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IELP Mission Statement
The mission of the Intensive English Language program at Portland State University is to assist non-native English learners in acquiring the language skills and learning strategies necessary to compete successfully in a post-secondary academic environment. The program provides an atmosphere supportive of socio-cultural exploration and development that helps students adjust to life in the United States. In so doing, the IELP promotes the University’s broader mission of enhancing the quality of urban life.

Level Placement
Before the start of each quarter, new international students must take the Intensive English Language Program (IELP) placement tests if they don’t have the necessary TOEFL score to take regular classes. There are three kinds of tests: writing, listening, and reading/grammar. It takes about 3 hours to complete the tests. Teachers then score all of the tests to see which level of classes each student should attend. Students learn their level of classes and class schedule on the day they register for classes.

Level Movement
Students cannot move to a different level simply because they request a change. Only teachers can make a level change request. All level change requests must be reviewed and approved by the Student Academic Advisor. Changes in levels almost never happen.

Section Changes
You can only change to a different section if:
1) You took a class with this teacher before and you failed it.
2) You have already had 2 classes (or more) with this teacher.
3) You have a time conflict related to childcare issues, regular PSU classes, work, or religious observance.

Please don’t ask to change your section for any other reason!

Program Expectations
The IELP is an intensive English language program designed to help students improve their skills in the English language and to prepare for further academic studies. Therefore, class expectations in the IELP are similar to class expectations in Portland State University.
1. Students must attend class. If they don’t, their immigration status may be affected, and they may fail a class.
2. Students must arrive to class on time.
3. Students must participate in class.
4. Students must be respectful in class.
5. Students will most often have homework every night for every class. University students will need to spend four to six hours of homework per week for each class.
6. If a student doesn’t understand something, he/she needs to ask the teacher for help. The student can do this during class or meet with the teacher during the teacher’s office hour.
7. Students earn their grades. If a student studies hard and does well on tests, homework, attendance, and other classroom requirements, he/she will earn a good grade for the class.
8. Students should speak English outside of class as much as possible. This will help them learn more quickly.

*
• The IELP has Conversation Rooms for students who want to practice speaking English. Please go to the Conversation Rooms in UCB 405A & 405B to sign up for a time or see the Student Activities Coordinator in UCB 405D.

• The IELP Conversation Partner and Tutoring Program is for students who are interested in weekly one-on-one meetings with a partner or tutor. Please visit the Volunteer Conversation Partner and Tutoring Program office in UCB 400C for more information.

9. Students cannot request a grade change from their teachers or any other person on campus.

10. Students are responsible for their learning; teachers are responsible for helping students.

**Grading Policy: Students Admitted to PSU**

Students earn grades for assignments, projects, presentations, quizzes, tests, attendance, participation, and so on. Each teacher will provide students with a syllabus that states the grading policy for that class. Final grades appear in two places: in a student’s IELP record and on a student’s official PSU transcript.

Students receive letter grades in the IELP grade record: A = excellent, B = good, C = average, D = poor, or F = failing. These grades are used for advancement within the IELP program. The lowest grade a student can receive and still pass a class is a C- (70%). Students receive an IELP grade report at the end of each term. This grade report shows them the grade they earned in each of their IELP classes.

Students in levels PEP-3 receive P/NP (pass/no pass) on the official PSU transcript. Students in levels 4-5 receive letter grades (A, B, C, D, F) on the official PSU transcript, but can choose to change their grading option to P/NP. Students may view their grading options and their transcripts by accessing the PSU information system at banweb.pdx.edu.

Grades in the IELP record and on the PSU transcript are used to calculate a student’s GPA (grade point average) and cumulative GPA. The GPA determines the student’s academic standing in the IELP and in PSU. Students must maintain a GPA of 2.0 to remain in good academic standing.

**Skills Enhancement Class: Policy for Students Admitted to PSU**

Students who are registered full-time in IELP classes (taking 4 classes) are required to take an IELP Skills Enhancement Class (SEC) each quarter. All students (including students in their first term at PSU) will receive a letter grade (A, B, C, D, F) for their elective classes.

All students who are new to PSU (in their first term of study) are required to register for American Culture and Academic Life (ACAL) as their skills enhancement class. Even students who have transferred to PSU from a different institution are required to take this class. Although transfer students may already have been in the U.S. for several months, this class is integral to learning about the PSU campus, programs, and policies. After the first term of study in the IELP, students will be able to choose their own skills enhancement class.
Policy and Procedure for Cheating
Cheating in the IELP includes but is not limited to the following types of academic dishonesty:

- **Plagiarism** or the use of another person’s work, words, or ideas without giving credit or acknowledgement
- **Cheating** on tests and other written work used for grading and student assessment as determined by the instructor

Procedure for students caught plagiarizing or cheating:
If a student has cheated or plagiarized material that is graded, the student will receive a zero or failing grade for that work. In the case of major assessment work (finals, research papers) this may result in failure of the class.

- **For the first offense**, the instructor will note the student’s act of academic dishonesty in his or her IELP record. Also, the instructor will give the student a copy of PSU’s Student Code of Conduct related to cheating and inform the student orally and in writing what will happen in the event of any further act of academic dishonesty.
- **For the second offense**, the instructor and IELP administrators will submit a formal complaint to PSU’s Committee on the Student Code of Conduct.
- **For the third offense**, IELP administrators will meet with the student to discuss disciplinary action. This could include expulsion from the program, effective the following term.

The above policy is based on the guidelines and policies set forth by PSU in the Student Code of Conduct (see Articles 577-031-0136 and 577-031-0142).

Procedure for Student Complaints
When a student has a complaint about an IELP faculty member, he or she must follow the steps below.

**Each step must be completed before proceeding to the next one.**

- **Step 1**: If you are having a problem with a teacher, for example about your grade, talk with the teacher about it. Sometimes, your concern may simply be a misunderstanding, and the two of you can resolve it. However, if you are not satisfied, go to the next step.
- **Step 2**: Talk with the IELP Student Academic Advisor about the problem during advising hours. The academic advisor may decide to bring the teacher back into the discussion so that the three of you can try to resolve your concern together. If you are not satisfied, go to the next step.
- **Step 3**: Write a letter of complaint to the IELP Director (email is not acceptable), and leave it at the front desk in UCB 400. Make sure you include your name and student ID number, a phone number, and your email address. After reading the written complaint, the director will set up an appointment to meet with you, the teacher, and the academic advisor to talk about your concern. If you are not satisfied, go to the next step.
- **Step 4**: Make an appointment to talk with the Chair of the Department of Applied Linguistics in EH 224. The IELP Director will inform the chair about your concern prior to your meeting. If you are not satisfied, go to the next step.
- **Step 5**: Make an appointment to talk with the Dean of the College of Liberal Arts and Sciences (CLAS) in CH 341J. If you are not satisfied, go to the next step.
- **Step 6**: Make an appointment to talk with the Dean of Student Life in SMSU 433.
Transition to Regular Classes—Undergraduate Students

Portland State University’s English Language Requirement:
International students who have been admitted to PSU as undergraduates need to have a TOEFL score of 527 or an iBT score of 71 with a minimum of 15 in reading and writing. PSU also accepts an IELTS score of 6.0 with a minimum of 6.0 in reading and writing. Students who do not have the required score are conditionally admitted with an ESL hold. These students are restricted to the Intensive English Language Program (IELP) until they meet the English requirement. ESL students who are full-time in IELP are required to take the full 18 contact hours of coursework (Grammar/Writing, Reading, Listening/Speaking, and Skills Enhancement Course).

Criteria for Removal of the ESL Hold for Students in the IELP:
Students may continue to take the TOEFL or IELTS in order to meet PSU’s language requirement, or they may have their ESL hold removed by finishing levels 4 and 5 of the IELP with a combined GPA of 2.7. The final decision is made by the Student Academic Advisor.

Students who do not finish the coursework with a GPA of 2.7 in levels 4 and 5 may be allowed to continue for one additional term and must meet conditions set by the Student Academic Advisor. If the student is not able to meet these conditions, the student will be required to transfer out of PSU.

Transition Terms for PSU-admitted undergraduate students with an ESL hold:
Students wishing to begin taking regular PSU classes may do so starting with level 4 if they finish level 3 with a GPA of 2.7 in their classes. Students may take 4 credits of regular coursework in conjunction with part-time ESL coursework (Total credit hours may be 12 to 15). Students who choose to take part-time ESL and part-time PSU still must meet the requirements for release by finishing all of the ESL coursework with a GPA of 2.7 in levels 4 and 5. By taking a combination of regular and ESL courses, the student will spend at least one more term in ESL courses than if he were to continue with ESL full time. It is required, unless otherwise arranged with the Student Academic Advisor, that a student taking part-time regular courses along with ESL courses finish at the end of three terms of transition.

Example Schedule of Transition Terms

<table>
<thead>
<tr>
<th>Transition Term</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term One</td>
<td>9 ESL credits</td>
</tr>
<tr>
<td>Term Two</td>
<td>9 ESL credits</td>
</tr>
<tr>
<td>Term Three</td>
<td>6 ESL credits</td>
</tr>
</tbody>
</table>
Note: Students who begin taking PSU classes part-time with their ESL classes must be making good progress toward meeting the release requirements in order to continue taking PSU classes. If students fail their ESL classes or earn below a 2.7 GPA for the term in their ESL classes, they may be restricted to ESL.

