is located in Walker Hall, first floor, north end. The office operates 24 hours a day, seven days a week. It is a combination office comprised of both sworn police officers and non-sworn security officers and dispatchers. The Millikin University Police Department was established by the Board of Trustees in May 2013 in accordance with the Illinois Private College Campus Police Act (110 ILCS/1020). As outlined by that act<sup>1</sup>, Millikin University Police Officers have full peace officer authority and arrest powers, including the ability to enforce city ordinances, county ordinances, traffic laws (on public ways contiguous to university property), and state statutes.

A dispatcher is always in the dispatch center and can be reached by calling 217-464-8888 (8888 campus phone), or through one of the “blue light” phones located about campus. The dispatch center is also the after-hours switchboard for the University. The dispatcher monitors a variety of campus alarm systems, the access control system, and local/national media for weather and crisis information.

The Public Safety Office is responsible for a wide variety of functions on campus, including both foot and motorized patrols, access control, crisis response, parking enforcement, risk management, and various life safety checks. During patrols, both Police and Security Officers are establishing a presence to deter criminal activity, conducting life safety checks, and proactively engaging our community members. Public Safety staff members attend regular training on procedures, investigations, report writing, crisis management, first aid and CPR/AED.

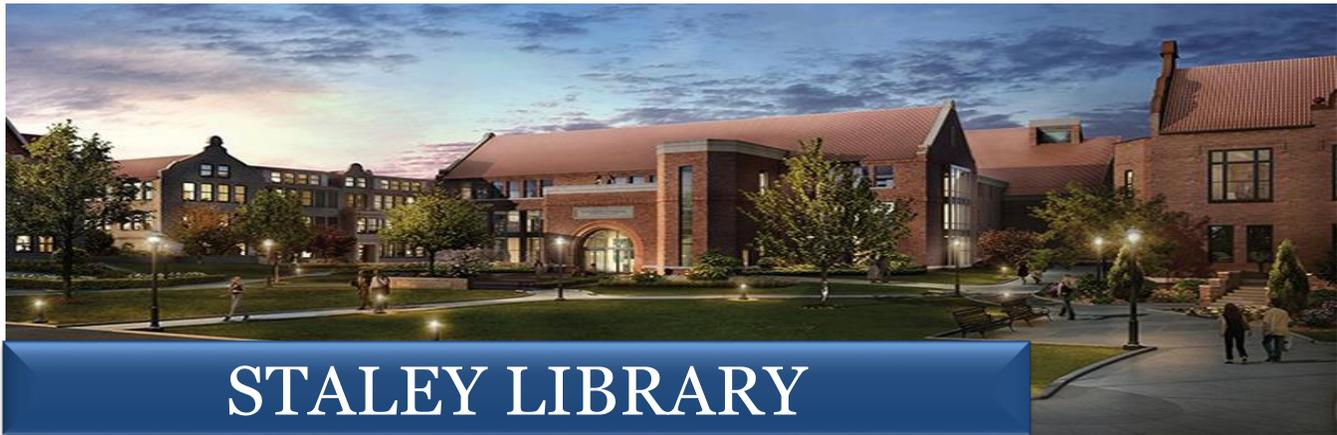
**Location:** Walker Hall

**Phone:** 217.464.8888

**E-Mail:** [publicsafety@millikin.edu](mailto:publicsafety@millikin.edu)

**Website:** <http://www.millikin.edu/publicsafety>





## General Information

**Location:** University Commons

**Phone:** 217-424-6214

**E-Mail:** [refdesk@millikin.edu](mailto:refdesk@millikin.edu)

**Website:** <http://www.millikin.edu/staley>

- Over 210,000 volumes of books, periodicals (magazines & journals), videos, DVDs, CDs, and other materials for our library patrons
- 24/7 Internet access to most online library resources from across campus and beyond
- Over 80 online article, video, image, and audio databases covering a wide range of topics
- Many journal articles available full-text online
- Interlibrary Loans from 80 Illinois academic libraries and other libraries worldwide
- Research assistance from a team of 5 librarians
- A wireless network within the library

## Books, Videos, Music

Our Online Catalog lists all of the resources physically available at the library, and also includes links to e-books, online government documents, and streaming videos and music. The I-Share catalog option provides access to resources owned by 80 additional Illinois academic and research libraries.

## Databases

Lists of all of the online databases containing access to music, videos, plays, scholarly journals, magazines, and newspapers can be found linked from the library's home page under "Find Articles, Audio, Video, & Images." The databases are organized either by subject or alphabetically.

