

Intensive English Program

Sacred Heart University

Student Handbook



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Welcome to the English Language Institute!

This handbook will serve as a guide as you participate in the Intensive English Program and explore the many opportunities and experiences that Sacred Heart has to offer.

About the English Language Institute

Sacred Heart University (SHU) is one of the fastest-growing universities in the Northeast. The English Language Institute (ELI) at SHU offers high quality English Language instruction to non-native speakers of English. The ELI is an integral part of the University, where our students can participate in campus activities and events as well as meeting other students. As a CEA accredited program, you are guaranteed a quality education. All instructors have earned a Master's Degree and have many years of quality experience in the field of Adult ESL instruction for academic purposes. Classes are small in size (10 to 15 students) in order to ensure a successful education experience for all students. Individual tutoring and conversation partners are available to all full-time students. The program is designed for students who are 17 and older.

Mission Statement

The mission of the English Language Institute is to provide excellent instruction in English as a Second Language (ESL) and orientation in U.S. culture to all students who are non-native speakers of English: to help them achieve their personal, academic and professional goals, while recognizing and addressing the students' individualized educational needs and cultural backgrounds.

Through this mission statement, the English Language Institute seeks to accomplish the following goals:

1. To challenge its students to think critically, analyze carefully, evaluate with a sense of justice and proportion, and convey conclusions in an intelligible and articulate fashion.
2. To assist students to acquire a rich understanding of their own cultural and family heritages to assume their responsibilities as conveyors and creators of culture and family.
3. To prepare students who are studying English as a Second Language for academic purposes and to provide them with strategies that will help them be successful in their academic futures.
4. To advise students about the opportunities to study in other programs at Sacred Heart University and enable successful transition to SHU degree programs.
5. To serve as a resource to the staff, faculty and students of Sacred Heart University, with expertise in ESL education, adult education, international student affairs, immigration issues, and cultural diversity.

Office Information

Office Hours

Business Hours

Monday – Friday 8:30 am – 4:30 pm

Walk In and Advising Hours

Monday – Thursday 11:30 am – 12:30 pm
3:00 pm – 4:00 pm

Friday By Appointment Only

University Holiday Schedule

The University is closed on the following holidays:

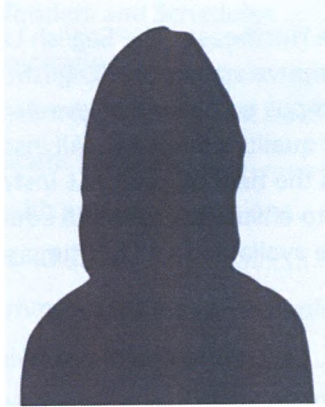
- New Year's Day (*January 1*)
- Martin Luther King Day (*Jan. 16*)
- Good Friday (*April 14*)
- Memorial Day (*May 29*)
- Independence Day (*July 4*)
- Labor Day (*September 5*)
- Thanksgiving Weekend (*November 23-27*)
- Christmas Week (*December 24-30*)

Office Location

Library, Lower Level
Rooms LL06, LL07, LL08

Campus map: <http://www.sacredheart.edu/aboutshu/visiting/interactivecampusmap/>

Staff



To Be Filled

Assistant Director

Library, Lower Level: LL07

Phone: 1 (203) 365-7528

Fax: 1 (203) 365-4864

@sacredheart.edu

The Assistant Director is responsible for admissions, testing and the orientation process for all students. The Assistant Director provides advising services to international students and is in charge of recruiting, marketing, system management. The Assistant Director coordinates all social activities for the ESL students.



Alla Schlata

Academic Director

Library, Lower Level: LL08

Phone: 1 (203) 365-7520

Fax: 1 (203) 365-4864

Email: schlatae@sacredheart.edu

Professor Schlata is responsible for academic oversight of the ELI. She is CEELT certified and is fluent in Russian. She holds a B.A. in EFL/ESL and Literature from Udmurt State University in Izhevsk, Russia and a M.A. in Educational Administration from Columbia University. She is also a Notary Public.



Elena Adlon Place

Business Manager

Library, Lower Level: LL06

Phone: 1 (203) 365-7518

Fax: 1 (203) 365-4864

Email: adlon-placee@sacredheart.edu

Elena is responsible for the business operations of the offices of Global Affairs and the English Language Institute. Students may interact with her during registration, billing, and payment. Additionally, Elena serves as a DSO in SEVIS. Elena holds a B.A. in Religion from Gettysburg College in Pennsylvania and a M.A. in Religion from Sacred Heart University. She studied abroad in Aix-en-Provence, France and speaks French.

Contact Information

c		
Ms. Alla Schlata Academic Director 1 (203) 365-7520 schlata@sacredheart.edu	To Be Filled Assistant Director 1 (203) 365-7528 @sacredheart.edu	Ms. Elena Adlon Place Business Manager 1 (203) 365-7518 adlon-placee@sacredheart.edu

Sacred Heart University	
Public Safety Emergency Only: 203-371-7911 Office (non-emergency): 203-371-7995	Immigration Office (Pam Barnum (PDSO)) 1 (203) 371-7846 barnump@sacredheart.edu
Counseling Center 1 (203) 371-7955 http://www.sacredheart.edu/officesservices/wellnesscenter/counseling/contactus/	International Admissions (Cori Nevers) 1 (203) 767-0386 neversc@sacredheart.edu
Health Services 1 (203) 371-7838 healthservices@sacredheart.edu	The Factory (IT Help Desk) 1 (203) 365-7575 techsupport@sacredheart.edu
Pastoral Service (Larry Carroll) (203) 396-8398 carrolll12@sacredheart.edu	Volunteer Programs 1 (203) 365-4710 volunteer_programs@sacredheart.edu

National Emergency Phone Number
911 <i>(use in <u>life or death</u> situations anywhere in the U.S.)</i>

Orientation

Paperwork

Several forms must be completed by New Student Orientation, and either emailed ahead of time or brought to orientation. The forms are included in students' welcome packets, at the time of acceptance. These forms include:

- Immunization Records (Vaccination History)
- FERPA Consent

These forms are REQUIRED for all university students.

If a student does not submit completed forms by New Student Orientation, he or she will not be allowed to register for the term (F-1 visa students will risk their visa status).

Orientation Day

Orientation is a mandatory part of your entrance into the Intensive English program. All new students must attend orientation. Orientation will last all day, from 9am to 3:30 pm, so you must prepare in advance to stay the entire time.

An essential part of settling into SHU and the ELI environment, Orientation is designed specifically to acquaint new students in their first few days in the country and in the program. ELI staff lead the Orientation. The main goal orientation is to help new students get acquainted with both Sacred Heart University, the ELI and the Intensive English Program (IEP) program.

At orientation, we will check you in, test your English language proficiency, provide academic advising and register you for classes, take you on a tour of campus, and give a general introduction to the University, the ELI, and the program's policies and procedures. Several days later, you will be required to attend a specific orientation session on how to maintain your visa status. This session is also required.

Items to Bring to Orientation

Please bring the following items with you to Orientation:

- Passport (with appropriate visa)
- I-20
- Proof of immunization
- Proof of health insurances
- Funds for any outstanding payments (Credit card only)

Program Summary

Course Schedule

The Intensive English Program is available for both full-time and part-time study. Full-time study consists of 4 courses at 20 hours a week of study. Courses meet 2 times a week.

Intensive English Language Program (IEP)					
Course Schedule	Courses meet 2 times a week Courses are offered Monday – Thursday				
	Full-Time Program				Part-Time Program
Per Term	Monday	Tuesday	Wednesday	Thursday	
9:00 am – 11:30 am	Listening/Speaking	Grammar	Listening/Speaking	Grammar	Take up to 3 courses
12:30 pm – 3:00 pm	Reading	Writing	Reading	Writing	
Visa Types	F-1, J-1, M-2, M, U.S. Resident				B-2 Tourist, J-1, J-2, M, U.S. Resident

Calendars and Schedules

Intensive English Program Academic Calendar, 2016-2017 (5 terms, 8 weeks each)

FALL I 2016 August 22 – October 13	
	NO FRIDAY CLASSES*
<i>I-20 Deadline Submission</i>	Friday, July 8
Registration for Fall I (<i>current students</i>)	<August 18
New Student Orientation and Testing	Friday, August 19
Orientation/Testing (Make-Up)	Saturday, August 20
FIRST DAY OF CLASSES	Monday, August 22
Last Day to Add/Drop Course*	Friday, August 26
<i>Welcome Lunch</i>	Wednesday, August 31
Labor Day (No Class)	Monday, September 5
<i>IEP Excursion</i>	Wednesday, September 7
Probation Warnings Issued**	Wednesday, September 14
<i>IEP Excursion</i>	Wednesday, September 28
<i>Continuous Proficiency Testing</i>	Monday, October 3
Friday Class (Monday Schedule)	Friday, October 7
LAST DAY OF CLASSES	Thursday, October 13
<i>Closing Lunch</i>	
Advising and Registration for Fall II	Mon.-Fri., Oct. 10-14

FALL II 2016 October 17 – December 13	
	NO FRIDAY CLASSES
<i>I-20 Deadline Submission</i>	Friday, September 2
Registration for Fall II (<i>current students</i>)	<October 14
New Student Orientation/Testing	Saturday, October 15
FIRST DAY OF CLASSES	Monday, October 17
<i>Welcome Lunch</i>	Wednesday, October 26
Last Day to Add/Drop Course*	Friday, October 21
<i>IEP Excursion</i>	Wednesday, November 2
Probation Warnings Issued**	Wednesday, November 9
<i>IEP Excursion</i>	Monday, November 21
Thanksgiving Holiday (No Classes)	Wed.-Thurs., Nov. 23-24
LAST DAY OF CLASSES	Tuesday, December 13
<i>Closing Lunch</i>	Tuesday, December 13
Advising and Registration for Spring I	Wed.-Friday, Dec. 14-16

SPRING I 2017 January 17 - March 13	
	NO FRIDAY CLASSES
<i>I-20 Deadline Submission</i>	Friday, December 9
Registration for Spring I (<i>current students</i>)	<January 13
New Student Orientation/Testing	Saturday, January 14
Martin Luther King Day (No Classes)	Monday, January 16
FIRST DAY OF CLASSES	Tuesday, January 17
Last Day to Add/Drop Course*	Friday, January 20
<i>Welcome Lunch</i>	Wednesday, January 25
<i>IEP Excursion</i>	Wednesday, February 1
Probation Warnings Issued**	Wednesday, February 8
<i>IEP Excursion</i>	Thursday, February 23
LAST DAY OF CLASSES	Monday, March 13
<i>Closing Lunch</i>	
Advising and Registration for Spring II	Mon.-Thurs., March 14-16

SPRING II 2017 March 20 - May 11	
	NO FRIDAY CLASSES
<i>I-20 Deadline Submission</i>	Friday, February 10
Registration for Spring II (<i>current students</i>)	<March 17
New Student Orientation/Testing	Saturday, March 18
FIRST DAY OF CLASSES	Monday, March 20
Last Day to Add/Drop Course*	Friday, March 24
<i>Welcome Lunch</i>	Wednesday, March 29
<i>Cultural Events</i>	Wednesday, April 5
Probation Warnings Issued**	Wednesday, April 12
<i>IEP Excursion</i>	Thursday, April 27
LAST DAY OF CLASSES	Thursday, May 11
<i>Closing Lunch</i>	Thursday, May 11
Advising and Registration for Summer/Fall I	Mon.-Thurs., May 8-11

SUMMER 2017 May 30 - July 25	
	NO FRIDAY CLASSES
<i>I-20 Deadline Submission</i>	Friday, April 21
Registration for Summer (<i>current students</i>)	<May 25
New Student Orientation and Testing	Friday, May 26
Memorial Day (No Classes)	Monday, May 29
FIRST DAY OF CLASSES	Tuesday, May 30
Last Day to Add/Drop Course*	Friday, June 2
<i>Welcome Lunch</i>	Wednesday, June 7
<i>IEP Excursion</i>	Wednesday, June 14

SUMMER 2017 May 30 - July 25	
	NO FRIDAY CLASSES
Probation Warnings Issued **	Wednesday, June 21
Independence Day	Tuesday, July 4
<i>IEP Excursion</i>	Thursday, July 6
LAST DAY OF CLASSES	Tuesday, July 25
<i>Closing Lunch</i>	
Advising and Registration for Fall I	Wed.-Friday, July 26-28

*See Course Withdrawal Policy in Student Handbook, under 'Registration' section. **Academic Warnings may be submitted any time during the term.