Transition to Regular Classes: Graduate Students

Graduate Admissions requires a TOEFL score of 550 or an iBT score of 80 with a minimum of 18 in reading and writing. PSU also accepts an IELTS score of 6.5 with a minimum of 6.5 in reading and writing. An individual department may have higher requirements. It is recommended that you take the language proficiency test prep class during your last two terms in the IELP program.
# Glossary of Academic Terms and Vocabulary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic disqualification</strong></td>
<td>A suspension from the university due to academic difficulties. If you are placed on academic warning, you will be automatically disqualified at the end of the following quarter after the warning if you have not raised your GPA.</td>
</tr>
<tr>
<td><strong>Academic standing</strong></td>
<td>Course hours completed and grade point average required for a specific year of college that is considered satisfactory progress.</td>
</tr>
<tr>
<td><strong>Academic probation</strong></td>
<td>An enrollment restriction as a result of poor grades. If you are placed on academic probation, consult International Student and Scholar Services (ISSS).</td>
</tr>
<tr>
<td><strong>Academic warning</strong></td>
<td>A notice that your grades are below the academic requirements. The minimum university grade point average is 2.0 (higher for some majors) for graduation.</td>
</tr>
<tr>
<td><strong>Academic year</strong></td>
<td>September to June (9 months).</td>
</tr>
<tr>
<td><strong>Add/Drop</strong></td>
<td>The process of “adding or dropping” classes during the beginning of the term.</td>
</tr>
<tr>
<td><strong>ASPSU</strong></td>
<td>(Associated Students of PSU) Portland State’s student government. <a href="http://www.aspsu.pdx.edu/">www.aspsu.pdx.edu/</a></td>
</tr>
<tr>
<td><strong>CAS</strong></td>
<td>The Course Applicability System (CAS) provides transfer course equivalency information and degree progress reports. <a href="http://www.pdx.edu/admissions/transfer_courses.html">www.pdx.edu/admissions/transfer_courses.html</a></td>
</tr>
<tr>
<td><strong>Core curriculum</strong></td>
<td>The courses that all students are required to complete prior to graduation, regardless of their academic major.</td>
</tr>
<tr>
<td><strong>Course load</strong></td>
<td>The number of courses taken per term.</td>
</tr>
<tr>
<td><strong>Credit hour</strong></td>
<td>Credit awarded for participation and completion of a course.</td>
</tr>
<tr>
<td><strong>Credit load</strong></td>
<td>Total number of credits for which a student is enrolled. At least 12 credit hours for undergraduates/9 credit hours for graduates per term is a full-time credit load.</td>
</tr>
<tr>
<td><strong>DARS</strong></td>
<td>The Degree Audit Report System (DARS) is a tool to assist in the academic advising process. It is meant to help advisors and students in the process of course selection and academic program planning. Students should review their DARS report prior to meeting with an Academic Adviser. <a href="http://www.dars.pdx.edu">www.dars.pdx.edu</a></td>
</tr>
<tr>
<td><strong>Distance learning</strong></td>
<td>Providing learning through media (e.g. computer) where the teacher and student are physically separated.</td>
</tr>
<tr>
<td><strong>ESL</strong></td>
<td>English as a Second Language. Students conditionally admitted to PSU on the condition of taking ESL classes take these classes in the Intensive English Language Program. ESL courses for PSU students are credit-bearing classes offered through the Department of Applied Linguistics (LING 110).</td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td>A course selected by the student, which is not a requirement for a program but still fulfills graduation requirements.</td>
</tr>
<tr>
<td><strong>FERPA</strong></td>
<td>Refers to a student’s right of privacy concerning release of information without authorized consent. (FERPA stands for Family Educational Rights and Privacy Act of 1974)</td>
</tr>
<tr>
<td><strong>Grade Point Average (GPA)</strong></td>
<td>The average of your graded credits. This is counted by term and overall or cumulatively.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>IASC</strong></td>
<td>The Information &amp; Academic Support Center (IASC) provides academic advising and other services to newly admitted and newly enrolled students (after they have attended New Student Orientation—see <a href="http://www.ess.pdx.edu/orient/">www.ess.pdx.edu/orient/</a>); students who are on academic warning, probation or dismissal; and students who have not chosen a major.  <a href="http://www.pdx.edu/advising/">www.pdx.edu/advising/</a></td>
</tr>
<tr>
<td><strong>IELP</strong></td>
<td>Intensive English Language Program. Students who apply and are admitted to the IELP take non-credit courses. Students who apply and are admitted to PSU with an ESL restriction take credit English courses in the IELP.</td>
</tr>
<tr>
<td><strong>Incomplete</strong></td>
<td>A temporary grade granted when the student has been unable to complete the required coursework by the end of the term. Work must be completed within a specific time. (See the PSU Bulletin.)</td>
</tr>
<tr>
<td><strong>Liberal Arts</strong></td>
<td>A broad overview of academic disciplines within the arts and sciences that includes languages, history, philosophy, art and the natural sciences.</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>The main subject of interest for a student studying for a degree. A major usually requires approximately 40-60 credit hours of work.</td>
</tr>
<tr>
<td><strong>Matriculation</strong></td>
<td>A student currently enrolled in and successfully making progress toward the completion of a degree.</td>
</tr>
<tr>
<td><strong>Minor</strong></td>
<td>A secondary field of interest not required for a degree.</td>
</tr>
<tr>
<td><strong>New Student Week</strong></td>
<td>Information sessions, open houses, and social activities designed to welcome new students prior to the beginning of fall term. Schedules will be mailed in late August.</td>
</tr>
<tr>
<td><strong>Odin Account</strong></td>
<td>An &quot;Odin&quot; computer account will allow students to access online resources, including email, campus computer labs, UNIX shell access and disk space for personal files and web pages. <a href="http://www.account.pdx.edu/">www.account.pdx.edu/</a></td>
</tr>
<tr>
<td><strong>The Park Blocks</strong></td>
<td>The half-mile stretch of trees, grass, and fountains that runs through the center of campus and is filled with people on sunny days.</td>
</tr>
<tr>
<td><strong>Party in the Park</strong></td>
<td>The first Friday of fall term is host to a festive event that kicks off fall term and fills the park blocks with food, music, opportunities to get involved and students.</td>
</tr>
<tr>
<td><strong>Placement tests</strong></td>
<td>Exams given to determine entering students’ level of knowledge in specific subjects. PSU offers placement tests in a variety of foreign languages. <a href="http://www.pdx.edu/advising/language_placement.html">www.pdx.edu/advising/language_placement.html</a></td>
</tr>
<tr>
<td><strong>Prerequisite Course</strong></td>
<td>A basic course necessary before admission can be granted into a higher-level course.</td>
</tr>
<tr>
<td><strong>PSU Student Information System (BanWeb)</strong></td>
<td>The online system used to register for classes, view student accounts, reserve parking permits and more. <a href="http://www.banweb.pdx.edu">www.banweb.pdx.edu</a></td>
</tr>
<tr>
<td><strong>Quarter or term</strong></td>
<td>A division of the academic year. Each term lasts ten to eleven weeks. Three quarters or terms make up one academic year.</td>
</tr>
<tr>
<td><strong>Registration &amp; Enrollment</strong></td>
<td>Official procedure of arranging a class schedule, paying tuition and fees. You are formally enrolled after the payment requirements for the applicable tuition and fees have been satisfied.</td>
</tr>
</tbody>
</table>

Updated 9/19/12
<table>
<thead>
<tr>
<th><strong>Required/ Core course</strong></th>
<th>A necessary course which fulfills a student’s major requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Registration Form</strong></td>
<td>The form used to add or drop a class, change grade options or get an override. This form can be found in the Neuberger Hall Lobby.</td>
</tr>
<tr>
<td><strong>The Square</strong></td>
<td>This refers to Portland’s Pioneer Courthouse Square which is a public gathering space that hosts many events throughout the year.</td>
</tr>
<tr>
<td><strong>Syllabus</strong></td>
<td>A course description including the requirements for the course, the student’s responsibilities, and criteria for the final grade.</td>
</tr>
<tr>
<td><strong>Transcripts</strong></td>
<td>An official document that includes all of the student’s academic courses, grades, credits and academic status. <a href="http://www.ess.pdx.edu/adm/transcripts/transcript%20requests.htm">www.ess.pdx.edu/adm/transcripts/transcript%20requests.htm</a></td>
</tr>
<tr>
<td><strong>Undeclared/Undecided</strong></td>
<td>Students who have not yet declared a major.</td>
</tr>
<tr>
<td><strong>University Studies</strong></td>
<td>PSU’s General Education curriculum. The goal of the general education curricula is to assure that all graduates have taken all, or part of, a common set of coursework designed around the university's educational goals. <a href="http://www.pdx.edu/advising/general_ed.html">www.pdx.edu/advising/general_ed.html</a></td>
</tr>
<tr>
<td><strong>Vanguard</strong></td>
<td>PSU’s student-run newspaper. You can view it online at <a href="http://www.dailyvanguard.com">www.dailyvanguard.com</a></td>
</tr>
<tr>
<td><strong>Victor Viking</strong></td>
<td>PSU’s beloved mascot. See him drop and give us twenty during football season when the Viks get a touchdown. <a href="http://www.goviks.com/">www.goviks.com/</a></td>
</tr>
<tr>
<td><strong>D2L</strong></td>
<td>D2L is an online course management system used by PSU to provide instructional support via the Internet. Instructors may use D2L to deliver online course materials, provide online communication tools, assess student performance and/or manage student’s course grades and activities. <a href="http://d2l.pdx.edu">//d2l.pdx.edu</a></td>
</tr>
</tbody>
</table>

For additional information on warning levels and GPA requirements, see the PSU Bulletin or consult your major department.

**IMPORTANT NOTE:** In case of academic warning, disqualification/suspension, consult the Office of International Student Services.
IMMIGRATION MATTERS

The following information relates ONLY to PSU-admitted students taking IELP classes who hold F-1 student visa status.

The International Student and Scholar Services Office (ISSS) is your most important resource for any questions relating to your immigration status. ISSS is in East Hall 101.