## Circulation

Most materials in the library can be checked out by students for four weeks with a few exceptions:

- Videos/DVDs & other recordings: one week
- Course reserves: several hours or one day, depending on the class professor's policy
- Magazines/Journals do not circulate



## General Information

**Location:** Athletics Building (next to Walker Hall) (Which building is the Athletics building in?)

**Phone:** 217-362-6429

**E-Mail:** [athletics@millikin.edu](mailto:athletics@millikin.edu)

**Website:** <http://athletics.millikin.edu/>

## Are you eligible to play sports at Millikin University?

In order to be a part of a sports team here at Millikin, you need to be a degree-seeking student. If you are a credit-transfer or part of an exchange program, you will not be eligible to play for any Big Blue team.

## Big Blue Athletics

Millikin University is a NCAA DIII school, which constitutes of sports programs ranging from Football, Soccer, Swimming, and even Golf. Numerous students are active spectators at each game that goes on around campus in places such as, the Griswold Gym, Frank M. Lindsay Field, and even Fairview Park. In order to access the game schedules you can visit, [www.athletics.millikin.edu](http://www.athletics.millikin.edu).

## Sports Offered

Men's Sports	Women's Sports
Baseball	Soccer
Basketball	Basketball
Cross Country	Swimming
Football	Track & Field
Swimming	Golf
Golf	Tennis
Track & Field	Cross Country
Wrestling	Softball
Soccer	Volleyball
Tennis	



# WHERE DO I GO?

WHERE DO I GO WITH QUESTIONS ABOUT .....?

**Absences**

Students are responsible for informing faculty in each of their classes of absences for any reason. Students involved in University sponsored activities such as trips, athletic events, fine arts events, etc., should communicate in advance with each faculty member to avoid possible problems in making up missed course work. Verification may be requested through the sponsoring group, however, students are responsible for any missed work. Students should be aware that some faculty have attendance policies in which missing class is not acceptable. The staff of Health Services does not have the authority to excuse students from class since faculty members establish their own attendance policies. If a physician quarantines a student, that information will be verified for faculty members.

**Long Term Absences**

Students who will be absent from campus for extended length of time for reasons unrelated to University-sponsored events (hospitalization, family emergency, etc.) should notify the Office of Student Development. An e-mail notice will be sent to the student’s faculty members. The notice is for information purposes only and is not an excuse or a request for excusing the absence. Students are still expected to contact their faculty members individually and arrange for missed work. Students who believe they will miss a considerable amount of class and question their ability to return successfully should consider withdrawing from their courses before the official withdrawal date (see academic calendar).

**Academic Advising**

Academic dean of school in which student is enrolled and selected faculty of

- Arts & Sciences - Shilling 209..... 424-6205
- Fine Arts - Shilling 211..... 362-6499
- Professional Studies – Shilling 205..... 424-6774
- Tabor School – ADM/SCO 105..... 424-6285

**Admission**

New students and transfers, Admission Office, Gorin 11..... 424-6210

**Re-admission**

Re-admission of students in good standing	
Office of the Registrar, Gorin 16.....	424-6217
Re-admission of students not in good standing for academic reasons	
Office of the Registrar, Gorin 16.....	424-6217
Re-admission of students not in good standing for non-academic reasons.	
Dean of Student Development, Shilling 205.....	424-6395

**Advanced Placement**

Dean of appropriate college or school	
Arts & Sciences - Shilling 209.....	424-6205
Fine Arts - Shilling 211.....	362-6499
Professional Studies, Shilling 208.....	424-6774
Tabor School – ADM/SCO 105.....	424-6285

**Alumni**

Director of Alumni Relations, Alumni & Development Center.....	424-6383
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**Athletics-Intercollegiate and Intramural**

Director of Athletics.....	424-6344
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**Books**

Purchase of, Campus Bookstore.....	424-6221
MyMillikin Online Bookstore	

**Calendar**

Campus Event, Campus Scheduler, University Info. Center.....	424-6211
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**Campus Newspaper**

Decaturian.....	424-6250
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**Campus Radio**

WJMU Radio (89.5 FM).....	424-6377
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**Career Information and Guidance**

Center for Academic and Career Performance, UC 312 & 336 .....	362-6424
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**Catalogs-Other Colleges and Universities**

Staley Library.....	424-6214
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**Center for International Education**

University Commons 122.....	424-3758
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**Check Cashing**

Student Financial Services, Shilling 118.....	424-6317
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**Class Schedules**

Classroom Locations, Registrar, Gorin 16 .....	424-6217
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**Commencement**