Schedule of Action Items

The following Schedule of Action Items indicates at what point during the term certain activities or processes are to be completed by the student, instructor, or ELI staff.

Schedule of Action Items		
Timeline	Deliverable	Owner
Day of Registration	Academic advising	Academic Director
	Register for classes	Assistant Director
	Pay your term bill or submit your preliminary Financial Guarantee	Business Manager
Prior to start of Classes	All returning sponsored students submit Financial Guarantee with dates valid for the entire term	Business Manager
	All returning students must be registered and paid in full	
1 st Class	Attend your classes and verify your registration	Instructor
	Present syllabus & Policies/Procedures	
	Students sign for distributed textbooks	
1 st Day of Class 4:30PM	Returning sponsored students who have not submitted valid Financial Guarantees are withdrawn from the program with SEVIS record terminated	Business Manager
1 st Week	Schedule and attend Library tour	Instructor
1 st Week	Students must attend 3 Mandatory Informational Sessions at 3:15pm regarding Immigration Services, Public Safety, and Buddy/Conversation Program-SHU ID & Email creation	Assistant Director
1 st Week of term	Enrollment letters emailed to students	Assistant Director
1 st Week of term	Sponsored students must submit their enrollment letters to your government	Student
Monday of 2 nd Week 8:30AM	New sponsored students must submit Financial Guarantees with dates valid for the entire term	Business Manager
Monday of 2 nd Week 4:30PM	New sponsored students who have no submitted valid Financial Guarantees are withdrawn from the program with SEVIS record terminated	Business Manager
2 nd Week	Students must pick up and sign out their textbooks for each course at the English Language Institute Office	Business Manager
Mid-Term	Provide mid-term Pass/Fail & Academic warnings to ELI staff	Instructor
Mid-Term	Issue Probation Letters to at risk students	Assistant Director
Mid-Term	Meet with at risk students	Academic Director
1 Week prior to last day of class	Submit Grades to ELI Assistant Directory and Academic Director	Instructor
1 Week prior to last day of class	Proficiency Testing	Assistant Director
LAST MONDAY of term	Make-up work due	Student
LAST THURSDAY of term	Evaluations (instructors proctoring each other)	Instructor
LAST THURSDAY of term	Transcripts, Certificates, Test Scores (End of Term Lunch)	Assistant Director
LAST THURSDAY of term	Discuss FSR's with each student	Instructor
Week after term end	Complete Failure reports on black board	Instructor

Registration

Testing

Placement Test

Students are placed in the appropriate level (1-6) based on the initial placement test.

New Students

In order to enroll in courses, all new students must take a placement test on or before New Student Orientation day. The placement test taken at Sacred Heart using a computer and is approximately 1.5hrs long. Students receive their test score and level placement at registration.

Classroom Locations

Classroom locations will be posted at the start of each term, in the ELI office.

Registration

New students- Must register in person at the ELI, on or before New Student Orientation Day.*

*Students must take a placement test before they register for the term.

Returning students- Must register and pay in full on or before the Last Day to Register, as listed on the ELI Academic Calendar. Any returning student who has not registered and paid in full by this date will be subject to a Late Registration and Payment Fee of \$75. The Late Registration and Payment Fee must be paid in order to process course registrations after the Last Day to Register. To register, students must complete the Registration Form, available in the ELI office

Registration Blocks

There are several reasons why a student may not be able to register for the term. Among them:

- Probation due to absence or academic failure
- Held grades from a previous term
- Overdue payment
- Not submitting medical records or immunizations
- Not having health insurance (full-time students)
- Not showing proof of health insurance
- Visa status

It is the student's responsibility to resolve any registration blocks.

Add/Drop

A student may change his or her course selection only within the first week of the semester. Adding or dropping courses may affect a student's visa status or billing. See the Academic Calendar for add/drop deadlines.

New Students who would like to add or drop a class must:

- Complete an Add/Drop Form and have it signed by the academic director or course instructor prior to the add/drop deadline as listed on the ELI academic calendar.
- Bring the signed Add/Drop Form to the Assistant Director for approval and processing.

A request to add or drop a course is not guaranteed. If the request is denied the student must continue with the assigned course(s) or risk failing the course.

F-1 Visa Students

Students on an F-1 visa must attend the program full-time. A student cannot drop below 20 hours of study per week, otherwise the student will be in violation of his or her visa status.

Tuition and Fees

Tuition and program fees at the English Language Institute (ELI) are based on course enrollment. The charge per course may vary for each program. All tuition and fees must be paid before registration for each term or session. Students will not be allowed to register with a prior account balance. Test scores, certificates, and/or educational verification will not be issued until all financial obligations to the English Language Institute have been met. The English Language Institute reserves the right to require any past account balance to be paid by certified check.

Payment of Tuition and Fees

Students can pay tuition and other fees in full online. Cash or check payments must be arranged at the Office of the Business Manager. Cash payments can only be accepted Monday-Friday, during Cashier operating hours. All checks should be made payable to Sacred Heart University. Refer to the Student Accounts web page (www.sacredheart.edu) for current Cashier operating hours.

Payment Plan Options

The English Language Institute is unable to offer payment plans at this time. All tuition and fees must be paid prior to the start of classes for each term or session.

Fees

TUITION (per course)

Full Time Intensive English Program: \$1800/4 courses

Part Time Intensive English Program – Day: \$450/course

Part Time Intensive English Program – Night: \$285/course

English as a Second Language Online Program (nonrefundable): \$480/course

PROGRAM FEES (per course)

Full Time Intensive English Program (nonrefundable): \$600/4 courses

Part Time Intensive English Program – Day (nonrefundable): \$150/course

Part Time Intensive English Program – Night (nonrefundable): \$40/course

Mandatory Fees (vary per program)

Intensive English Program / Night Program

ELI Applicant and Testing Fee (nonrefundable): \$115

ESL Online Program

ESL Online Application Fee (nonrefundable): \$75

ESL Online Placement Level Test Fee (nonrefundable): \$40

Other Fees

ELI Late Registration Fee: \$75

Credit Card Reject Fee: \$50

ELI Late Payment Fee: \$75

Return Check Fee: \$40

ELI English Level Test Fee (optional testing): \$40

Online ESL, One Month Extension: \$100

Materials Replacement Fee: (Based upon the replacement and shipping costs of the materials)

It is the sole responsibility of the student to maintain a correct mailing address with the ELI.

Program Books/Materials and Fees

The cost of all program books and materials is included in the Program Fee. Students must pick up their books prior to each class during the **second week of classes**. Students assume full responsibility for books and materials upon receipt. Program books and materials will not be lent out to students who misplace them or fail to bring them to class. Students are responsible for paying a Materials Replacement Fee for all lost or damaged materials based on the replacement and shipping costs of the materials.

All program books and materials from Withdrawn or Dropped courses must be returned in **like-new condition** to the Office of the Business Manager. Students who do not return program books and materials or return damaged books and materials will be charged a Materials Replacement Fee based on the replacement and shipping costs of the materials. Book replacement fee is \$50 each book.

WITHDRAWAL/REFUNDS

It is the responsibility of the student to request a refund for any payments made in error. You must provide the complete payment type, date/amount of transaction, and proof of payment/receipt. Please contact the English Language Institute Business Manager to request a refund for any payments made in error.

Withdrawals from courses must be made in writing to the Assistant Director's Office. Official withdrawal is necessary to assure the proper entry of grades on the transcript and the determination of any refund, if applicable. Refunds can take four to six weeks to process. After withdrawing, students must contact the English Language Institute Business Manager to receive a refund. Refunds are only given to students who have no outstanding balances and have returned all program books and materials to the Office of the Business Manager.

Refunds are based on the full tuition charges. Failure to withdraw properly will result in the issuance of a withdrawal/ failure (WF) grade. Those who improperly withdraw will be charged full tuition. All refunds will be based on the refund schedule and determined by the date of notification to the Assistant Director's Office, not the date of the last class attended. Tuition refunds are based on the tuition charge:

90% Before the start of the term

75% During the first week of the term

0% After the First week of the term

Registration and program fees are nonrefundable unless the course is canceled.

Refunds will not be issued for any student who is dismissed from the program due to a violation or failure to comply with the policies and procedures of the English Language Institute, Sacred Heart University and/or Immigration regulations.

ESL Online withdrawal/refund policy

Tuition refund for ESL Online programs is 100% prior to start of the program and 0% after the start of the program. Refunds can take four to six weeks to process. After withdrawing, students must contact the English Language Institute Business Manager to receive a refund. Refunds are only given to students who have no outstanding balances and have returned all program books and materials to the Office of the Business Manager.

PROVISIONALLY ACCEPTED STUDENTS AND FEES

The ELI Application and Testing Fee is waived for all students who are provisionally accepted to a Sacred Heart University academic program. All English Language Institute Tuition and Fees policies and procedures apply for all provisional students upon enrollment in an English Language Institute program. Provisional students that test out of ESL and are approved to transfer into their academic program (within the first week of term) may request that their payments be transferred/credited to their academic student account. These students must complete the Provisional Student Program Transfer form in order to have their Tuition and Fees payments transferred in

full to their student account. The Provisional Student Program Transfer form is available by request from the Business Manager.

SPONSORED STUDENTS/FINANCIAL GUARANTEES

Financial Guarantees must be valid for the entire term. All new sponsored students must provide their Financial Guarantees no later than 8:30am on the first day of the second week of classes. Students who have not provided their Financial Guarantees by this deadline **cannot attend classes** and have until the 4:30pm that day to provide their Financial Guarantee. Students who have not provided their Financial Guarantee by that time will be dismissed from the program and their SEVIS record terminated.

Returning sponsored students must provide a Financial Guarantee that is valid for the entire term prior to the start of classes. Students who have not provided their Financial Guarantee by that time **cannot attend classes** and will have until 4:30pm on the first day of classes to provide their Financial Guarantee. Students who have not provided their Financial Guarantee by that time will be dismissed from the program and their SEVIS record terminated.

All policies, procedures, tuition and fees are subject to change. Please contact the English Language Institute Business Manager with any questions.

Academic Program

Language Levels

Level Placement

New Students- Students are placed in the appropriate level (1-6) based on the initial placement test.

Returning Students- Returning students are promoted to the next level based the results of his or her Final Student Reports (FSR), which are submitted by the instructors at the end of the previous term. Instructors review the FSR in class, at the beginning of the term, so students can understand the expectations and objectives of the course.

Students may view the FSR online, in Blackboard.

Level Promotion

Students must pass all courses in the level to be promoted. If a student fails any of the courses within a level, he or she must repeat the entire level.

In the last week of the term, students are required to:

- Meet with the Assistant Director to review and sign his or her FSR.
- If necessary, meet with the Academic Director for academic advising.

Continuous Language Testing

At the end of every term, students are required to take a proficiency test to track their ongoing progress. This test is independent of the FSR. The proficiency tests are used to monitor the success of students' language learning efforts. After each test, students receive a letter indicating their test score and level placement.

The proficiency tests are not used to determine promotion between levels; however, the results can be referenced in a situation where a student questions their level of placement.