During the time that you are taking English classes in the IELP, your international student advisors are:

<table>
<thead>
<tr>
<th>Michele Miller</th>
<th>Paula Harris</th>
<th>Pilar Montejo</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 East Hall</td>
<td>101 East Hall</td>
<td>101 East Hall</td>
</tr>
<tr>
<td>email: <a href="mailto:millerm@pdx.edu">millerm@pdx.edu</a></td>
<td>email: <a href="mailto:harrisp@pdx.edu">harrisp@pdx.edu</a></td>
<td>email: <a href="mailto:montejom@pdx.edu">montejom@pdx.edu</a></td>
</tr>
</tbody>
</table>

Drop-in Advising hours: Monday, Tuesday, Wednesday, Thursday 1:00 – 4:00 p.m.

Upon reaching Levels 4 and 5 of the IELP, you may be assigned a new advisor in the ISSS.

*Students or scholars holding J-1 visa status should meet with the J-1 Student and Scholar Advisor in East Hall 101 regarding any questions relating to their immigration status.*

*All other students holding a visa OTHER than J-1 or F-1 should consult with an International Student Advisor in East Hall 101 regarding any questions relating to their immigration status.*
Important immigration terms:

**DHS** - Department of Homeland Security. This is the U.S. government agency that oversees all matters relating to immigrant and non-immigrant visa matters, including customs and border protection.

**ICE** - Immigration and Customs Enforcement. This is the agency which enforces federal immigration laws.

**CBP** – Customs and Border Protection; This agency is charged with securing U.S. borders and regulating trade and travel.

**USCIS** – United States Citizenship and Immigration Services. This is the U.S. government agency which oversees and administers benefits to immigrant and non-immigrant visa holders.

**DOS** – the United States Department of State. This is the U.S. government agency which oversees all U.S. consulates and embassies throughout the world. This is the agency overseeing all visa issuance.

**SEVIS** – the Student and Exchange Visitor Information System. This is a national database overseen by the DHS in which all those holding F, J or M visas are registered. It is through the SEVIS system that I-20s are issued and registration and address information for each F-1 student is reported.

**I-20** - the I-20 Certificate of Eligibility is the immigration document issued by PSU that certified your acceptance into an academic program and your eligibility to apply for an F-1 visa.

**F-1 Visa** – this is the document issued by a U.S. consular officer that allows students to seek entry into the U.S. at a port of entry

**D/S** – Duration of Status; this is the time allowed for students in F-1 status to complete their program of study as long as the program dates on the I-20 are valid and no status violation has occurred.

**I-94** – Arrival and Departure Card; this is the card an F-1 student receives when entering the U.S. It should be stapled in the passport. When departing the U.S. (other than to Canada, Mexico, or the Caribbean) the I-94 card is surrendered. A new card is issued when re-entering the U.S.

**Travel signature** – this is the signature of a Designated School Official (DSO) on page 3 of the I-20 certifying that the student is in good standing and is maintaining his/her F-1 immigration status.

**DSO** – Designated School Official. Each international student advisor at PSU is authorized by the United States Department of Homeland Security as a DSO to sign the form I-20 for F-1 students.

**Transfer** – the immigration process by which a student changes from one U.S. educational institution to another. This involves transferring a student’s SEVIS record (I-20) to a new school.

**Extension** – this is the process of changing the end date on a student’s I-20 to allow for additional time to study.

**Vacation term** – a term during which a student is not required to study. Please see the explanation of when and how to request a vacation term.
**Status violation** – a violation of your F-1 student visa status, for example unauthorized under-enrollment, unauthorized work, failure to enroll. Students who incur a status violation may be required to return to their home country or to file a request with the USCIS for reinstatement of status. Speak with an international student advisor if you think you may have violated your status.

**Out of status** – a student who has violated their F-1 immigration status is considered to be “out of status.” No benefits relating to F-1 visa status can be authorized. A student who is “out of status” must return to their home country, file a request with the USCIS for reinstatement of status, or otherwise seek reinstatement of status. Speak with an international student advisor if you think you may be out of status.

**Authorized under-enrollment** – permission to take less than full-time classes (to be a part-time student). There are very specific situations, such as a medical or psychological condition, that may require authorized under-enrollment. Speak with your international student advisor if you may have circumstances which require authorized under-enrollment. In order to maintain your F-1 immigration status, you must have the permission of an international student advisor to be under-enrolled.

**Unauthorized under-enrollment** – taking less than full-time classes without the authorization of an international student advisor. This is a violation of F-1 student visa status. Speak with your international student advisor if you think you may have had unauthorized under-enrollment.
Important Immigration documents

- **Passport**
  You must keep your passport valid at all times. Your F-1 status requires that your passport be valid at least 6 months into the future. Be sure to allow yourself plenty of time to renew your passport. To do so, contact the Embassy or Consulate of your country.

- **I-94 Card:**
  At your port of entry into the United States, a small white card was stapled to your passport by an immigration official. This form is very important and should be kept in a safe place. On that card is written your port of entry, your arrival date, your visa status, and how long you have been given permission to stay in the U.S. (for F-1 students this should read D/S).

  Also located on your I-94 Card is your USCIS Admission Number. This number was given to you before you went through U.S. Customs on your first entry to the United States. The number looks something like this: 995-00093560. Be certain to include this information when you complete your Fact Sheet when checking in at ISSS. **If your I-94 Card has been lost or stolen, contact ISSS immediately.**

- **Visa:**
  When you were given a visa stamp at a U.S. Consulate or Embassy outside the United States, you were given permission to enter the U.S. A visa stamp can expire while you are in the United States. **Your visa is the only immigration document that is allowed to expire while you are in the United States. You cannot obtain a new visa stamp in the United States.** If you have an expired visa stamp and you are traveling outside the United States, you will need to contact ISSS before you leave. **NOTE:** The validity period of the visa does not indicate how long you may remain in the United States after entry. It is your I-94 card and I-20 form that have that information.

- **I-20 Document**
  The I-20 is the form you received from Portland State University. You must keep this form with you during your entire length of study. This form has important information and is a record of your immigration history. You need to obtain a new I-20 if the information on your I-20 changes in any way. **If your I-20 form is ever lost or stolen, please notify ISSS.**

  **Changes that need to be updated on your I-20 include:** a change of major, a change of educational level, a change in your financial support information, off-campus work authorization, or an extension of your program dates.

  **DURATION OF STATUS (D/S):**
  The D/S on your I-94 card stands for Duration of Status. As long as you are maintaining full-time status (a minimum of 12 credits for undergraduate students and a minimum of 9 credits for graduate students) at the school you are authorized to attend, you are in good immigration status in terms of enrollment. Maintaining full-time status means not only registering for the required number of credits, but also successfully completing them.
Immigration Issues and Travel

Students with F-1 Visa Status

If you leave the U.S. at any time during your studies and intend to re-enter, you must have a valid I-20 to present to immigration officials upon return to the U.S. To return to the U.S. after traveling you need:

- A valid I-20 with a recent travel signature from your international student advisor. This signature certifies to CBP that you are a full-time enrolled student at Portland State University. Travel signatures are located on page three of your I-20. Each signature is valid for 12 months, HOWEVER it is strongly RECOMMENDED that you get a NEW signature if the most recent travel signature is older than 6 months.

You must also have:
- A valid passport (at least six months into the future)
- A valid visa
  - You need this to return to the U.S. except when you travel to Canada or Mexico - see below)
- A valid I-94
  - You will give your I-94 card to the border officials when leaving the U.S., usually at the airport, and receive a new one upon re-entry.

Note: Those students who have entered into the U.S. as Special Registrants should speak with one of the International Student Advisors before planning any trips outside the United States.
How do you get a new TRAVEL SIGNATURE on your I-20?

Bring your I-20 to ISSS and complete a travel signature request form. An international student advisor will review your request and verify your immigration status. If you are in good immigration status an advisor will issue a new travel signature. Allow 3-5 business days for your I-20 to be returned. Plan ahead and bring your I-20 to ISSS at least ONE WEEK before you plan to travel.

Travel to Canada, Mexico and the Caribbean (F-1 visa holders):
- Travel to Canada, Mexico, the Caribbean (and contiguous islands) from the U.S. is different than travel anywhere else in the world. In order to enter these countries, you must make sure that your I-94 form (the small white card) is valid for longer than the period you expect to stay in that country. If your I-94 card says D/S, this is sufficient, as long as you are not near your academic completion date (the completion date is indicated on your Form I-20).
- In addition to a valid I-94 form, F-1 students need to take along a valid passport and a valid I-20 form. It is advisable to take evidence of financial support, which could include a bank statement or scholarship letter from sponsor.
- A valid F-1 visa is not necessary for re-entry into the United States from Canada, the Caribbean, or Mexico if travel is for 30 days or less. Show the immigration officials your valid I-94 card when you enter Canada or Mexico (don’t let them take it) and you’ll present it again when you re-enter the U.S.

NOTE: Depending upon your country of citizenship, you may need a visa to enter Canada, Mexico or the Caribbean. If you travel to these areas, you will need to contact the appropriate embassy or consulate in the U.S.

Canadian and Mexican Embassies nearest to Portland State University:
- Canadian Consulate
  550 South Hope Street, 9th Floor
  Los Angeles, CA 90071
  (213) 346-2700
  www.canadianembassy.org/
- Mexican Consulate
  1305 SW 12th AVE
  Portland, OR 97201
  (503)274-1442
  www.consulmex.sre.gob.mx/portland
Extensions of Study

F-1 students are admitted to the U.S. for a period of stay noted as duration of status or D/S on the I-94 card. Duration of status is defined as the period during which you, as a student, are pursuing a full course of study in any educational program and any periods of authorized practical training. F-1 students are allowed a 60 day grace period within which to depart from the US following completion of the degree program or Optional Practical Training and a 15 day grace period if the student stops his or her course of study prior to completion (authorized early withdrawal with ISSS approval).