Office of Academic Affairs, Shilling 213..... 424-6220

**Computer Information**

Information Technology, Shilling 121..... 362-6488

**Summer Conferences**

Office of Residence Life, Dolson Hall..... 362-6410

**Counseling Services**

Corner of Wood St. & Fairview Ave..... 424-6360

**Dean's List**

College of Arts & Sciences, Shilling 209..... 424-6205

College of Fine Arts, Shilling 211..... 362-6499

College of Professional Studies, Shilling 208..... 424-6774

Tabor School of Business, ADM/SCO 105..... 424-6285

**Emergency Situations**

Student Development, University Commons 354..... 424-6395

Public Safety ..... 464-8888

**Employment, Students**

Center for Academic and Career Performance, UC 312 & 336..... 362-6424

Part-time jobs on campus (Work Study or Non-Work Study) and

Part-time jobs off campus

**Fall Family Weekend**

Office of Inclusion and Student Engagement,

University Commons 354..... 424-6335

**Final Exam Schedules**

Office of the Registrar, Gorin 16..... 424-6217

**Billing and Scholarship Information**

Student Financial Services, Shilling 118..... 424-6317

**Fine Arts Events, Programming**

Managing Director of Kirkland Fine Arts Center..... 424-6253

Dean, College of Fine Arts, Shilling 211..... 632-6499

**Fitness Center**

Decatur Indoor Sports Center..... 429-3472

**Food Service**

Aramark Dining Services

University Commons..... 424-6323

Student Meal Plans

Student Financial Services, Shilling 118..... 424-6317

**Fraternities & Sororities**

Office of Inclusion and Student Engagement, Commons 354..... 424-6335

**Grades and Academic Records**

Office of the Registrar, Gorin 16..... 424-6217

**Graduate Record Exam Information**

Center for Academic and Career Performance, UC 312 & 336..... 362-6424

**Graduation Requirements**

Office of the Registrar, Gorin 16..... 424-6217

**Health Services**

Millikin/DMH Health Center,  
Corner of Wood St. & Fairview Ave..... 424-6360

**Homecoming**

Office of Inclusion and Student Engagement,  
University Commons 354..... 424-6335  
Alumni, Alumni & Development Center..... 424-6383

**Housing/Residence Life**

Office of Residence Life, Jack C. Dolson Hall..... 362-6410

**ID Cards, issued, replaced, validated**

University Services, Shilling 106..... 424-6325

**Illness**

Student - Millikin/DMH Health and Counseling Services,  
Corner of Wood St. & Fairview Ave. .... 424-6360

**Inclusion and Student Engagement**

University Commons 354.....424-6360

**International Students**

Center for International Education  
University Commons 122..... 424-3758

**Lost and Found**

University Information Center,  
Security Office, Walker Hall..... 464-8888

**Mail**

University Mail Room, Shilling 104A..... 420-6799

**Maintenance and Housekeeping Services in Residence Halls**

During normal business hours (emergency)..... 424-6312  
After hour emergencies, call the Office of Safety and Security..... 464-8888

**Off-Campus Living Approval**

Office of Residence Life, Jack C. Dolson Hall..... 362-6410

**Parent & Family Association**

Office of Student Development..... 424.6395

**Parking**

Public Safety Office, Walker Hall ..... 464-8888

Payment of Fines, Student Financial Services, Shilling 118..... 424-6317

Appeal of Fines, Public Safety Office, Walker Hall..... 464-8888

Visitor Parking, Public Safety, Walker Hall ..... 464-8888

**Press Releases**

Marketing &amp; Media Relations..... 424.6350

**Printing or Duplicating**

University Services, Shilling 106..... 424-6325

**Religious Activities/Organizations**

Pilling Chapel..... 424-6395

Office of Inclusion and Student Engagement

University Commons 354..... 424-6335

**Service Learning / Volunteer**

Center for Academic and Career Performance, UC 312 &amp; 336..... 362-6424

**Student Accounts – Campus Charges**

Student Financial Services, Shilling 118..... 424-6317

**Student Conduct Issues**

Dean of Student Development, University Commons 354..... 424-6395

**Student Payroll Checks**

Business Office, Shilling 116..... 424-6314

**Student Organizations**

Office of Inclusion and Student Engagement,

University Commons 354..... 424-6335

**Study Abroad Programs**

Center for International Education

University Commons 122..... 424-3758

**Teacher Education-Certification and Admission**

School of Education, Shilling 307..... 424-6244

**Transcripts**

Office of the Registrar, Gorin 16..... 424-6217

**Use of Millikin name, seal, logo or trademarks**