Change of Level

A student may request to change language levels. To request a change of level the student must

- Complete a Change of Level Form, available in the ELI office, and return it to the Academic Director.
- Schedule a meeting with the Academic Director to review the request.

No level change requests will be permitted after the first week of classes.

A request to change levels is not guaranteed. If the request is denied, the student must continue with the assigned level or risk failing the term.

Attendance Policy

All students have to sign in to class each day, upon arrival. If a student arrives late to class, as determined by instructor, the student will not be allowed to sign into that class. A late arrival will be counted as a missed class.

- Students are required to attend ALL classes (100% attendance is required).
- If a student leaves the class early, without permission, the instructor will mark the student absent.

Absence Policy

Students are allowed no more than 2 class absences in each course. More than 2 missed classes will result in the student receiving a warning letter. 4 class absences will result in the student being placed on probation (see Probation Policy).

Holiday Absence

Due to the many religious holidays that ELI students celebrate, students are permitted to be absent from class on a holiday, if they inform the instructor that they will not be attending class due to this reason. However, this non-attendance will still count toward the absence policy. Students are still expected to make up the classwork and other expected homework or assignments.

Medical Absence

If a student continues to miss classes because of a serious medical illness, the student must notify and meet with the Assistant Director.

IEP Enrichment Activities

IEP enrichment activities, including advising, conversation partner sessions, group meetings, events, and fieldtrips are an important part of the overall IEP program*. Full-time IEP students are required to attend the following activities each term:**

- 8 hours of conversation partner sessions (*optional for part-time students*)
 - o Attendance at student clubs can be substituted for 4 hours of conversation partner sessions
- 1 excursion and 1 cultural activity per term (*optional for part-time students*)
- 2 academic advising sessions with the Academic Director
- 1 student advising and registration meeting with the Assistant Director

* The above activities are a mandatory part of the full-time IEP program. Missing any activities will result in points deducted from final grades or, on fieldtrip days, being marked as absent from class.

Part-time students are encouraged to attend conversation partner sessions and fieldtrips. Part-time students that cannot attend fieldtrips will be marked as excused.

** Each of these activities must be scheduled in advance. If the student cannot attend a scheduled activity, he or she must provide advanced notification.

Probation Policy

If a student has 4 or more absences across multiple classes the student will be placed on probation. The student will be informed by email and in writing. The student is expected to attend a meeting with the Assistant Director the next business day to address the attendance issues.

The student must understand the seriousness of not attending class. While on probation, the student is not allowed to miss a class, be late for a class, or leave the class early. If the student has 1 more absence (totaling 5 absences) while on probation:

- The student will not be permitted to register for the next term (F1 students will risk their I-20/SEVIS Status to be terminated)
- The student will fail the class and have to repeat the entire IEP level.

Getting Off Probation

Probation lasts until the end of the term.

Academic Materials

Blackboard

Blackboard is a virtual learning environment that can be accessed from any location with an internet connection. Instructors use Blackboard to post information, syllabi, assignments, assessments, grades, and additional content to students. All of your instructors use Blackboard in their classes.

To access your email address, go to (<http://myshu.sacredheart.edu>) and click on the *Blackboard* icon. 

Additional Blackboard training is available at

<http://www.sacredheart.edu/officeservices/informationtechnology/blackboard/informationforstudents/>

Books

All books are provided to students during the second week of classes and are available for pickup at the English Language Institute office before and after class sessions. The cost of books is included in tuition. Replacement books cost \$50 each and must be requested by the student.

Syllabus

At the beginning of each term, instructors will provide students with a course syllabus. A syllabus tells students everything they need to know about how a course will run and what will be expected of students. Generally, it includes course policies, rules and regulations, a schedule of assignments, and Student Learning Outcomes (SLOs) detailing how to complete the course with a passing grade.

It is the student's responsibility to know the syllabus. Always consult the syllabus for information on assignments, due dates, grading criteria, and the schedule. Instructors expect students to read the syllabus thoroughly and to keep up with assignments that are listed there without being reminded.

Advising and Assistance

Advising

All students must sign up for 2 mandatory advising sessions per term with the Academic Director. The purpose of these advising sessions is to reflect on their success and raise any questions students may have regarding their academic progress. The Advising sessions are important to make sure that all students' expectations match the ELI requirements for successful completion of the courses.

Students also need to sign up for 1 mandatory advising session with the Assistant Director, mid-way through the term, to discuss any non-academic issues.

Conversation Partners/Buddy Program

The Conversation Partner/Buddy Program provides a chance for students to meet one on one with an English speaker from the Sacred Heart community. At the beginning of the term, IEP students sign up for conversation partners. They are then matched with a volunteer (often a SHU student) who is an English speaker. The partners then meet 1 to 2 times a week for about an hour each time.

Full-time IEP students are required to attend at least 8 conversation partner sessions per term.

- Attendance at student club meetings can be substituted for 4 hours of conversation partner sessions

Part-time IEP students are encouraged to attend conversation partner sessions. Sometimes the partner who speaks English is trying to learn the native language of the ELI student. If they are, the partners will spend about half of the time speaking in that language and the other half speaking in English. The Conversation Partner Program is a great way to get one-on-one English practice and to become friends with someone from the U.S.

- Contact the Assistant Director to sign up for a conversation partner or to get student club schedules.

Individual Tutoring

Individual tutoring is available for all IEP students in need of extra help outside of regularly scheduled class times. Contact the Academic Director to schedule individual tutoring.

Program Enrichment

Learning English takes place both inside and outside the classroom. The IEP includes multiple enrichment opportunities to help students improve their English language skills. These enrichment opportunities, such as fieldtrips, group meals, seminars, workshops, and clubs, are included as part of tuition and students are expected to attend all activities. (See the Sample Annual Schedule for a summary of activities).

Excursions

One excursion is scheduled each term. Excursions are mandatory for full-time students and optional for part-time students. They are an opportunity to learn outside the classroom, experience the local area, and socialize with other ELI students.

For full-time IEP students, excursions are mandatory. Fulltime IEP students who do not attend will be marked as absent and unexcused.

Part-time students are encouraged to attend conversation partner sessions and excursions. Part-time students that cannot attend excursions will be marked as excused.

Group Meals

Two group meals are scheduled each term, a Welcome lunch and an End of Term lunch. Students are expected to attend both lunches.

ELI Assembly

Offered every two weeks, the *ELI Assembly Series* provides IEP students the opportunity to increase their understanding of various elements of American life. Three topics are presented each term focused on an academic, cultural, or wellness theme. Presentations are given by Sacred Heart faculty and staff, chosen for their expertise and their varied perspectives, professions, and personal histories.

Optional Activities

ELI Clubs

Clubs are a good way to practice English, as well as to make friends and develop hobbies. Students can join the ELI Media Club or the SHU Interfaith Council. Students can also propose a new ELI club. Speak to the Assistant Director for more information about clubs.

Volunteering

The Office of Volunteer Programs provides opportunities for students to volunteer at local non-profit organizations or work with elementary school children in the Bridgeport area. Volunteering is a great way to engage with the local community, practice English, and learn more about American culture. Visit the VPSL office to learn more: www.sacredheart.edu/faithservice/volunteerprogramsservicelearning

Academic Expectations

Class Participation

Active class participation, multiple times in each class, is an important part of the course experience. Class participation will help students improve their English language skills and is counted in the final grade.

Academic Dishonesty (Plagiarism)

What is Plagiarism

Many cultures view copying and repeating instructors or other expert sources as academically acceptable and even complimentary to the individual or group that created the information used. The U.S. does not share this view. In the U.S., this action is called *Plagiarism*.

Plagiarism is very important to understand when studying in the U.S. To plagiarize is a serious offence. Plagiarism can mean several things:

- To turn in someone else's work as your own.
- Copying words or ideas from someone else without giving credit to the original author.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit to the original author.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit to the author or not.

All students, whether the action was intentional or not, are subject to the University's plagiarism policies. There are free tools to help students determine if they are plagiarizing an essay. For example, the <http://turnitin.com> website allows students to upload their work and have it checked for plagiarism.

If a student does not understand the concept of plagiarism, or are unsure if he or she is plagiarizing, it is the student's responsibility to speak with his or her instructors or the Academic Director.

Violations of Academic Integrity

When an instructor encounters a suspected case of academic dishonesty (plagiarism), he or she will address the matter with the student, after collecting whatever evidence may be available and relevant. The instructor has the right to ask the student to provide evidence about the sources used or other reasonable requests to establish the work the student did.

If the instructor discovers that the student did act dishonestly, he or she will assign a penalty of a failing grade for the assignment. In addition, the instructor may immediately assign the student a grade of "F" for the course. Cases of improper citation are a matter of instructor discretion. The instructor will report in writing the incident of academic dishonesty and the sanction imposed to the Academic Director.

Appealing a Reported Violation of Academic Integrity

The student who claims he or she did not act dishonestly should attempt a resolution with the instructor. If the resolution was not satisfactory, the student may appeal the grade.

The procedure for a documented appeal is:

- If the instructor imposes a sanction because he or she finds the student acted in violation of academic integrity, the student may present a case in writing with supporting evidence to the Academic Director.
 - o A documented appeal associated with a grade must be presented in writing within fifteen working days of the notification.
- If the Academic Director finds that the appeal has merit, she will convene an appeal committee.

- This committee will consist of three instructors: one selected by the student, one selected by the instructor who taught the course, and one selected by the Academic Director.
- After reviewing all documented evidence, the appeal committee will then propose a solution that the grade either stands or should be reviewed by the instructor. This concludes the process.

Grading

Grading Policy

Grades are awarded on a Pass or Fail basis. All courses are non-credit bearing. Students must receive 80% of the Student Learning Outcomes (SLO), as stated in the course syllabus, to receive a passing grade.

Evaluation and Assessment

Students are evaluated by an instructor based on the grading structure provided in the course syllabus. Instructors may give assignments and exams throughout the course, as well as at the end of the term. Students will receive a Pass or Fail grade for each course, at the end of the term. Final grades are entered into Blackboard by the instructor within 3 days of the end of the term.

Failing a Course

Students can fail a course due to attendance issues (absence, tardiness), incomplete homework assignments, lack of class participation, or lack of language progress, among other reasons.

Mid-term Warning

Instructors provide students mid-term failure warnings halfway through the term (see Academic Calendar). If a student receives a mid-term warning, he or she must schedule an appointment with the instructor to arrange a plan for success, and possibly private tutoring sessions.

Final Student Report

The Final Student Report (FSR) is a major qualifying criterion for a student's promotion/demotion.

Presented at the beginning of each course, the FSR is explained along with the syllabus. A copy of an FSR is attached to each syllabus and referred to by an instructor during the entire semester as a final decision maker in student's promotion.

The FSRs are identical with the SLOs – the difference is that the SLO is a part of the syllabus as it is a set of goals set by an instructor at the beginning of the semester. While the FSR is a separate document that is filled out by an instructor at the end of the semester, it is also available for any student to view on Blackboard.

Evaluation Surveys

Students have the opportunity to evaluate the courses, instructors, enrichment activities, and overall IEP program. It is important for students to thoughtfully complete any and all evaluations so that ELI staff can continue to improve the IEP experience. All evaluations and surveys are confidential.

Course and Instructor Evaluations

In the last week of the term, students will complete an online evaluation of each course and instructor. The surveys will be completed during class time and proctored by instructors not assigned to the course being evaluated.

Program Evaluations

At the end of the term, students will complete an online evaluation of the IEP experience that term. The survey will be completed during class.

Enrichment Activity Evaluations

Multiple enrichment activities are held each term, including fieldtrips and other events. Students will complete evaluation surveys after each activity, administered by either ELI staff or instructors.

Exit Evaluation

Students who will not return for the following term are asked to complete an Exit Survey prior to departure. This survey is available from the Assistant Director.