**F-1 students:**
If you will not complete your educational program within the time period indicated on your I-20 form (by the program end date), you will be required to file a program extension in order to continue your studies and maintain your F-1 status. You will need to demonstrate that you are currently enrolled full-time, show financial documentation and have academic or medical reasons for the delay, such as a change in major or research topic, unexpected research problems, or documented illness.

You must apply to ISSS for a program extension **before the expected completion date indicated on your I-20 form.** If approved, ISSS will prepare a new I-20 form for you and notify DHS of your new graduation date. You may obtain the paperwork for an extension at the ISSS office in East Hall 101. Extensions CANNOT be granted after the program end date on your I-20.
Vacation Term in the U.S.

A student who has been attending classes full-time for 9 consecutive months (three consecutive terms) is entitled to a vacation term, provided that the student is eligible and intends to register for the following term. The rules for vacation terms are explained below. As these rules can be confusing, if you have any questions about when you may take a vacation term, come to ISSS and speak with a staff member or advisor.

For students who begin their studies in any term OTHER THAN SUMMER, the summer term is designated as the usual vacation term. In the American university system, summer is the typical vacation term. Students beginning their studies during fall, winter or spring may take summer vacation term WITHOUT having completed 3 consecutive terms of study.

However, if a student chooses to enroll full-time during the summer vacation term, s/he may request to take a vacation term during another term (fall, winter, spring) IF s/he has been enrolled full-time for 3 consecutive terms.

Students wishing to take a vacation term during fall, winter or spring must have completed 3 terms of study AND complete an Alternate Vacation Term request form in ISSS.

You are not required to take a vacation term during summer, however if you take a vacation during summer term, you are not eligible for another vacation term until the following summer. You must receive authorization from the ISSS to take an alternate vacation term other than summer.

Again, vacation terms can be confusing; please come to ISSS to determine when you are eligible for a vacation term. Taking a vacation term when you are not eligible could result in a violation of your F-1 status.

Vacation term OUTSIDE of the U.S.
If you wish to leave the U.S. for one term, and plan to return to resume your studies the following term, you must meet with an ISSS advisor for authorization.
Employment

Employment Regulations for F-1 Students

On-Campus Employment may be granted to full-time students so long as it will not interfere with the student’s full program of study or delay completion of the program of study.

Students restricted to English language classes (ESL students) wishing to obtain on-campus employment authorization must have completed all of their Level 4 classes with an average GPA of 3.0. NO work off campus is permitted for ESL students. Working off campus would result in the violation of a student’s F-1 immigration status.

ESL students must meet with the IELP Student Academic Advisor and obtain permission to work on campus. If approved, the IELP Student Academic Advisor will complete a work authorization form. Students must submit this form to the ISSS office in order to obtain an on-campus work letter authorizing your employment.

- On-campus work permission is limited to a maximum of 20 hours per week while classes are in session and can be full-time during vacation periods. International students are eligible for non-work study positions on campus. A listing of these positions can be found in the Office of Financial Aid in the Lobby of Neuberger Hall and at Human Resources on the 3rd floor of the University Services Building. You should also feel comfortable going directly to departments to ask if they have openings.

I-9 Employment Eligibility

If you are in J-1 or F-1 immigration status and are seeking employment on campus, you will be required to complete a form I-9 Employment Eligibility Verification. You will need to present your employer with proof of your visa status, identity, and work authorization. The documents necessary to present to your employer consist of the following: your passport, I-20, I-94 card, ISSS on-campus work authorization letter.

Social Security Number:
You must have an offer of employment to apply for a social security number. You will have to provide the letter of offer from your employer as well as a letter from ISSS attesting to the fact that you are eligible for employment in the U.S. to the Social Security Administration. Contact ISSS for details and instructions on obtaining a social security number.
The Immigration Transfer Process

You are a transfer student if you are moving from one U.S. school to another (this includes a U.S. high school, college, university, or an English Language Program).

Transfer IN to PSU

If you are a transfer student and an F-1 visa holder:

- You must be in valid F-1 status,
- You must have maintained a full-time academic course load at your previous school, and
- You must be released in the SEVIS immigration database from your previous school to transfer to PSU

Upon arriving at PSU, you must:

- take the new student English placement test
- complete your immigration check-in (present your immigration documentation, current address, phone number and email address) within 15 days of the start of class
- attend new student orientation
- register full-time for classes
- receive a new I-20 form from Portland State University; this will be prepared for you approximately two weeks after the term begins. You will receive an email when your new I-20 is ready. When you receive your PSU I-20 your transfer will be complete.

You are not authorized to attend PSU until the above steps have been completed.

Transfer OUT from PSU to a new school

Continuing students: in order to remain eligible to transfer, students must enroll full time and attend classes until the date of the transfer.

Students who have completed their program of study:
Students must transfer to a new school within 60 days after completing their program (after the end date on the I-20).

Transfer OUT process:

If you decide that you wish to transfer to a new school, you must complete the transfer out process:

1. apply to and be admitted to a new school
2. bring a copy of your admission letter to ISSS
3. complete the transfer out request form giving permission to transfer your SEVIS immigration record
4. once you have given us permission to do so, we will transfer your SEVIS record to the new institution. Once we have released your SEVIS record, we no longer have access to it and cannot retrieve it from the new institution.

NOTE: Your new school cannot issue a new I-20 to you or complete your transfer process until they have access to your SEVIS record.
Other immigration-related matters

Dependents or Visiting Relatives

Dependents:
In order for you to bring immediate family members (wife, husband and/or children) to the U.S., you must provide financial documentation which proves financial support of your dependents for the time that they plan to stay in the U.S.

Bring the financial documentation to ISSS and complete a request for dependent(s) I-20. Once we have financial verification, an I-20 can be issued. A student’s family member will then use the I-20 to apply for an F-2 visa. Allow 3-5 business days for the I-20 to be prepared.

NOTE: Obtaining an F-2 visa in your home country depends upon the political relations between the U.S. government and your home country’s government. ISSS cannot guarantee that the appropriate visas will be issued to your family.

Visiting family:
If you wish to obtain an invitation letter in support of a visa application for a family member who will be visiting temporarily only (obtaining a visitor or tourist visa), please make your request at the ISSS Office.

Change of Address
It is a requirement to maintain your immigration status to report any change of address to the Registrar’s Office in the Lobby of Neuberger Hall within ten (10) days of your move, OR you may register the change online using the PSU Information System (Banweb). The ISSS Office will notify DHS of your new address through SEVIS.

Email address
Be sure to keep your current email address updated with the IELP and/or ISSS office. We often use email to communicate with students and it is VERY important to keep your email address current. Check your email often!

Enrollment Verification:
If you need to provide verification of enrollment, you may do so at the Registration Windows in Neuberger Hall. Often, this is necessary for health and car insurance, scholarships, loans, and employers. If the verification does not have to be signed by a University official, a student can print their schedule from the web. Some students may also require this verification in the form of a status letter. These may be requested from the Office of International Student Services by filling out a Student Request Form. Status letter requests take about three to five (3-5) business days to process; please plan accordingly.

Grades:
End of term grades are available on the Wednesday following finals week. Students may view grades and print grade reports using the PSU Information System online. The system requires the student to enter their ID and PIN number.
Responsibilities of International Students: Maintaining F-1 student visa status

As an international student in F-1 visa status at Portland State University, you must:

1. Be enrolled as a full-time student for nine consecutive months (three consecutive terms) each year for the duration of your studies. For undergraduate students, this means that you must maintain and complete a MINIMUM of 12 credits each term. Students taking only ESL classes are required to register for 14 credits each term that they are taking classes only in the IELP.

2. For graduate students taking only English classes, you must also maintain and complete 12 credits each term. For graduate students taking at least one graduate level course, it means that you must maintain and complete a minimum of 9 credits each term or you must be working full-time on a thesis or dissertation. Graduate students taking only ESL classes are required to register for 14 credits each term that they are taking classes only in the IELP.

NOTE: In order to complete a credit hour, you must receive either a passing grade (A-D) or a P (pass). Withdrawal from a course or a grade option change to audit will not count as credit toward your full-time status, nor will an F (fail), I (incomplete), NP (no pass) or X (no basis for a grade). If for any reason you feel you are unable to complete the required number of credit hours, come to ISSS so we can discuss your situation.

2) Be aware of your immigration status and maintain it as necessary. This includes obtaining an extension of your I-20 Form (F-1 students) if you will not complete your program by the date indicated on that form.

3) Receive permission from your international student advisor before working on or off campus.

4) Obtain health insurance for the duration of your stay. It is a regulation in the State of Oregon that all international students obtain health insurance for themselves and their dependents. For more information, please see the health insurance section of this handbook.

5) If your ADDRESS or telephone number changes, you must change the information in Banweb within ten days. You may also submit an address change to the Registration Desk in Neuberger Hall, or the IELP office in UCB 400. PSU is required to report this information to DHS through SEVIS. Failure to report a change in your address may result in a violation of your F-1 student status.
Enrollment/registration requirements: Full-time status

- International students **must** maintain full-time status (a minimum of 12 credit hours for undergraduate students and a minimum of 9 credit hours for graduate students in every term enrolled).
- Students who are restricted to only ESL courses are required to register for 14 credits in the IELP: Grammar, Reading, Writing, Speaking/Listening and one skills enhancement class.
- **Reducing your credit load to less than full time may place you out of status with the DHS.** If you are considering WITHDRAWING from (dropping) a course or changing the grading option to AUDIT, you MUST consult an international student advisor at ISSS prior to doing so.
- **Do not take too many classes.** Give yourself time to adjust to the U.S., to Portland State University, and to your classes. Taking too many classes can result in low grades and high stress. It may also endanger your academic standing and admission to professional programs.
- Listen to your academic and international advisors. Advisors are trained to evaluate students’ needs and abilities. Following their advice can mean the difference between a good grade point average and a poor or inconsistent one.