Student Conduct

Sacred Heart and the ELI strive and aspire to foster an academic community that promotes the intellectual, personal, social, and ethical development of its students. To achieve this, the ELI expects all members of the educational community to create safe environments conducive for the learning, growth, and success of everyone. The ELI community is committed to a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse.

Conduct Policy

Students are expected to follow standards of conduct that form the basis of the *Code of Student Conduct & Community Standards* (the Code). These standards are values that include integrity, social justice, respect, community, and responsibility. Each student is responsible for their conduct and to assume reasonable responsibility for the behavior of others. More information about the University Code is available on the Sacred Heart website. <http://www.sacredheart.edu/campuslife/lifeonoffcampus/studentconductcommunitystandards/>

Conduct Violations

Violations of the Code may result in student sanctions. The Code applies to behaviors that take place on the campus, at University-sponsored events, and may also apply off-campus when an ELI staff member determines that the action violates the Code. The Code may be applied to behavior conducted online, via email, or other electronic medium (such as social media).

Code violations include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others.
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder.
- Any situation that is detrimental to the educational mission and/or interests of the University.

Reporting a Violation

There is no time limit on reporting violations of the Code; however, the longer a student waits to report the misconduct, the harder it becomes for the ELI to investigate alleged violations. Though anonymous complaints are permitted, doing so may limit the ELI's ability to investigate and respond to a complaint. Students who are aware of misconduct are encouraged to report it as quickly as possible to the Assistant Director.

If a student or instructor notifies the Assistant Director about inappropriate student behavior, or a violation of the Code, the Assistant Director will:

- Document the situation and place it in the student's file.
- Meet with the student to discuss the reported violation and potential consequences.

If the behavior or violation continues the Academic Director or the Executive Director of Global Affairs may become involved. Serious violations may result in a student's termination.

Title IX Coordinator

If you are stalked, sexually harassed or assaulted, experience relationship violence, or know of someone this is happening to, please notify Ms. Leonora Campbell, the University's Title IX Coordinator. The Title IX Coordinator is responsible for Title IX law violations such as stalking, sexual harassment and sexual assault.

Phone: (203)396-8386

Email: campbelll@sacredheart.edu

Office Hours: Monday-Friday: 9AM-5PM

Office Location: Melady Hall 221

It is the responsibility of every person in the Sacred Heart community to comply with the laws and regulations of Title IX, in order to ensure we have a safe environment conducive to learning and student success.

Registering a Complaint

The process to register a complaint is as follows:

- Fill out and submit a Complaint Form, available in the ELI office, to the Assistant Director.
 - o An email will be sent to the student acknowledging receipt of the complaint and informing the student of follow-up actions or a resolution.
- If necessary, meet with the Assistant Director to discuss the complaint.
 - o If the situation cannot be resolved by the Assistant Director, the student will meet with either the Academic Director or the Executive Director of Global Affairs, whichever person is most appropriate.
- The resolution is determined by the Assistant Director or Academic Director. Appeals are heard by the Executive Director of Global Affairs.
 - o Once a resolution is determined, an email will be sent by the Academic Director notifying the student of the resolution and detailing the response.

Health and Immunizations

Health Insurance

All full-time students and their dependents participating in the English Language Institute's Intensive English Program **must maintain adequate health insurance coverage during their studies.**

Using the Proof of Health Insurance Coverage Form, you must provide proof of health insurance coverage by the end of the first week of classes. If you do not provide proof of coverage by this deadline you cannot attend your classes. You will be deregistered from the term and you will not be able to reenroll until after you provide proof of coverage. Download the *Proof of Health Insurance Coverage Form* here: <http://bit.ly/2d37aCp>

Minimum Coverage Requirements

You are required to have medical insurance coverage with the following minimum benefits:

Category	Minimum Requirements
US Coverage:	Insurance must be valid in the U.S.
Medical Benefits:	At least \$100,000 medical benefits coverage for each accident/illness (per U.S. Dept. of State recommendations)
Co-insurance / Co-pay:	Minimum 80% co-insurance (recommended is 90%, where Student must pay no more than 10%)
Medical Evacuation:	Medical Evacuation coverage at least \$50,000 (per U.S. Dept. of State recommendations)
Repatriation:	Medical Repatriation or Repatriation of remains coverage at least \$25,000 (per U.S. Dept. of State recommendations)
Daily limits:	No daily capped benefits (i.e.: limits on daily hospital expenses)
Category	Recommended Requirements
Deductible:	Maximum deductible of \$500 per year
Exclusions:	Insurance cannot exclude major illnesses (i.e.: cancer) or conditions. Pregnancy coverage strongly recommended.

Obtaining Health Insurance Coverage

Acceptable health insurance policies include:

- Policies for students sponsored by their home government or the U.S. government (e.g. SACM)
 - HTH Worldwide (HTH Global Navigator for Students plan): www.hthstudents.com
 - International Student Insurance (Select plan or Elite plan)
<http://www.internationalstudent.com/insurance/student-secure/benefits/>
- Students covered with a U.S. policy through their own or a family member's employment that meet the minimum coverage requirements
- Another U.S. health insurance provider that meets the minimum coverage requirements

Why you need health insurance¹

As an international student, you are not eligible for any federal or state welfare assistance, and if you are uninsured, you are held legally responsible for paying all your medical expenses. Medical care in the U.S. is extremely expensive.

Treatment costs for a simple broken wrist can exceed \$500. A routine surgical procedure, such as an appendectomy, can cost as much as \$10,000. Without insurance, you might experience financial ruin resulting from a serious accident or illness. This could prevent you from completing your studies in the U.S.

Immunizations

All new students are required to submit their *Immunizations Records* form (Vaccination History) before they can be registered for courses. If a student does not submit completed forms by New Student Orientation, he or she will not be allowed to register for the term (F-1 visa students will risk their visa status). The form is included in students' Welcome Packets, and also available from the Assistant Director.

Wellness Center

Wellness Center services are available during the academic year. No services are provided during the summer.

Counseling Services

The Counseling Center provides support services of a holistic student development nature, and attends to members of the University community who may be experiencing some difficulty in adjusting to emotional wellness issues. The University provides professional counselors who are available weekdays for individual, personal counseling sessions and psychotropic counseling. Many personal development workshops are offered by the Counseling Center, as well as group topical counseling sessions. For longer-term therapy, the staff makes referrals to local professionals at an individual cost to the student. For additional information about the Counseling Center, call 203-371-7955.

Health Services

Health Services offers daily first-response treatment for minor health-related issues. A physician and nurse practitioners are on campus for appointments throughout the week (Monday–Friday) at no cost to students.

Staffed by registered nurses and open 5 days a week, Health Services also handles state immunization requirements and University insurance requirements and coordinates health promotion workshops. Health Services can also make referrals to local health care facilities, fill many basic prescriptions on campus, and arrange with a local pharmacy to deliver to campus. For additional information about Health Services, call 203-371-7838.

Local Healthcare Facilities

Private doctors treat non-emergency patients by appointment during regular office hours, typically 9 a.m. until 5 p.m. Minor emergency clinics (walk-in/urgent care centers) do not require appointments, and are usually open on weekends and holidays. In case of serious emergency, go to the nearest hospital emergency room -- by ambulance if necessary. Hospital emergency rooms are designed to treat life-threatening ailments; this is typically the most expensive place to receive care.

If you need to use a medical facility, but are uncomfortable with your English skills, ask a friend to go with you. Proper communication is very important! Translators are available upon request.

Below are the two health care facilities that are closest to campus.

St. Vincent Immediate Health Care
(urgent care center)
4600 Main Street
Bridgeport, CT
Phone: 203-371-4445
<http://www.stvincents.org/medical-services/urgent-care>

St. Vincent Medical Center
(hospital)
2800 Main Street
Bridgeport, CT
Phone: 203-576-6000
<http://www.stvincents.org>

SHU ID

SHU ID Number

Students will receive a SHU ID number during the application and enrollment process.

SHU ID Card

Students must carry their Student Identification Card (SHUCard) at all times and must show it to campus officials upon request. The ID card acts as a student's library card, meal card, and for entrance to student events.

Getting a SHUCard

All IEP students receive one SHUCard free of charge by presenting an *ID Voucher* given at New Student Orientation.

If you are not pleased with your photo you can upload a new one by following the instructions in the following link. Be aware, a new ID costs \$25.

<http://www.sacredheart.edu/campuslife/lifeonoffcampus/shucard/uploadyourshucardphoto/>

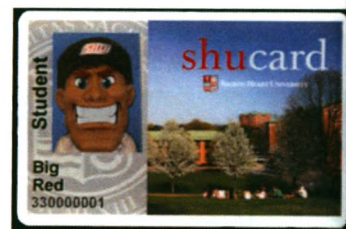
ID cards are non-transferable and cannot be traded. There is a \$25 fee to replace a lost, damaged (including magnetic strips) and/or tampered with ID card. ID cards are to be kept from year to year. The Student Union Office does not recommend punching a hole in the ID card for key chains or neck rings. The SHUCards is the property of SHU.

ID Office

The ID room is located in the Student Union Office and is open **Monday - Friday, 8:00 AM - 10:00 PM** (hours may be shorter in the summer).

Adding Money to the SHUCard

Students add money to their SHUCard account any time and in any amount. The money can be used in SHU dining facilities, at the copy and print machines, and in several stores around town. The quickest way to add money is through Blackboard or visiting the PHIL machine (Payment Headquarters in Location) located outside the Student Union Office.



Communication and Technology

SHU Network Account

Students **are required** to activate their SHU Network Account immediately after receiving a SHU ID. Activating the account creates a username and password, which is used to access the internet, create a SHU email account, and access other online services. Request assistance from your Conversational Buddy to create your account and ID card.

Activating Your Account

To activate your network account:

- Go to MySHU (<http://myshu.sacredheart.edu>) and click on "First Time User"
- Enter
 - o The last 7 digits of your SHU ID in "SHU ID Number"
 - o The last 7 digits of your SHU ID again in "Social Security Number"
 - o Your date of birth in Month/Day/Year format (example: 11/25/1989)
- Click
 - o "Enter"
 - o "Students (click here)"
 - o "Next"

- Create a password. It must contain:
 - o A capital letter
 - o A lower case letter
 - o A number
 - o A symbol (example: !@#\$_)
- * *Cannot contain your name*
- ** *Example of a password: English_44*
- Enter the password again
- Enter your cell phone number (you will be added to the University's Emergency Alert System)
- Click "Submit"

The system will generate your username and email address. To access your email address, go to (<http://myshu.sacredheart.edu>) and click on the Outlook icon. 

* Students can have their Sacred Heart University emails forwarded to their personal email account.

If you need assistance activating your account, technical support is available at The Factory, located on the first floor of the Academic Building. Or, contact the Assistant Director.

[Forgot your Username or Password?](#)

To reset your password, use the link below:

<https://mycas.sacredheart.edu/cas/login?service=https%3A%2F%2Fmyshu.sacredheart.edu%2Fpaf%2Fauthorize>

If you cannot remember your username, which is usually your last name and first initial (and perhaps a number if you have a common name) you can always call The Factory.

University Communication Policy

University email is Sacred Heart University's primary means of communication with students. Students are responsible for all communication delivered to their University email address.

SHU Email

Email is the official method of communication for all Sacred Heart University faculty, staff, and students. It is important that you set up your account immediately, and regularly check your emails for important information.

To check your email go to MySHU (<http://myshu.sacredheart.edu>) . You will be prompted to enter your user ID and password. On the left side under *Launch Pad*, click on the Outlook icon to access your email. 

MySHU

MySHU features direct access to Sacred Heart's most popular online tools and services. Students can access the MySHU Portal by logging into <https://myshu.sacredheart.edu/> or by clicking on MySHU at Sacred Heart's website homepage.

Once logged in, students can launch favorite services like email, Blackboard, and Web Advisor, see the latest events on campus, add money to their SHU ID card, receive important notifications, and access all that Sacred Heart University Online has to offer with a single sign-in.

SHU APP

The University has several useful APPS that students' can download from the iTunes or Android APP stores. Available at <http://www.sacredheart.edu/aboutshu/sacredheartmobileapps/>

[YouVisit Virtual Tour](#)

Take a virtual campus tour using this app

[SHU Shuttle Tracker](#)

The SHUttle app allows students to see the location of the shuttle in real time, including when it will arrive and depart from shuttle stop locations.
<http://www.sacredheartushuttles.com/>

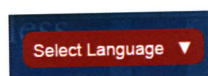
Technical Support

[The Factory](#)

The Factory is the University's combined Help Desk and Call Center. In one location students can get help with all things IT related. Most problems that require on-site visits or hardware repairs to laptops can also be done at the Factory. Feel free to stop by to speak with a technician in person or have your laptop looked at. The Factory is located across the hall from 63's dining hall exit. Alternatively, call The Factory at 203-365-7575.


Website Translation

We understand that IEP students are learning English, and that navigating the Sacred Heart website in English may be difficult. Most web pages can be translated into your native language. Simply, click on the "Select Language" button on the upper left of the web page.



University Information

Sacred Heart University

Founded in 1963, SHU is a Catholic, private coeducational, residential, four-year liberal arts institution granting bachelor's and master's degrees, as well as doctorate degrees in physical therapy and nursing practice. As the first lay-led Catholic university in the United States and the second-largest Catholic university in New England, Sacred Heart University is one of the fastest-growing universities in the Northeast. For the past six years, Sacred Heart University has been listed among the top institutions in the North by *U.S. News & World Report*. The University comprises six distinct colleges and one school: College of Arts & Sciences; School of Communication & Media Arts; College of Health Professions; College of Nursing; Isabelle Farrington College of Education; University College; and the AACSB-accredited Jack Welch College of Business, committed to educating students in the leadership tradition and legacy of Jack Welch. *Sacred Heart University is a NON-SMOKING CAMPUS* 

[University Admissions](#)

Many IEP students apply to SHU undergraduate and graduate degree programs. Students who complete level 6, Advanced High, of the IEP program do not have to take the TOEFL exam. Students should schedule an appointment with an Admissions counselor at least one semester before the application deadline. Students can also speak with the Assistant Director to schedule an appointment with an Admissions Counselor. The Admissions Office is located in Curtis Hall, or learn more at www.sacredheart.edu/admissions

[University-Wide Activities and Events](#)

Sacred Heart offers many events and activities throughout the year, including lectures, seminars, theater and musicals, dances, fundraisers, sporting activities, and more. Students can participate in campus activities and events and meet other ELI and Sacred Heart students.

Visit the University's Calendar of Events for more information: www.sacredheart.edu/aboutshu/calendars

The main Student Life web page is: www.sacredheart.edu/campuslife

Campus Dining

The University's meal plan is a hybrid declining balance "all you can eat" program. A convenient way to purchase food is to add *points* to your SHU ID Card. Points can be used for meals, snacks, and ice cream to grocery items, and convenience items such as toiletries.

Points may also be used in 63'S Dining Hall in the main Academic Center, the Food Court in McMahon Commons, Outtakes (a convenience-style store), Holy Grounds Café featuring Mondo Subs located in the Christian Witness Commons, and the Cambridge Café located in the College of Education and Health Professions on Cambridge Drive, Trumbull, and at all home football and basketball games. More information about SHU dining options is available here: www.dineoncampus.com/shu

Recreation

Several fitness centers, an aerobics/dance room, and a weight training facility are good ways to relax, exercise, socialize, and enjoy healthy activity to balance out a rigorous academic schedule. The Pitt Center is the main recreational facility.

Additional information about the fitness centers is available at www.sacredheart.edu/athletics/intramuralsports/fitnessclasses.

How To Access Recreation Facilities

Use your SHU ID and if you have any issues please see your assistance

Campus Safety

Sacred Heart University places a high priority on the personal safety of students, faculty, staff and visitors. The Department of Public Safety is fosters and maintains a safe and secure university environment. While the University can never guarantee 100% safety for members of the university community, measures can be taken to prevent emergencies before they happen. Reading the following information is an important proactive step to ensuring your safety.

Sacred Heart University maintains a full time, full service Department of Public Safety. Officers are on duty 24 hours-a-day, 365 days-a-year. Public Safety Officers patrol the entire campus on foot, bicycle or vehicle. Safety APPs

The University has several useful Campus Safety APPS that students' can download from the iTunes or Android APP stores. Available at <http://www.sacredheart.edu/aboutshu/sacredheartmobileapps/>

SHU Safe

An emergency communication tool that connects to SHU campus security. The APP can be used to:

- Place emergency calls,
- Report something suspicious
- Provide a safety check (to let someone know when you will arrive somewhere).

Silent Witness

The Silent Witness Program was designed as a means for students to provide anonymous information to:

- Prevent Violence on Campus.
- Assist Persons at Risk from Harming Themselves or Others.
- Report Improper Conduct.
- Report General Safety & Security Concerns.
- Report Concern for a "Missing Student"

Text Message Alerts

Sacred Heart has implemented an Emergency Notification system that sends emergency text messages to students. Participation in the Emergency Notification program is mandatory. Students must register their cell phone numbers with the system. All information will be kept confidential.

To Enter Your Information

- Go to: <https://webadvisor.sacredheart.edu>
- Click on "Log In" and enter your username, in lower case letters, and password.
- Click on "Students"
- Click on "Emergency Notification Info"

- Verify that your information is correct, and then enter your cell phone number in the field provided. If you do not have a cell phone, please enter the next best contact number at which to reach you.
- *Once you submit your phone number, it takes (7) business days for integration into the notification system.
- **Please do not forget to change this information whenever you change phone numbers.

How It Works

The page records your number for one purpose only: to notify you in the event of an emergency that requires everyone on the campus to be informed immediately.

- The system will attempt to send you an SMS (aka "text message") to your phone first.
- If that does not work (e.g. is not applicable), then the system will call your number with a brief, recorded message that explains what is going on.
- Sacred Heart University conducts tests of the Emergency Notification Text Messaging System. (It is important that you have registered for this notification service.)
- At the beginning of the text message the following wording will prefix the emergency message:
 - SHU EAS = (Sacred Heart University - Emergency Alert System)

In a System Test - the text message will state that this is a test and provide you with a random sequential number for you to respond back acknowledging that you received the test message.

- (Please respond as directed by sending the assigned number back, as the system will log your acknowledgement and this will serve to complete the test cycle.)

NOTE: During an emergency, campus phones must be "initially restricted" to the notification of University Officials only. In the absence of phone services, the Department of Public Safety may provide runners for emergency notification if personnel resources are available.

Personal Safety Escort Service

Public Safety provides Personal Safety Escort Service to enhance students' safety and peace of mind on-campus from dusk to dawn. The primary goal of this service is to deter sexual harassment, verbal abuse, and assault, and enable students to travel from one on-campus location to another with a greater sense of security.

The Escort Service is a walking service, with mobile escorts provided when appropriate. When calling for an escort, students should assume that they will be provided with a walking escort, unless the dispatcher indicates otherwise.

The mobile escort service is not intended as an alternative means of transportation, and may be denied in the following cases:

- When 3 or more individuals are going to the same destination.
- If it is determined an individual has provided false or misleading information to the dispatcher.
- When the same students request to be taken to or from 2 or more buildings within the same hour.
- During the daytime.

How It Works

The escort service is provided to all students, faculty, staff and visitors on campus.

Escorts are available from dusk until dawn, every day of the year.

Public Safety will provide students with a walking (or mobile) escort to or from any on-campus location. This includes all areas on the main campus in Fairfield. Escorts are also available to and from all University owned or leased property in Bridgeport: East Hall, Park Ridge, and Taft Commons. Public Safety does not provide this service to Avalon Gates in Trumbull or to or from the Westfield Shopping Mall in Trumbull

Arranging a Personal Safety Escort

Call Public Safety at 203-371-7995 any time between dusk and dawn.

[Campus Safety 101 Video](#)

All students should watch the Campus Safety 101 video on YouTube. The video talks about what NOT to do while you are at school and how to stay safe from dangerous people. The video is available here: <http://link.brightcove.com/services/player/bcpid1531084599001?bckey=AQ~~,AAAAABUSLBg~,gRWfaEV6sNeiQwScjPGqU1vc6dECgLgW&bctid=2404561279001>

Students should also refer to the PowerPoint presentation on Recognizing and Preventing Violence on Campus, available here: www.sacredheart.edu/media/sacredheart/publicsafety/2658_shu_silent_witness_training_program.ppt

[Fire Safety](#)

Random fire drills are conducted throughout the year. The local fire department is invited, and frequently participates in these drills. When the alarm is sounded everyone must evacuate the building immediately.

[Campus Safety Report](#)

By Federal Law, the University must compile an annual Campus Safety Report, as well as report all crime statistics. The report is available here: www.sacredheart.edu/officesservices/publicsafety/crimepreventionreporting

Parking

Students can park on campus if they purchase a parking pass. A parking pass costs \$50 for the academic year.

<http://www.sacredheart.edu/officesservices/publicsafety/parkingproceduresvisitorparkingpass/studentparkinginformation/>

[Order a Parking Pass](#)

All requests for Student Parking Decals are made online **at** <https://parkingassignments.sacredheart.edu/Default.aspx?ReturnUrl=%2f>

Information needed to complete request online:

- Sacred Heart University network ID **and** password
- Vehicle information
- Connecticut address for commuting students
- Information required to pick-up decal:
- SHU ID Card
- Department of Motor Vehicle Registration

Important notes regarding the parking registration website:

- Students will only be able to enter a request once
- Students will receive confirmation via email of receipt of request
- Only 1 decal per student

[Parking Rules](#)

All students must adhere to posted signs regarding parking regulations, inclusive of handicap permitted parking, fire lanes, reserved parking, etc.