Add/drops, changes and withdrawals

- A student who has registered for classes and wishes to add a course may do so in the first **week** of the quarter. After the first week, all adds are processed at the Registration windows in Neuberger Hall Lobby using the Special Registration Form. You must have approval from the IELP office to add a course.
- Late payment fees and schedule change fees begin after the second week of the term and are billed on a monthly billing cycle. Students who withdraw or drop a course may be entitled to certain refunds of fees paid. (See the **PSU Bulletin Schedule of Classes** for more information.) It is possible for you to pay the fees through the web with a $1 extra charge.
- Also during the first two weeks of classes, processing of the Special Registration Form takes place. This form is used for closed classes, other restrictions, overload approvals, grade option changes, and audits. There are expanded evening hours for registration and the cashier’s offices.
- If you wish to withdraw completely from classes you must meet with an international student advisor. This decision will affect both your academic and your immigration status. Students who withdraw completely from classes, for reasons other than an authorized under-enrollment (see below), are required to depart the U.S. within 15 days of withdrawing from classes. Authorization for under-enrollment must be given by an international student advisor BEFORE withdrawing from classes.

**NOTE:** If you do not officially withdraw from / drop a class that you do not attend, you will be charged for the class and will be expected to pay the bill.

*Be sure to check your term calendar in the Bulletin for deadline dates.*

**Medical Documentation for authorized under-enrollment**
There are only a few valid reasons for under-enrollment (reducing the number of credits/classes for which you are enrolled) during the term and all must be approved by an ISSS advisor. The most common of these reasons is a medical condition. If you are undergoing medical treatment and your doctor or psychologist has recommended that you be a part-time student, you must immediately submit a letter from a medical doctor, licensed psychologist or osteopath to the ISSS office for approval from an ISSS advisor. You must get ISSS approval **before** you drop any credits.

**Student Identification Number:**
Portland State University assigns each student an ID number which will be used during your studies at PSU. Your PSU ID number will be a 9-digit number beginning with the number 9. A social security number will only be collected by Human Resources if you work on campus. Human Resources will keep your SSN confidential and,
except for legitimate uses within the University, it will be released with accompanying records only when you make a release request.

**Tuition and Fees:**
Tuition and fees are determined by the State Board of Higher Education and are subject to change. For more information on tuition and fees see: www.pdx.edu/registration/ tuition.html

**Tuition and Fees Payment Options:**
Students have four options for paying their tuition and fees:
1. Online: Students can pay using the PSU Information System at banweb.pdx.edu.
2. U.S. Mail
3. Drop Box: Located in the lobby of Neuberger Hall.
4. In Person: Visit the Cashier’s windows in the Neuberger Hall lobby. *(hint: During the first several weeks of each term, lines can be very long.)*

**Tuition and Fees Payment Policy:**
All students who enroll incur a financial obligation. Oregon University System and Portland State University policies require payment of tuition and fees by the designated due date. Students who cannot meet fee payment deadlines may elect the Revolving Charge Account Plan. For more information on the payment policy see: www.pdx.edu/registration/payment.html

Students are financially responsible for all classes for which they are registered prior to the second week of each term. Students who discover that they cannot attend must cancel their registration prior to the second week of each term to avoid financial obligation.

**Tuition Refunds:**
Students may receive a complete to a partial refund on their tuition, depending on when they drop a course. For more information on tuition refunds see: www.pdx.edu/registration/refunds.html
Academic Advising for ESL students released to take regular PSU classes

After obtaining permission from the IELP Academic Coordinator, you must meet with an academic advisor in the UASC (Undergraduate Advising and Support Center) **before you register for classes**. Undergraduate and transfer students should meet with an advisor in the following offices:

- Undergraduate Advising and Support Center (UASC), Smith Memorial Student Union, Suite 425
  (503) 725-4005 [www.pdx.edu/uasc](http://www.pdx.edu/uasc)
- Your specific academic department

Graduate students will be assigned an academic advisor within their graduate department. They should also become familiar with the Office of Graduate Studies, Cramer Hall 117, 503-725-8410.
Culture Shock and Cultural Adjustment

Living in a different culture can be like watching a play. You can see what is happening on the stage, but you do not know what is happening behind the scenes. When you leave home, you leave behind your family, your friends, and all that is familiar. You arrive in the United States and encounter many new situations which sometimes may be very confusing. Although you may not think so at first, living in an unfamiliar place causes stress, which can cause new feelings, some of which may be uncomfortable. This should not worry you because these feelings are a normal part of adjusting to a new culture.

Some of the differences between life in the United States and life in your home country are easy to identify: language, food, educational system, and environment.

Other differences, though, are not as visible, and therefore may be difficult to identify:

- how students and teachers interact
- how close or how far we stand/sit from each other
- how people spend their leisure time
- why and how people make decisions
- how people express their emotions
- how people communicate
- the meanings of hand, face, and body movements: 70% of communication is nonverbal

These differences may make you feel uncertain, confused, and lonely. It is very important to remember that many people feel this way when they are in a new situation. You are not alone. You may ask yourself:

“Do people understand me?”

“Will I find friends?”

“Will I be a successful student?”

“How do I answer the question, ‘How are you?’”

You may not really know what to do in certain situations that may make even simple, daily tasks difficult. At home you did not have to think about things like grocery shopping, riding the bus, or responding to the question, “How are you?” You knew what to do and how to behave. You also usually understood what people did at home. The rules and the signs were clear, so clear that sometimes you didn’t even see them anymore.

Your body and your mind may react in unusual ways to the stress and confusion of living in a new culture. You may feel lonely or angry toward local people. You may feel tired or need to sleep a lot. You may have pain in your head, neck, back, or stomach, want to return home.

In most cases, these are normal reactions to being in a new and challenging environment. You are not ill. What you are feeling is temporary and will pass as you get used to your new environment.
WHAT ARE SOME GOOD WAYS TO ADJUST?

There are many things you can do to make your adjustment to the new country go more smoothly. Here are just a few:

- Understand that it is difficult and confusing to live in a different culture. It may help to think about how confusing it might be for a person in the United States to live in your country.

- If you experience something in the United States that confuses you, pay close attention to the situation. Ask a teacher, a conversation partner, a friend or the International Student Advisor to explain to you why the people you observed behaved as they did.

- Try to avoid thinking of things as either “right” or “wrong.” People around the world do things differently for specific reasons. Try to understand why something happens in a way other than what you expected rather than judging what happened.

- Remember that being in a different culture is challenging and often difficult. Take special care of yourself. Treat yourself to something you like: a movie, a walk, exercise, writing, or reading in your native language. Don’t be too critical of yourself either. It may take longer than you expect to adapt to the new culture, even if you have spent time away from home before.

- Remember that laughter really IS the best medicine. Try to laugh when you find you’ve done something wrong or misunderstood something. It often makes you feel better quickly.

- Stay confident in yourself. Believe you can meet the challenge of learning to live in a new culture. It may take time, but you CAN do it.

It is important to remember that no matter how strong you are, how much experience you have had, how ready you are to be away from home, you cannot always succeed alone. If you need someone to talk to who is not a fellow student, there are lots of different people here who will take time to listen to you. Most of these people have spent time in other cultures themselves, so they understand exactly what you are experiencing. Please know that you can always talk to the IELP teachers and staff.
Important Places & People

IELP Office (Information about the program, classes, etc.)
UCB 400
Phone: 503-725-4088
E-mail: esl@pdx.edu
Office Hours: Monday to Friday 8:00–5:00

International Students and Scholar Services (Immigration information & questions)
East Hall 101
Phone: 503-725-4094
E-mail: oia@pdx.edu
Office Hours: Monday to Friday 8:00-5:00

Michele Miller -- IELP/ESL International Student Advisor
East Hall 101
Phone: 503-725-8126
E-mail: millerm@pdx.edu
Office Hours: Monday to Thursday 1:00–4:00 or by appointment

Paula Harris -- IELP/ESL International Student Advisor
East Hall 101
Phone: 503-725-5503
E-mail: harrisp@pdx.edu
Office Hours: Monday to Thursday 1:00–4:00 or by appointment

Pilar Montejo -- IELP/ESL International Student Advisor
East Hall 101
Phone: 503-725-2441
E-mail: montejom@pdx.edu
Office Hours: Monday to Thursday 1:00–4:00 or by appointment

Betty Brickson -- IELP Student Academic Advisor (Levels PEP-3)
UCB 401F
Phone: 503-725-2329
E-mail: bettyb@pdx.edu
Office Hours: Monday to Thursday 1:00–4:00 or by appointment

Brett Bolstad -- IELP Student Academic Advisor (Levels 4-5)
UCB 400F
Phone: 503-725-2434
E-mail: brettb@pdx.edu
Office Hours: Monday to Thursday 1:00–4:00 or by appointment

Kristi Kang -- IELP Activities Coordinator
UCB 405D
Phone: 503-725-5124
E-mail: kkang@pdx.edu
Money Matters

Most banks offer similar services, but there are differences in the fees they charge and the minimum balance they require in each account. For the best price, ask several banks for details about their services.

Checking Accounts
You deposit money in these accounts, and then write checks or use a debit card to buy things so you do not have to carry a lot of cash with you. There are various kinds of checking accounts with different types of privileges and restrictions; therefore, you should ask many questions and make sure you understand what the person at the bank is telling you.

Savings Accounts
You can deposit any amount of money into a savings account, but the purpose is to keep it there to let it grow. You can make withdrawals but can’t write checks or use a debit card with most of these accounts. Some banks may require you to keep a minimum amount of money in these accounts to avoid a service charge, but they all pay interest.

To open a bank account, you will need identification (I.D.). You will need both your passport and Portland State I.D. If you do not yet have your I.D., a second piece of photo identification will be required. Most banks open at either 9:00 AM or 10:00 AM and close at either 4:00 PM or 5:00 PM. The banks listed below are some of the banks in the area. For a complete listing of bank information, look in the Yellow Pages under Banks.

<table>
<thead>
<tr>
<th>U.S. Bank</th>
<th>Key Bank of Oregon</th>
<th>OnPoint Community Credit Union</th>
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</thead>
<tbody>
<tr>
<td>410 SW Harrison St.</td>
<td>444 SW 5th Ave</td>
<td></td>
</tr>
<tr>
<td>503-275-4381</td>
<td>Customer Service Number</td>
<td>9730 SE Washington</td>
</tr>
<tr>
<td></td>
<td>1-800-539-2968</td>
<td>503-228-7077 or 1-800-527-3932</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wells Fargo Bank</th>
<th>Bank of America</th>
<th>JP Morgan CHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1900 SW 5th Ave.</td>
<td>1001 SW 5th Ave.</td>
<td>811 SW 6th Ave.</td>
</tr>
<tr>
<td>503-225-2255</td>
<td>503-279-3445</td>
<td>503-238-3100</td>
</tr>
</tbody>
</table>

Important Banking Language:
- Deposit To put money into your bank account
- Withdraw To take money out of your bank account
- Overdraw To withdraw more money than you have available in your account. This can happen if you do not keep a careful record of how much money you spend. Banks charge you a LOT of money if you overdraw your account. **Always know how much money you have, and do NOT overspend.**
- Balance The amount of money in your account.
- Interest The amount of money a bank gives you for keeping money in their bank. Interest rates vary from bank to bank and from account to account.
- Clear When you deposit a check into your account, you cannot use the money immediately. You cannot use the money until the bank is certain that the person who wrote the check has enough money in his or her account. This process is called “clearing” a check. It can take several days or weeks for a check from overseas to clear. When the check clears, you can use the money.
- Service charge The fee that a bank charges for a service. The amount depends on the type of account you have, the services you receive, and the policies of the bank. Banks typically charge for changing currency, international wire transfers, and overdrawing your account.
- Debit Card A bank card like Visa or MasterCard that you can use to make purchases with money from your checking account.
- Credit Card A bank card like Visa or MasterCard that you can use to make purchases with money borrowed from the bank. This money must be paid back later.
- PSU OneCard An ID card sent to PSU students that you can also use as a debit card. You must activate the card online. For more information, go to www.psuone.pdx.edu
- ATM Automated Teller Machine: A computerized electronic machine that you can use day or night to make check deposits to or cash withdrawals from your checking account using your bank card.
Transportation & Telephones

Public Transportation

*Tri-Met* is the Portland bus and rail system, and it is the least expensive way to travel around the city. If you live where you will be taking Tri-Met regularly, it is less expensive to buy a FlexPass. The FlexPass is a transit pass that you can use for the entire term. This pass is good for any Tri-Met bus, MAX train, and Portland Streetcar. The per-term cost for the FlexPass is approximately 30% off TriMet's retail price. FlexPasses can be purchased at the Parking and Transportation Office located in the new Student Rec Center. You must buy your FlexPass by the end of the second week of every term. You can also get information about Tri-Met at the Tri-Met office in Pioneer Plaza. You can purchase one-way tickets on the bus, MAX, or streetcar, and you must have exact change. You can also purchase booklets of 10 tickets. For current prices, please visit TriMet’s website. www.trimet.org

Bicycles

Bikes are another inexpensive way to travel around Portland. Bike lanes and bike paths are marked throughout the city. Bike theft can be problematic; therefore, it is important to keep your bike well secured.

Buying and Operating a Car

If you are going to buy a car, you must have the following:

- **An Oregon driver’s license**: If you are moving from another state, you have a minimum of 30 days to obtain an Oregon driver’s license.
- **Liability insurance**: The law requires that you have liability insurance on your vehicle. This insurance covers physical or property damage you or your car may do to another car and/or person in the event of an accident. Your license will be suspended if you do not have liability insurance.
- **A parking permit**: If you will be parking your car on campus, you should purchase a parking permit from Portland State University. If you do not have a parking permit, it is extremely difficult to find legal parking on or near campus.

Telephones

- The phone company will charge an initial installation fee (about $40.00), and there will also be monthly fees (depending upon services, it can be approximately $20-$150). For general plans, the phone company will not charge you for local calls you make from your home.
- Public phones are coin-operated phones. You can find public phones in most public places. A local call is usually 50 cents, and you can often talk for as long as you want to.
- The phone company publishes a set a telephone books for every town. Most people who receive telephone services are listed alphabetically in the telephone books.
- You can obtain local information or directory assistance by dialing 411. Check the front of the phone book for area codes and tips on how to find long-distance numbers.

Yellow Pages: **This is a directory of businesses.** White pages: **This is a directory of residents.**

Phones Services

Long distance and overseas services vary according to the choice of your carrier. Calling long distance can be expensive. Be aware that there are certain times of day when it is more expensive to call than others. Check the Yellow Pages for long-distance carriers. You may want to ask other PSU students who have been here for some time what company they would recommend and why. Make sure you find the best service for your needs.
Safety Issues

Personal Safety
You may have heard that the United States is dangerous. Please read the following safety tips that can help you stay safe:

- Always be aware of your surroundings, and walk like you know where you are. When walking on city streets at night, always try to walk with a friend or a group in a lighted area.
- If you have classes that begin or end after dark, you may call Campus Security at 503-725-4407 (non-emergency) to request an escort to walk you to your car or the bus stop.
- If you are on campus and someone is following you or threatens you in any way, go into any campus building, and call Campus Security at 503-725-4404 (emergency) to report it. If you are off campus, find a phone and call 911, or go into the closest open business.
- In the U.S., it is illegal for a man to force a woman to have sex with him no matter what the situation. If you are on a date with someone who wants to have sex with you and you do not want to have sex, tell him NO. If he forces you to have sex, it is considered rape. If you have been raped, do not try to deal with it alone. Call the offices below for help.
- You may, at some time during your stay in the U.S., face racial discrimination. Someone may try to hurt or harass you for no other reason than they do not like the way you look. The best way to deal with this is to ignore negative comments and come to International Student and Scholar Services (ISSS) for help.

Important Telephone Numbers

<table>
<thead>
<tr>
<th>Campus Security:</th>
<th>503-725-4404 Emergency / 503-725-4407 Non-emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portland Police, Fire, Ambulance:</td>
<td>911</td>
</tr>
<tr>
<td>Multnomah County Crisis Line:</td>
<td>503-988-4888</td>
</tr>
<tr>
<td>Portland Women's Crisis Line:</td>
<td>503-235-5333</td>
</tr>
<tr>
<td>Sexual Assault Resource Center</td>
<td>503-640-5311</td>
</tr>
<tr>
<td></td>
<td>Southeast 503-777-7097</td>
</tr>
<tr>
<td></td>
<td>Beaverton 503-643-4503</td>
</tr>
</tbody>
</table>

Safety of Personal Possessions
In order to ensure that nothing is stolen from you, you should follow a few safety tips:

- Always lock your apartment, dorm room, or house door.
- If you live on the ground floor, never leave your windows open at night or when you are gone. If you live on the ground floor, it is a good idea to open your windows only a few inches and block them with a board so no one can open them further and crawl in.
- If you keep valuables, such as jewelry and cash in your home, make sure you hide them well. Never carry large amounts of cash. **Never display cash.**
- Keep your passport in a safe place. Carry it with you only when necessary. If someone steals your passport, report the theft to your Embassy in the U.S. and to International Student and Scholar Services (ISSS).
- If you own or use a car, never leave anything valuable in it. If you must, put valuables in the trunk, hide them under a seat, or cover them before you leave your car.
- Avoid parking on dark streets. The best place to park is under a streetlight or in a staff parking structure. **Make sure you have insurance on the car you are driving!**
Housing

On-Campus Housing at Portland State University:

Students are responsible for finding their own housing. A variety of housing options are available at Portland State University. Living on campus is usually less expensive than living alone off campus. On-campus housing may include the cost of utilities (water, electricity, gas, and, garbage) in your rent. College Housing Northwest and Residence Life are the on-campus housing choices available at PSU. The University Housing Office is in the Broadway Building 625 SW Jackson St., Suite 210, Portland, OR 97201. (503) 725-4333 or (800) 547-8887 ext 4333. www.pdx.edu/housing

Campus Housing offers:

- Studios: One room apartments where the living, cooking, and sleeping space are generally in one large room.
- One bedroom and two bedroom sleepers: Rooms in which you share a bathroom and kitchen with students in other sleepers.
- Bachelor: A sleeping room with a bathroom but sometimes no kitchen.

Visit University Housing: http://www.pdx.edu/housing
Visit Residence Life: http://www.aux.pdx.edu/housing/

Near-Campus Housing:

College Housing Northwest, Inc. provides near campus housing for Portland State students. These buildings are located just a block or two outside of campus, with two buildings located in Goose Hollow. Many utilities are included, but students are responsible for paying electricity. Some buildings also require the student to pay phone, cable, internet, or gas. Visit College Housing Northwest: http://www.chnw.org/

College Housing Northwest Services Office, 1604 SW Clay St., Portland, OR 97201. Tel: 503-725-4340 Fax: 503-725-4394 Email: chnw@chnw.org

Off-Campus Housing:

There are several types of housing off campus:

- an apartment in an apartment building  
- an apartment in a house  
- living with a family (see "Stay with a Host-Family" below.) If you are interested in living with other people in a house or apartment, you can look for signs posted in Student Resources, Rm.115, Smith Center.