- Commuter decals allow the student to park in non-resident student parking lots (no overnight parking is allowed)
- Failure to purchase a decal may result in parking violations to include ticketing, boot and/or tow.
- Student Accounts will issue billing statements on a monthly basis for violations
- Vehicles without a current decal are subject to a plate search to identify the car's owner which will result in a non-refundable administrative surcharge of \$50

[Parking Violation Appeal Process](#)

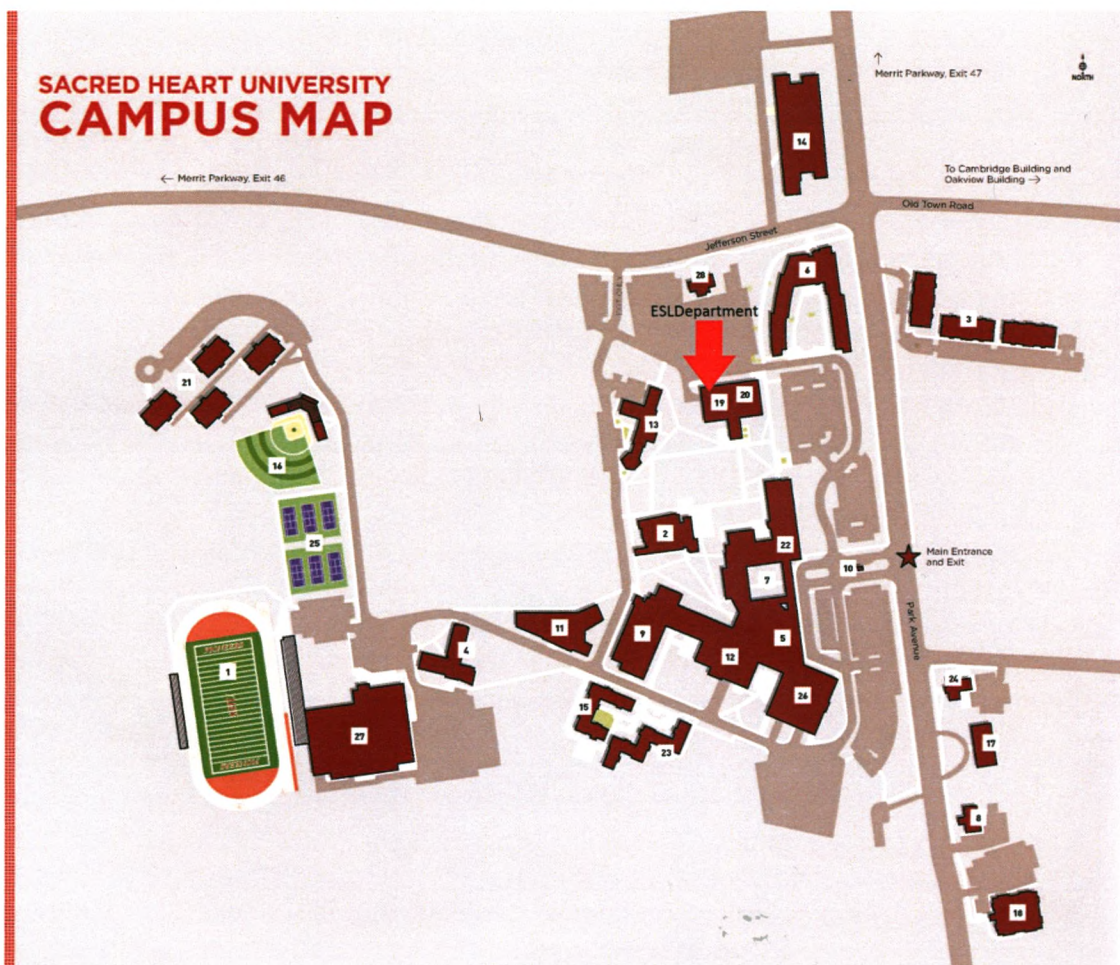
- Review formal appeal procedure **here:** www.sacredheart.edu/officesservices/publicsafety/parkingproceduresvisitorparkingpass/parkingappeals
- Appeals must be submitted to the Public Safety office within 10 days of the violation date.

Campus Map

Sacred Heart University is a **NON-SMOKING CAMPUS**

Campus Map Key

- 1 Campus Field
Home of several varsity teams including the reigning Champion Pioneer Football team
- 2 Chapel of the Holy Spirit
Catholic priest, cantors, kneeling prayer group, contact with the Holy Spirit, Chapel
- 3 Christian Women's Commons
Two female residence halls, Pioneer Center, Holy Spirit Center, coffee house
- 4 Curist Hall
Administration, Finance, Assistance and other offices
- 5 Edgerton Center for the Performing Arts
Newly renovated 700 seat theatre
- 6 Future Residence Hall
Two-story residence hall with fitness center, courtyard and ground floor with fitness
- 7 The Gallery
Showcase for student and faculty art exhibit
- 8 Health and Wellness Center
Student health services and the Counseling Center
- 9 Humanities Center (HC)
Computer lab, study, office, computer lab and the Faculty computer resource
- 10 Information Booth
Helping you find your way around campus
- 11 Linda E. McMahon Commons & Bookstore
Campus Development and Pioneer Center, study, dining hall, book store
- 12 Main Academic Center
BTL, Living Hall, Newer changes, Student Activities, Performing Arts, Community Service, Campus Ministry, Club, Sports and more
- 13 Melody Hall
One administrative office including the President's Office
- 14 Maritime Business and Communications Center
Business, includes the Finance Lab and Parking Pass, Pioneer Center, Pioneer Center, Pioneer Center, Pioneer Center and more
- 15 Merton Hall
Pioneer residence hall
- 16 Pioneer Park
Home of Pioneer softball
- 17 President's House
Residence for the President and Vice President
- 18 Roncalli Hall
Pioneer residence hall, Catholic Center, The Pioneer Center
- 19 Ryan Matura Library
Library resources, study, study room and Student Library, CMC
- 20 Schine Auditorium
Auditorium for lectures and other presentations
- 21 Scholars Commons
Pioneer residence hall
- 22 Science Center (SC)
Newly renovated lab and research space, classroom and faculty office
- 23 Seon Hall
Pioneer residence hall
- 24 Student Success Center
Student academic resource such as tutoring and other services
- 25 Tennis Courts
Home of Pioneer Tennis
- 26 University Commons
Home of Pioneer Tennis, Pioneer Center, Pioneer Center, Pioneer Center, Pioneer Center and more
- 27 William H. Pitt Health and Recreation Center
Student fitness center and casual varsity athletic office
- 28 WSHU
Pioneer Public Radio Station



Welcome International Students!

Living in the U.S. is going to be different in many ways, including some you do not expect. Studying abroad is exciting, but can also be stressful. The staff at the English Language Institute is prepared to give you personalized assistance; so do not hesitate to ask.

We welcome you to a new and challenging educational journey. You will learn lifelong skills and make lifelong friends from around the world. Keep an open-mind and take advantage of every opportunity you have during your stay with us.

This handbook will serve as a guide as you participate in the Intensive English Program as an International Student. It is your introduction to the basic aspects of living and studying in at Sacred Heart University (SHU)—the academics, your housing, the city, anticipated social behavior, personal safety, and more!

Before You Leave Your Home

Your travel to the United States will go smoothly if you stay organized and plan ahead.

Getting your Visa

International students who plan to study full-time Intensive English Program must obtain an F-1 visa. Obtaining a SEVIS I-20 form is the first step in applying for your student visa. You will receive your I-20 from SHU upon acceptance to the program. After you receive your I-20, you must pay the associated [I-901 SEVIS fee](#). After you pay the SEVIS fee be sure to print your receipt.

Next, you must apply for an F-1 visa (the student visa) at the nearest U.S. consulate. If you are bringing your spouse or any children with you, they will also need an appropriate visa to enter the U.S. Contact the U.S. embassy in your home country about requirements and procedures for obtaining a visa. Do apply early and expect delays.

You will use your SHU SEVIS I-20, your admission letter, your bank statement or financial guarantee, and your passport to apply for an F-1 visa (student visa) at a U.S. consulate near you. In addition, expect to be interviewed.

More information to assist you in the visa process is included below:

- Paying your I-901 SEVIS fee <https://studyinthestates.dhs.gov/paying-your-i-901-sevis-fee>
- A List of U.S. embassies can be accessed at <https://www.usembassy.gov>
- Preparing for your visa appointment <https://studyinthestates.dhs.gov/2013/04/how-to-prepare-for-your-visa-appointment>
- More guidance in preparing your visa application is available at <https://studyinthestates.dhs.gov/students>

Proof of Immunizations and Medical Insurance

[Proof of Immunizations](#)

SHU requires all students to submit proof of immunizations before they can be registered for courses. If a student does not submit completed forms by New Student Orientation, he or she will not be allowed to register for the term.

Download the Immunizations Records form here: <http://bit.ly/2crk3GE>

Health Insurance Requirements

- All full-time students and their dependents participating in the ELI Intensive English Program **must maintain adequate health insurance coverage during their studies.**

Download the Proof of Health Insurance Coverage Form here: <http://bit.ly/2d37aCp>

Using the Proof of Health Insurance Coverage Form, you must provide proof of health insurance coverage by the end of the first week of classes. If you do not provide proof of coverage by this deadline you cannot attend your classes. You will be deregistered from the term and you will not be able to reenroll until after you provide proof of coverage.

Minimum Coverage Requirements

You are required to have medical insurance coverage with the following minimum benefits:

Category	Minimum Requirements
US Coverage:	Insurance must be valid in the U.S.
Medical Benefits:	At least \$100,000 medical benefits coverage for each accident/illness (per U.S. Dept. of State recommendations)
Co-insurance / Co-pay:	Minimum 80% co-insurance (recommended is 90%, where Student must pay no more than 10%)
Medical Evacuation:	Medical Evacuation coverage at least \$50,000 (per U.S. Dept. of State recommendations)
Repatriation:	Medical Repatriation or Repatriation of remains coverage at least \$25,000 (per U.S. Dept. of State recommendations)
Daily limits:	No daily capped benefits (i.e.: limits on daily hospital expenses)
Category	Recommended Requirements
Deductible:	Maximum deductible of \$500 per year
Exclusions:	Insurance cannot exclude major illnesses (i.e.: cancer) or conditions. Pregnancy coverage strongly recommended.

Obtaining Health Insurance Coverage

Acceptable health insurance policies include:

- Policies for students sponsored by their home government or the U.S. government (e.g. SACM)
- HTH Worldwide https://www.hthtravelinsurance.com/students_plans.cfm
 - HTH Global Navigator for Students plan
- International Student Insurance <http://www.internationalstudentinsurance.com/student-health-insurance/>
 - Select plan –or– Elite plan
- Students covered with a U.S. policy through their own or a family member's employment that meet the minimum coverage requirements
- Another U.S. health insurance provider that meets the minimum coverage requirements

Why you need health insurance²

As an international student, you are not eligible for any federal or state welfare assistance, and if you are uninsured, you are held legally responsible for paying all your medical expenses. Medical care in the U.S. is extremely expensive. Treatment costs for a simple broken wrist can exceed \$500-\$1500. A routine surgical procedure, such as an appendectomy, can cost as much as \$50,000. Without insurance, you might experience financial ruin resulting from a serious accident or illness. This could prevent you from completing your studies in the U.S.

Cell Phones

The following cell phone providers are located inside the Trumbull Westfield Mall, which is located 5 minutes from campus and accessible via the SHU Shuttles.

- AT&T <https://www.att.com/wireless/>
- Sprint <https://www.sprint.com/>
- T-Mobile <http://www.t-mobile.com/>
T-Mobile seemed like the best deal for our students. You will not need a social security number, but you need to bring a copy of your visa, have a local billing address, and a contact person in order to apply for the contract. T-Mobile also offer pre-paid/pay-as-you-go phones.
- Verizon Wireless <https://www.verizonwireless.com/>
Verizon's best options are various pre-paid plans that allow you to bring in your own phone as long as the SIM card is compatible and activate their desired plan. Students have the option of paying per minute, week, or month.
- Radio Shack <https://www.radioshack.com/> (pre-paid phones)

Pre-Arrival Checklist

Follow the steps below before you travel to the U.S.

- ☐ **Verify that you have a valid passport** (*The expiration date must be at least 6 months after the date you enter the U.S. and remember to sign it.*)
 - ☐ **Receive your I-20**
 - ☐ **Apply for an F-1 visa** (☐Pay the visa fee and ☐Schedule and prepare for your interview)
 - ☐ **Pay your SHU program deposit and tuition** (*Payments may be made by bank transfer or by credit card. Upon acceptance to the program you will receive instructions on how to submit payment.*)
 - ☐ **Obtain medical prescriptions in English** (*If you plan to bring any medicine into the U.S., obtain a written prescription for it in English from your doctor.*)
 - ☐ **Obtain verification of immunizations**
 - ☐ **Activate your SHU email account**
 - ☐ **Book your flight** (*Plan to arrive in the U.S. no more than 30 days before the start date listed on your SEVIS I-20. Plan to arrive in Fairfield at least 2 days prior to orientation. We want you to be well rested before you start your program!*)
 - ☐ **Arrange for shuttle or train transportation from the airport to your housing** (*Keep your residence address with you at all times. Local transportation information is listed on page 42.*)
-

Packing Checklist

We recommend that you pack the following items:

- ☐ **Important Travel Documents** (*The following documents should not be packed in your suitcase, but carried with you onto the plane*).
 - ☐ Passport (with appropriate visa)
 - ☐ SHU SEVIS I-20
 - ☐ SHU I-901 SEVIS fee payment receipt
 - ☐ Financial support documents
 - ☐ Information about where you will live, including housing name and address
- ☐ **Health Documents and Immunization Records**
 - ☐ Bring verification of immunizations
 - ☐ Bring proof of health insurance coverage
 - ☐ If you plan to bring any medicine into the U.S., bring a written prescription for it in English from your doctor. Always keep medications in their original packaging
- ☐ **Money and Technology**
 - ☐ You need to bring enough money to meet the initial costs of getting to campus and at least one month's expenses. Student spending varies. We suggest between \$500-\$1000
 - ☐ Bring a laptop if you have one. Remember to purchase a travel voltage and plug converter
- ☐ **Clothing**
 - ☐ Bring comfortable, casual clothing, for a variety of weather conditions
 - ☐ You might want to bring additional clothing for social events and professional gatherings (dresses, polos, button down shirts, suit pants, ties)

Weather in Connecticut

Weather in Connecticut follows four seasons (fall, winter, spring, summer) and can be unpredictable, so it is beneficial to bring an assorted arrangement of clothing items. It is wise to pack some warmer items in warmer seasons, and some cooler items in cooler seasons.