The telephone company will charge an initial installation fee (about $40.00) for telephone service in your home, and there will also be monthly fees (depending upon services, it can be approximately $12-$25). For general plans, you will not be charged for local calls you make from your home.

To find housing, you can check:

- The Willamette Week (a free paper published every Wednesday): http://portland.wweek.com/rentals/
- The Oregonian: http://realestate.oregonlive.com/or-rent
- Portland Craig’s List: http://portland.craigslist.org/

Stay with a Host-Family: Two Host Family Options:

FOCUS: Friends for Overseas Citizens and University Students (FOCUS):
503-723-4196, info@focuspsu.com, www.focuspsu.com. FOCUS is a Christian community-based volunteer group which helps students adjust to Portland. The FOCUS staff organizes trips, gets students connected to the community, and offers Coffee Hours every Friday night.

Andeo: A private homestay organization that helps match international students to Portland homestays. It can be contacted at 503-274-1776 or 1-800-274-6007 or by writing them at 620 SW 5th Ave, Suite 625 / Portland, OR 97204 / USA or on the web at info@andeo.org, www.andeo.org

Housing Glossary

- A lease is a written rental agreement that specifies a definite span of time. It is usually agreed in the lease that your rent will not be increased during time specified. If you move out before the lease period ends, you are liable for whatever rent the landlord or management company would have received up until the end of the lease.
- A month-to-month rental means that your lease is on a 30-day cycle. In this type of lease, either you or your landlord can give a 30-day notice that you are moving or need to move.
- When you rent an apartment, there is often a cleaning fee. A fee is not refundable. There is very often a security deposit. Deposits are usually refundable after you have moved out provided you have given timely written notice to the landlord. The deposit refund is also dependent upon the condition of your apartment. If you leave it clean and in good shape, you should receive your deposit back in full. If you do not leave it in good condition, the landlord or management company has the right to keep all or part of the deposit in order to repair damages and/or cover cleaning costs.

Updated 9/19/12 32
Health

Taking care of your health is one of the most important things you need to do while you are studying in the U.S. Getting enough sleep, eating healthy food, and exercising will make you a more successful student. It is also important to understand health insurance requirements for international students and where you should go if you do experience problems with your health.

Health Insurance
All PSU international students and their families are required by law to carry health insurance for the duration of their studies. Health care in the U.S. is very expensive, and this is intended to protect you from serious financial hardship. You will automatically be enrolled in the PSU Supplemental Health Insurance Plan unless you can provide evidence that you are insured through another source. Your dependents may also be eligible for enrollment in this plan. For more information, please visit the following websites:

- http://www.pdx.edu/shac/international-students
- http://oia.pdx.edu/intl_students/insurance/
- https://wfis.wellsfargo.com/psu/

You may also contact Christi Ziegler, Student Insurance Coordinator, 503-725-2467, christi.ziegler@pdx.edu.

Center for Student Health and Counseling (SHAC)
All full-time students at PSU must pay the health services fee which gives them access to a variety of health care services at the Center for Student Health and Counseling (SHAC). Most medical and counseling services are free, and dental services are available at a reduced cost. There is also a dispensary where medicines are available at a reduced cost.

Location: 1880 SW 6th Ave, UCB 200
Hours: M-Th 8:00-5:00, F 9:00-5:00
Website: http://www.shac.pdx.edu
Phone: 503-725-2800 Fax: 503-725-5812

Whenever you have a minor health problem or injury, you should go to SHAC for treatment. Call to make an appointment. After business hours, you can call to speak to an advice nurse.

Medical Emergencies
If you have a major health problem or a medical emergency, you should go to an Urgent Care Clinic or a Hospital Emergency Room (ER) for treatment. For a list of urgent care centers and hospitals, visit the SHAC website. Call 911 for an ambulance if you do not have transportation, but remember there is a cost for the service.
AIDS (Acquired Immunodeficiency Syndrome)  
HIV (Human Immunodeficiency Virus)  
STDs (Sexually Transmitted Diseases)

Anyone can get AIDS, HIV and/or a sexually transmitted disease!

The only way to make absolutely sure that you do not contract these diseases is by practicing abstinence.

If you are sexually active:
Whether or not you are sexually active is a personal decision. If you are planning to participate in a physical relationship, know the facts about how AIDS and STDs are transmitted. If you have sex, you are putting yourself at risk of contracting HIV, the virus that causes AIDS. One of the ways to protect yourself is to **always** use a condom when having sex with your partner. You can buy condoms at any drug store, pharmacy or grocery store. You can also get free condoms at SHAC.

Prior to having unprotected sex with anyone, it is a good idea for both of you to be tested for HIV. HIV can remain undetectable for many months, so it is a good idea to be tested at least 6 months after having sex with someone. Health Services can refer you to a clinic for this test, or you can go to a private clinic called the Sexually Transmitted Disease Clinic at 2330 NW Flanders, Rm. 207. Often, no fee is required for HIV testing.

Much of the HIV/AIDS testing is done through a confidential system in which a clinic uses numbers rather than names. If you want your results to be confidential, ask if the clinic uses a confidential system for testing. **Caution:** Even if a test shows that you and your partner do not have AIDS or HIV, which causes AIDS, you should still use a condom until you are both tested again a year later, and you are certain that neither you nor your partner test positive. Also, be certain your partner is having sex with you and no one else.

The Ways In Which You **Can** Get AIDS:
- You can get HIV (the virus that causes AIDS) from sexual intercourse.
- You can get HIV from sharing a needle or syringe.

In the past, some people became infected with HIV from receiving blood transfusions. This risk has been significantly reduced.

The Ways In Which You **CANNOT** Get AIDS:
1) You won’t get HIV through everyday contact with infected people.
2) You will not get HIV from clothes, phones, or toilet seats.
3) You cannot get HIV from eating food prepared by an infected person.
4) You will not get HIV from insect bites.
5) You will not get HIV from sweat or tears.
6) You will not get HIV from a simple kiss.

The information above taken from “HIV Infection And AIDS: Are You At Risk” - Dept. of Health and Human Services and BlueCross/BlueShield’s pamphlet “Q/A AIDS: Answers.” These pamphlets and more can be found at Health Services, in the basement of Neuberger.
Where to Shop

Food and Grocery
There are large stores where you can buy many things, from food to furniture. Fred Meyer is an example of such a store. Larger stores tend to have lower prices than smaller stores and they usually advertise weekly specials in the newspaper. Below are three large grocery stores near PSU:

Grocery Stores near PSU:
- Safeway 1025 SW Jefferson
- Fred Meyer NW 21st & Burnside (Bus numbers 20, 15 and 17 will get you there)
- Whole Foods 1210 NW Couch St.
   *(across the street from Powell’s Bookstore-Bus number 20 and Streetcar)*

Natural and Organic Foods:
- New Seasons
- Food Front Cooperative Grocery
- Trader Joe’s

Seasonal Markets: Seasonal markets offer fresh produce. You can usually buy fruits, vegetables, berries, and flowers at seasonal markets.
- Farmer’s market in the Park Blocks of PSU on Saturdays
- Farmer’s market in the Park Blocks near PSU on Wednesday

Food from home: If you are looking for items from your home country, look in the phone book under grocers-retail for small specialty stores.

Clothing and Furniture

Clothing
The city of Portland will not disappoint those who are looking for the typical American experience of shopping in a mall. The closest mall, Pioneer Place, is located downtown, just a 15 minute walk from campus. If you are looking for bargain shopping, try Nordstrom’s Rack located at 245 SW Morrison. Lloyd Center is another mall just across the Willamette River. You can get there by taking the Max (Portland’s rail line) from downtown. The Lloyd Center also has a large selection of movie theaters.

You may choose to buy second-hand clothes at one of Portland’s many thrift shops. These stores sell things that are used. In the last few years, there has been a growing trend for college students to buy clothes in second-hand stores. Sometimes the items they sell are very good, and you can buy them for much less than if they were new. Look in the Yellow Pages under the heading Second Hand Stores and Thrift Shops to find one near you. Some of these stores sell items that were donated. When these items are sold, the money is used to help people who are hungry or even homeless.

Furniture
You can purchase or rent furniture. There are a number of companies that rent furniture in the Portland area. Look in the Yellow Pages under Furniture Renting & Leasing. Call around to compare prices. You may also contact FOCUS (tel: 503-725-4196), a community group that helps new international students. FOCUS is located in East Hall 312.
What to do in Portland

You can always start by checking on the web at www.citysearch.com for Portland information!

International Rose Test Garden/ Japanese Garden (www.japanesegarden.com)
Portland is known as the Rose City. The Portland Rose Garden is located in Washington Park in NW Portland. Here you can enjoy an extensive array of roses as well as one of the best views of the city. This is a great place to take your books on a nice day. To get there by bus, take the #63. There is a stop on the corner of Jefferson St. and SW Broadway. There is a $9.50 entrance fee for the Japanese Garden ($7.75 for students with their school ID). If it is a clear day, you will also have a breathtaking view of Mt. Hood and the city.

The Oregon Zoo (4001 SW Canyon Rd., www.oregonzoo.org)
The Washington Park Zoo has a $11.50 entrance fee and is open from 9:00am – 4:00pm in spring. The zoo has many kinds of animals, from elephants to birds, and can be a great study break destination. During the summer months, the zoo also has concerts. Check Willamette Week or the Arts and Entertainment section of the Oregonian. On the second Tuesday of every month, there is a special $4 entrance fee.

The Portland Art Museum (1219 SW Park Ave.-www.pam.org)
Come and see a fine collection of art and traveling exhibitions. Hours are Tuesday-Wednesday 10am-5pm, Thursday-Friday 10am-8pm, Saturday 10am-5pm, and Sunday 12-5pm. General admission is $15.00 and for students with ID it is $12.00. The museum offers free admission on the fourth Friday of every month from 5-8pm.