The overall climate is humid so, depending on the season, you may experience rain, thunderstorms, occasional microbursts and hurricanes, and some "Nor'easters" which are winter storms with high winds and large volumes of precipitation. Overall, the severity of the damage in these storms is limited and mild compared to other parts of the United States.

Fall

In the fall, temperature begins to cool in September, though New England frequently experiences an extended summer where temperatures may remain above 60 degrees Fahrenheit (16 degrees Celsius) through October. The average temperature drops about 10 degrees Fahrenheit (5 degrees Celsius) each month until December. We recommend that you dress in layers that can be easily added or removed for comfort. You should also have waterproof shoes and a waterproof jacket and/or umbrella for storms.

Winter

Winter in Connecticut can be cold and long. The average temperature between December and April is about 20-30 degrees Fahrenheit (-7 to -1 Celsius). Fairfield is located on the coast, which means that the ocean sometimes tempers the amount of snow the area receives. Some years it will snow a lot, and some years it will snow very little, with rain instead. You should be sure to have winter clothing such as gloves, hats, scarves, and thick socks. Waterproof boots, jackets, and gloves are highly recommended. Even though winter ends in March, the cold weather may extend into April.

Spring

Spring is often short in Connecticut. From March until June, the temperature tends to increase by about 10 degrees Fahrenheit (5 degrees Celsius) each month, averaging between 40 and 60 degrees Fahrenheit (4 and 15.5 degrees Celsius). Spring can bring unpredictable rain showers and storms that last for days at a time, though it may fall as snow instead. You should be advised that the area can be windy. We recommend that you dress in layers that can be easily added or removed for comfort. You should also have waterproof shoes and a waterproof jacket and/or an umbrella for storms.

Summer

Though the summer months can be humid, this is often alleviated by coastal winds and frequent thunderstorms. You should keep an umbrella on hand in case of sudden rain. The temperature can range from about 70-95 degrees Fahrenheit (21-35 degrees Celsius), but is prone to drastic rises and falls. You may want to have sandals, shorts, short-sleeved or sleeveless shirts, and swimwear to enjoy the warm weather while it lasts. The end of August is also when Connecticut may experience hurricanes, bringing rain and high winds as well as cooler temperatures.

Getting Settled in the U.S.

Arrival Information

Flying to the U.S.

There are several options for international air travel to the Fairfield, CT area. Among them

John F. Kennedy International Airport (JFK) <http://www.panynj.gov/airports/jfk.html> Situated in Queens, NY, JFK is located 66 miles (106 km) from Sacred Heart. The best way to travel from JFK to Connecticut is by shuttle. Be aware, there is almost always very heavy traffic on this route.

LaGuardia Airport (LGA) <http://www.panynj.gov/airports/laguardia.html> Situated in Queens, NY, LGA is located 56 miles (90 km) from Sacred Heart. The best way to travel from LGA to Connecticut is by shuttle. Be aware, there is almost always very heavy traffic on this route.

Newark Liberty International Airport (EWR), Newark, NJ <http://www.panynj.gov/airports/newark-liberty.html> Situated in Newark, NJ, EWR is located 76 miles (122 km) from Sacred Heart. There are two ways to travel from LGA to Connecticut. The first is by shuttle. Be aware, there is almost always very heavy traffic on this route. The second is by Amtrak train. Amtrak travels from EWR to the Bridgeport, CT (BRP) train station several times a day. Use the airport shuttle, AirTran, to connect to the Newark Airport train station. You can choose to take the Northeast Regional train (<https://www.amtrak.com/northeast-regional-train>) or the faster, Acela Express (<https://www.amtrak.com/acela-express-train>)

Bradley International Airport (BDL) <http://www.bradleyairport.com/home/> Situated in Hartford, CT, BDL is located 69 miles (111 km) from Sacred Heart. The best way to travel from BDL to Connecticut is by shuttle.

U.S. Airports

When you arrive in the U.S., you must go through immigration, get your luggage, and go through the customs process. Keep your important documents together and carry them with you so you are ready to present them when asked. Review the Transportation & Security Administration (TSA) security screening policies at <https://www.tsa.gov/travel/security-screening> to ensure smooth travel to the U.S.

Once you have reached your airport, information desks are available to answer any questions. After you collect your luggage, proceed to the ground transportation area, where you will find the shuttle or taxi service you reserved.

Airport Shuttle Service

GO Airport Shuttle can provide you with transportation from the airport to the Sacred Heart University area. Both group shuttles and private care services are available <http://www.2theairport.com/index.php>

Housing

While housing is not available directly on campus, there are several housing options available in the immediate area, including apartments and homestays.

Apartment Search

Sacred Heart University works with a private company, [Jump Off Campus](http://jumpoffcampus.com/), to provide a central place for students to find off-campus housing.

Below are websites that contain a variety of listings for housing availability in the Fairfield County area.

- <https://sacredheart.jumpoffcampus.com/>
- <https://www.facebook.com/pioneer.homes.3?fref=ts>
- [http://www.myapartmentmap.com/colleges/ct/sacred heart university/](http://www.myapartmentmap.com/colleges/ct/sacred%20heart%20university/)
- www.apartments.com
- www.rent.com

Homestay Placement

Sacred Heart is partnered with Homestay and Apartment agency, [WWGSA](http://www.wwgsa.com/). A homestay is a wonderful way to become immersed in American culture. Host families genuinely enjoy the experience of opening their homes to students. Home environments are interactive and friendly, yet require students to have an independent mindset.

WWGSA offers homestay placements that are convenient to public transportation and include:

- Private, furnished rooms (roommate options available)
- All utilities
- Wi-Fi and internet
- Continental breakfast
- Dinners provided when students are home

WWGSA Advantages include:

- Procurement of Home Stay resources
- Pre-screened Home Stays available on request
- Single and/or double occupancy depending on student preference
- National criminal and background checks
- Monitoring of housing to ensure comfort of students and home stay
- Local Representative support for housing participant, student and school
- ONE-TIME Application fee *per student* is \$500 (payable upon application submission)
- Month-by-month rent of \$1,000 paid directly to the Home Stay, no contracts required
- Move-in ready homes - preferably with a week's notice - however same day is available
- Move-out when necessary, however, must be paid up to date and one week's notice

Exclusive Accommodations & Ancillary Services



Need off campus housing?

Hotels not your style?

Perhaps we can help!

Call now
1-888-472-1918

Apply online
wwgsa.com/university-student-home-stays/
see reverse for more details

About Us
WWGSA has been offering ALL-Inclusive pricing for off campus living needs since 2011. Experience a "home away from home" lifestyle in one of our pre-screened homes, no matter how short or long the stay. Enjoy home cooked meals, furnished bedroom, utilities included and convenient locations to public transportation or within walking distance to campus.
Local WWGSA staff is always available to answer questions or assist you if there are communication challenges with your home stay provider.

Everything you need and more!

ALL-INCLUSIVE PRICING

• No lease to sign	• Furnished bedroom
• No security deposit	• Breakfast & dinner
• Pay rent monthly	• Pre-screened homes
• Free utilities & internet	• Local to campus

Monthly Rent <small>Paid monthly to home stay</small>	Application Fee <small>ONE-TIME FEE</small>
\$1,000	\$500

1-888-472-1918 www.wwgsa.com



Exclusive Accommodations & Ancillary Services

Contact WWGSA

Website: <http://wwgsa.com/university-student-home-stays>

Phone: 1-888-472-1918

Email: info@wwgsa.com

Your First Days at SHU

Orientation

Orientation is a mandatory part of your entrance into the Intensive English program. All new students must attend orientation. Orientation will last all day, from 9am to 3:30 pm, so you must prepare in advance to stay the entire time.

An essential part of settling into SHU and the ELI environment, Orientation is designed specifically to acquaint new students in their first few days in the country and in the program. ELI staff lead the Orientation. The main goal orientation is to help new students get acquainted with both Sacred Heart University, the ELI and the Intensive English Program (IEP) program.

At orientation, we will check you in, test your English language proficiency, provide academic advising and register you for classes, take you on a tour of campus, and give a general introduction to the University, the ELI, and the program's policies and procedures. Several days later, you will be required to attend a specific orientation session on how to maintain your visa status. This session is also required.

Items to Bring to Orientation

Please bring the following items with you to Orientation:

- Passport and passport copy (with appropriate visa)
- SEVIS I-20 and copy
- Proof of immunization
- Proof of health insurances
- Funds for any outstanding payments (Credit card only)

Banking

Since SHU DOES NOT offer banking services, in addition to your ATM card, we recommend that you bring enough money for the first few days of your stay abroad. This will ensure that should your ATM card not function or you are unable to get money for any other reason, you will have a back-up plan. We also suggest that you write down your card numbers as well as the International Customer Service Helpline number, so that if you encounter any problems (lost/stolen/non-functional card), you can easily contact your bank.

In addition, find out if your home bank has a relationship with a U.S. bank. Banking at a "sister" bank may help you avoid some international fees.

Opening a Bank Account

Once you arrive in Fairfield, you may want to open a bank account. When doing so, bring your student ID, passport, and funds you want to deposit. Different banks offer different services; you may wish to compare costs of these services. After opening an account, make yourself familiar with all the services and options available to you from the bank.

Types of Bank Products

- **Checking Account:** A checking account will permit you to write checks to make purchases and pay bills. Checks are a good way of keeping record of your money.
- **Debit Card:** A debit card allows you to withdraw or deposit money to your checking account using an automatic teller machine (ATM) and to make purchases at stores that accept debit cards.
- **Savings Account:** You may withdraw money from a savings account, but may not write a check.
- **Credit Card:** A credit card allows you to make purchases even when you have no money immediately available. WARNING: unless you are careful you may be unpleasantly surprised when you get your monthly bill. Interest rates on credit cards can be high.

Banking Tips

Be careful about lending or giving money to anyone, especially strangers. If you are reluctant in the face of a request for money, say "I am sorry but I cannot help you," and politely close the door or hang up the phone. Unless you have initiated a transaction to obtain a product, service or benefit, never give your credit card number, bank account number, or Social Security number to anyone. You may be giving it to a person who will use the information illegally.

Transferring Funds to the U.S.

You need to bring enough money to meet the initial costs of getting to campus and at least one month's expenses. Remember to plan a budget for your time abroad, including emergency funds.

Keep in mind that the first month is likely to be among the most expensive periods of your stay because you are setting up your life in the U.S. The following months should not be as expensive.

Do not carry large amounts of cash and do not send cash through the mail. When you transfer larger amounts of money, explore the options available to you and learn whether your country has restrictions on sending money abroad.