Pittock Mansion (3229 NW Pittock Dr.-www.pittockmansion.com)
This is a mansion built on a high hill overlooking the city and the surrounding mountains. You can have a tour of the house and learn about Henry Pittock, builder of the house and founder of the Oregonian. It costs $8.50 to tour the house. Hours are from 11am-4pm daily (closed in January).

Oregon Museum of Science and Industry - OMSI (1945 SE Water St.-www.omsi.edu)
This museum can provide hours of entertainment and education. Venture into SE Portland for a rainy afternoon and enjoy an OMNIMAX Dome movie. To get there, take the Hawthorne Bridge and follow the OMSI signs. You can also take Tri-Met bus #83. General admission is $12.00; theater admission is $8.50. For special exhibits and shows, please contact OMSI for pricing and hours.

Festivals and Concerts (www.oregonlive.com, wweek.com)
Check the Oregonian and the Willamette Week for festivals and concerts.

Saturday Market (www.portlandsaturdaymarket.com)
Saturday Market is a large open-air market located near the Burnside Bridge. Here you will find live music, prepared foods, clothing, jewelry, and lots of locally produced arts and crafts for sale. If you need to buy gifts for loved ones back home this is a good place to find an authentic Oregon gift. Hours: Mar. 2- Dec. 24 (Saturdays) 10am-5pm / (Sundays) 11am-4:30pm

The Grotto (NE 85th & Sandy Blvd. - http://www.thegrotto.org/)
Founded to honor Mary, mother of Jesus, the Grotto is both a religious shrine and a woodland garden. Sunday Mass (May-September) faces the Grotto of Our Sorrowful Mother. In December, you might want to go experience the Festival of Lights.

Prices are subject to change. Please check the website or call for the current prices.

Updated 3/28/13
More places to go . . .

**Pioneer Courthouse Square** (701 SW 6th)
You can find music, festivals, protests and other city events here.

**Pioneer Place Mall** (700 SW 5th)
The stores can be more expensive, but it’s a nice place to shop.

**Lloyd Center Mall** (2201 Lloyd Center)
Believe it or not, this is Oregon’s biggest mall. Experience an American mall with an ice-skating rink inside!

**Waterfront Park/Tom McCall Park** (SW Salmon St. & Naito Parkway)
During the sunny months this park along the Willamette River is the site of many outdoor concerts and events.

**Powell’s City of Books** (1005 W Burnside)
People come from all over to go to Powell’s. If you love to spend time with books, this is the place for you. Powell’s is one entire city block of books!

**The Mission Theater & Pub** (1624 NW Glisan)
**The Bagdad Theater & Pub** (3702 SE Hawthorne)
These two theaters usually show movies for about $3. This is a great price. You can purchase and consume food and beverages while you watch your favorite movie. Check for show times online at www.mcmenamin.com/Edge/thsched.html.

**Portland Brew Pubs**
Portland is known for its microbrew beers. You have to be 21 or over to enjoy these beverages, but they are worth the wait. Below is a list of just a few of the many brewpubs in Portland:

<table>
<thead>
<tr>
<th>Portland Brewing Co.</th>
<th>Bridgeport Brewing Co.</th>
<th>Widmer Brewing Co.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2730 NW 31st St</td>
<td>1313 NW Marshall St</td>
<td>Restaurant/Gasthaus</td>
</tr>
<tr>
<td>1339 NW Flanders St</td>
<td></td>
<td>929 N Russell St</td>
</tr>
</tbody>
</table>

**Restaurants**
These are some of the restaurants located on or near the PSU campus. Please let us know if you think a restaurant needs to be added or deleted.

<table>
<thead>
<tr>
<th>Alexandrya Mediterranean Cuisine</th>
<th>Abu Rasheed Lebanese Cuisine</th>
<th>Baan Thai Restaurant</th>
</tr>
</thead>
<tbody>
<tr>
<td>420 SW College St</td>
<td>1921 SW 6th Ave</td>
<td>1924 SW Broadway</td>
</tr>
<tr>
<td>Thanh Long Bakery &amp; Restaurant</td>
<td>Panda Kitchen Healthy Chinese Food</td>
<td>Blue Fin Sushi</td>
</tr>
<tr>
<td>635 SW College St</td>
<td>1968 SW Broadway</td>
<td>1988 SW Broadway</td>
</tr>
<tr>
<td>Café Yumm!</td>
<td>Pita Pit</td>
<td>The Cheerful Tortoise</td>
</tr>
<tr>
<td>1806 SW 6th Ave</td>
<td>1811 Sw 5th Ave</td>
<td>1939 SW 6th Ave</td>
</tr>
<tr>
<td>Loco Locos</td>
<td>Chipotle Mexican Grill</td>
<td>Taco Del Mar</td>
</tr>
<tr>
<td>1728 SW Broadway</td>
<td>1948 SW Broadway</td>
<td>1930 SW 4th Ave</td>
</tr>
<tr>
<td>Pizzicato</td>
<td>Hot Lips Pizza</td>
<td>Schmizza Pub &amp; Grill</td>
</tr>
<tr>
<td>1708 SW 6th Ave</td>
<td>1909 SW 6th Ave</td>
<td>415 SW Montgomery St</td>
</tr>
<tr>
<td>Chit Chai Cafe</td>
<td>Subway</td>
<td>Big Town Hero</td>
</tr>
<tr>
<td>1907 SW 6th Ave</td>
<td>SMSU, First floor</td>
<td>1923 SW 6th Ave</td>
</tr>
</tbody>
</table>

**International Food Booths**
SW 4th Ave between Hall St & College St

Looking for something that is not listed? Look in the Yellow Pages under Restaurant or go to www.portlandcitysearch.com. Portland has a lot of good eating. Enjoy it!

Updated 1/4/11
Arts and Entertainment Information

Portland Art Museum  www.portlandartmuseum.org  503-226-2811

Portland Center for the Performing Arts  www.pcpa.com
Ticket Information  503-248-4335
Box Office – 1111 SW Broadway and Main 10 am – 5 pm

Oregon Ballet  www.obt.org  503-222-5538
Oregon Symphony  www.orsymphony.org  503-228-1353
Portland Opera  www.portlandopera.org  www.broadwayacrossamerica.com  503-241-1802

Portland Center Stage  www.pcs.org  503-274-6588
Artists Repertory Theatre  www.artistsrep.org  503-224-4491

Stark Raving Theatre  4319 SE Hawthorne  503-232-7072

Movies

Regal Movie Theaters near PSU
Theater Information  www.regmovies.com  (800) 326-3264  Extension
Fox Tower  SW Park and Taylor  #327
Broadway Metroplex  SW Broadway and Main  #321
Lloyd Cinemas  1510 NW Multnomah  #325
Lloyd Mall  2201 Lloyd Ctr  #326
Pioneer Place Stadium  SW 3rd and Morrison

Other Film Venues
McMenamins Theaters  www.mcmenamins.com  503-249-7474  Extension
Bagdad Theater and Pub  SE 37th and Hawthorne  1
Mission Theater and Pub  NW 17th and Glisan  2
Kennedy School Theater and Pub  5736 NE 33rd Ave.  3

$3 per film must be 21 and older for evening films

NW Film Center (Hosts the International Film Festival in February)
www.nwfilm.org  503-248-0167
Cinema 21  616 NW 21st Ave
www.cinema21.com  503-223-4515
CineMagic 20th and SE Hawthorne  503-231-7919
Conversion Charts

Time Changes and Time Zones

There are two different time changes in the United States. **Daylight savings time** occurs between March and November and **standard time** is used the rest of the year.

In March (spring) we set the clocks **ahead** one hour.
In November (fall), we set the clocks **back** one hour.

There are also 4 distinct time zones in the United States:

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>City</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific</td>
<td>Portland</td>
<td>9:00 am</td>
</tr>
<tr>
<td>Mountain</td>
<td>Denver</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Central</td>
<td>Chicago</td>
<td>11:00 am</td>
</tr>
<tr>
<td>Eastern</td>
<td>New York</td>
<td>12 noon</td>
</tr>
</tbody>
</table>

**Temperature**

- $98.6^\circ$ F  $37^\circ$ C  normal body temperature
- $32.0^\circ$ F  $0^\circ$ C  the freezing point for water
- $212.0^\circ$ F  $100^\circ$ C  the boiling point for water

**Distances**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 inch</td>
<td>2.54 cm</td>
</tr>
<tr>
<td>1 foot</td>
<td>30.0 cm</td>
</tr>
<tr>
<td>1 yard</td>
<td>0.9 m</td>
</tr>
<tr>
<td>1 mile</td>
<td>1.6 km</td>
</tr>
</tbody>
</table>

**Weight**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ounce</td>
<td>28.0 g</td>
</tr>
<tr>
<td>1 pound</td>
<td>0.45 kg</td>
</tr>
</tbody>
</table>

**Volume (usually liquid or powder)**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 teaspoon (tsp.)</td>
<td>5.0 ml</td>
</tr>
<tr>
<td>1 tablespoon (Tbl.)</td>
<td>15.0 ml</td>
</tr>
<tr>
<td>1 fluid ounce</td>
<td>30.0 ml</td>
</tr>
<tr>
<td>1 cup</td>
<td>0.24 liter</td>
</tr>
<tr>
<td>1 pint</td>
<td>0.47 liter</td>
</tr>
<tr>
<td>1 quart</td>
<td>0.95 liter</td>
</tr>
<tr>
<td>1 gallon</td>
<td>3.8 liters</td>
</tr>
</tbody>
</table>

2 pints = 1 quart. 4 quarts = 1 gallon.