Keep in mind that exchange rates change daily, and you should check with your local bank on what they are. A general guide on daily currency conversation is located here www.xe.com

Local Banks

In addition to the banks listed below, there is a Bank of American ATM located at SHU, outside the Student Union.

TD Bank
4865 Main St
Bridgeport, CT 06606
<https://www.tdbank.com/>

People's United Bank
Brookside Center
4531 Main St
Bridgeport, CT 06606
<https://www.peoples.com/portal/site/peoples/>

Fairfield County Bank
1089 Madison Ave
Bridgeport, CT 06606
<https://www.fairfieldcountybank.com/>

Wells Fargo
Dolan's Corner Shopping Center
2115 Black Rock Turnpike
Fairfield, CT 06825
<https://www.wellsfargo.com/>

Chase Bank
123 Boston Ave
Bridgeport, CT 06610
<https://www.chase.com/>

Bank of America
Quest Diagnostics Bridgeport-Commerce Park
4707 Main St
Bridgeport, CT
<https://www.bankofamerica.com/>

Immigration and Visa Information

****Please note: Immigration regulations change frequently! The information below may no longer be up to date.** For current information regarding visa regulations please contact the staff in the Immigration and Support Services office, located in Hawley Lounge, or refer to the ISS website www.sacredheart.edu/iss

Immigration and Support Services

Located in Hawley Lounge in the Academic Building, the Immigration and Support Services office can help you with any questions or concerns you may have about visa and immigration matters, adjusting to studying in the United States, or life at Sacred Heart University. If you have any questions or concerns, feel free to contact any staff member in the ISS office or email the department at immigrationsupportservices@sacredheart.edu.

Please note, prior to arrival, all visa documents should be sent to the Assistant Director in the English Language Institute esl@sacredheart.edu

Staff

Pamela Barnum
Director

1-203-396-6400

barnump@sacredheart.edu

Alyssa Varnum
Assistant Director

1-203-396-8281

varnuma@sacredheart.edu

SEVIS

The Student and Exchange Visitor Information System (SEVIS) is a shared government database to track international students on visas. SHU is responsible for reporting information to SEVIS.

What Does SEVIS DO?

SEVIS is a database of current international student and exchange visitor information. It records all Forms I-20 and DS-2019 issued for F students and J exchange visitors and their accompanying dependents. SEVIS also facilitates university compliance with Homeland Security and Department of State regulations by monitoring and tracking international students and scholars.

Your Responsibilities

It is your responsibility to be aware of rules and regulations that apply to you while in the U.S. based on your visa classification. You must comply with the primary purpose of your current visa status. F-1 students' main purpose for being in the U.S. is to be a student.

Please consult your advisor at the Office of Immigration and Support Services well in advance of any change of activities or objectives. In some cases, a change of visa classification may be required to preserve your legal permission to remain and/or work in the U.S.

The U.S. government mandates that SHU reports enrollment, address, part time study, graduation, work authorizations, dependents, etc. to USCIS (United States Citizenship and Immigration Services).

It is your responsibility to REPORT:

- Any local address change within 10 days of change
- Early completion of a degree program, or changes in major or academic level, BEFORE the date when the change is effective.

It is your responsibility to:

- Keep all of your original I-20s
- Retain all Forms I-20 ever issued to you forever!
- Make sure all of your documents stay in good standing
- Make sure you know when your documents expire

Check-In

Upon arrival at Orientation, you must present your passport, I-20, and visa to the English Language Institute. Additional check-ins are required at the start of your academic program, if you start a new academic program, and if you change or extend your passport.

Maintaining F-1 Visa Status

Tips for maintaining your F-1 visa status:

- Register ON TIME!
- Follow the ELI attendance policy
- Time off must be submitted in writing to Assistant Director of the ELI. Ignoring these rules could result in termination of your I-20
- Notify the ELI if you are traveling in or outside the U.S.
- Notify the Office of Immigration Support Services if you change your U.S. address
- To transfer to a new school, you must present the acceptance letter and transfer SEVIS form.

Falling Out of F-1 Visa Status

You may fall out of status if you:

- Fail to extend I-20 before the program end date
- Fail to complete the F-1 transfer procedure in a timely manner
- Fail to take less than a full course of study without prior written authorization from ISS for an excusable academic or medical reason under F-1 regulations
- Work without authorization. Working without authorization is cause for Termination, and you will not be eligible for reinstatement

Failure to Maintain F-1 Visa Status

Termination of your F-1 student status is a serious problem that may ultimately result in deportation from the U.S. Upon termination of your F-1 student status, you must contact ISS and arrange to meet with a staff member immediately. The ISS staff member will discuss all the available options, including the possibility of applying for reinstatement. Requesting reinstatement is at the discretion of the ISS staff and he/she must be convinced that losing your F-1 student status was beyond your control.

You may and can be terminated without warning if you fail to maintain your F-1 student status. If you are a sponsored student, the ISS reserves the right to notify your sponsor that you have been terminated.

Important Documents

There are several important documents that you must be familiar with, and maintain throughout your stay in the U.S. They are your:

- Passport
- SEVIS Form I-20
- Visa
- Form I-94 (electronically filed at port of entry, and obtained at <https://i94/cbp.dhs.gov/>)

Passport

Your passport must be valid at all times. Be sure to know your expiration date. If your passport expires you can renew it at your home country's consulate in the U.S. or while at home. Lost passports may be replaced by your home country's consulate.

What is a Form I-20?

When you are accepted into a SEVIS Program-certified school, the ISS will issue you a Form I-20, "Certificate of Eligibility for Nonimmigrant (F-1) Student Status – For Academic and Language Students"

You will need the Form I-20 for any of the following:

- Paying your I-901 SEVIS Fee
- Applying for your nonimmigrant visa at your U.S. embassy or consulate
- Entering the United States
- Applying for a driver's license or Social Security number

I-20 Must Be Valid At All Times!

You must ensure that your I-20 is valid, the program dates are current, and the program information is correct. Lost I-20s may be replaced by the Office of Immigration Support Services.

Know your expiration date!

- We can extend your I-20 BEFORE it expires.
- We cannot extend your I-20 AFTER it expires

If your I-20 ends, your F-1 student status will terminate and you will lose your legal right to stay in the U.S.

What does "D/S" mean?

An F-1 student is admitted to the U.S. for "duration of status" (D/S), which is the time necessary to complete an approved educational program, plus any authorized Optional Practical Training, plus up to 60 days to depart the United States.

What is a Visa?

A visa is a stamp inside passport, obtained at a U.S. Consulate or Embassy outside of the U.S. It allows for travel into the U.S. to undergo inspection by an immigration officer for admission to the U.S. in F-1 status. Your visa must be valid on day of entry into U.S.

The visa stamp is not a relevant document once you have been admitted into the U.S. and are granted F-1 IMMIGRATION STATUS. The stamp may expire while in the U.S. without affecting your immigration status. A valid visa stamp is only required if you are outside of the U.S. and are applying for re-entry to the U.S.

What is the I-94?

A Form I-94 gives you immigration status – keep this secure form with your immigration documents. The Form I-94 is an Arrival/Departure record filed electronically at port of entry by U. S. Customs and Border Protection (CBP). It has an 11-digit admission number.

A copy of the I-94 can be obtained at <https://i94/cbp.dhs.gov/>

When admission is granted by an immigration inspector at Port of Entry, notation is added "D/S" ("duration of status"). "Duration of Status" means that you can remain in the U.S. as long as you continue your program of study as noted on Form I-20, provided you maintain full time academic status and immigration status.

Registration

Be sure to register ON TIME for every term during your assigned registration period. Failure to register or remain full time violates your F-1 visa and will cause you to be out of status.

Please note: You must be full time according to your program (ISS records this information in SEVIS each semester). ELI students must attend full time (18-23 hours/week) and follow the ELI academic calendar and vacation policy.

Requesting Time Off

Attendance Policy

You must notify the Assistant Director of the ELI if you miss class due to sickness. You are allowed no more than 2 class absences in each course over the duration of the term. Missing more than 2 classes will result in a warning letter. Missing 4 classes will result in being placed on probation.

Missing 5 classes will result in dismissal from the program, which will result in your SEVIS record being terminated. You will be required to leave the country immediately if you are terminated and want to return to the program you must leave the country and be issued a new Form I-20.

Leave of Absence (LOA)

F-1 visa students must have been enrolled in the IEP for at least 2 consecutive 8-week semesters before being given permission to take a term off. You must request permission to be granted a leave of absence. If you would like to make a request for time off from the program, the student must email the Assistant Director with the requested dates off and the reason for the request. The Assistant Director and/or ELI staff will make the decision to approve the time off, and then will inform the student in writing of the decision. The Assistant Director will notify the Academic Director, Instructor(s), and Office of Immigration and Support Services if the request is approved.

During your Leave of Absence, you are not permitted to remain in the U.S. and your re-entry date to the U.S. cannot exceed 30 days before start of the next term. Your I-20 will be terminated during your Leave of Absence and your SEVIS record will be changed back to Active status 60 days prior to the start of the next term.

If your Leave of Absence will exceed 5 months, you must request a new Form I-20 from the Office of Immigration and Support Services 3 months before your intended return date. A new I-20 with a new SEVIS ID number will be issued and you will be required to pay the SEVIS I-901 fee.

Medical Leave of Absence

With approval, it is possible to obtain a leave of absence due to medical reasons. You must have approval from the Assistant Director of the ELI within 21 days of becoming unable to attend the program. To review your request for medical leave you must provide documentation from a licensed U.S. doctor.

Part time or leave of absence due to medical reasons is limited to 1 year per level. A medical leave of absence will be documented in SEVIS as a Medical Leave of Absence.

Traveling on a Visa

Traveling in the U.S.

When traveling locally or across the U.S., be sure to always carry with you a copy of your Form I-20, your SHU ID and, if you have one, your state ID or driver's license. DO NOT CARRY A SOCIAL SECURITY CARD unless you need it for a specific reason.

Traveling outside the U.S.

You must request permission from the Assistant Director of the ELI to travel internationally. You must request permission to travel at least 15 days prior to departure.

Upon receiving approval to travel, you are required to provide a copy of your flight itinerary to the Assistant Director and register for the following term BEFORE you travel.

- Once you have completed these steps, the Assistant Director will notify the Office of Immigration and Support Services that you are approved for travel.
- You must then bring the ISS your Form I-20 so it can be signed and your travel plans can be updated in SEVIS. You must have your Form I-20 endorsed for travel BEFORE leaving the country.

When traveling abroad, carry with you your passport, Form I-20, school documents (transcript, registration, and payment receipts), proof of financial support, and support letters as needed.

Employment

An F-1 student may work at any qualifying on-campus job (the Bookstore, IT Help Desk, Dining Services, Student Union Manager, etc.). Jobs on-campus are very limited. Please do not assume that you will be able to secure on-campus employment. You may only work up to 20 hours a week when school is in session and full-time when school is not in session.

Off-campus work is not permitted. Unlawful work is grounds for deportation.

Economic Hardship

Work authorization may be granted due to economic hardship. Economic hardship is defined as a severe change in a student's economic support that occurred after beginning school, which was unforeseen and beyond the control of the student/sponsor. Work may only begin AFTER receiving an employment card from the U.S. government (USCIS). Remember, unlawful work is grounds for deportation.

Please visit the Office of Immigration and Support Services if you believe you are eligible for work authorization based on economic hardship.

Dependents

An international student may be accompanied to the U.S. by his or her dependent(s) at any time. Dependents are defined as spouses and/or unmarried minor children. Children over the age of 21 are not eligible to enter as the dependent of an international student. An international student's dependents may apply for their F-2 or J-2 visas at the same time that the international student applies for an F-1 or J-1 visa, or they may apply for their F-2 or J-2 visas at a later date. If they are granted the visa, they may enter the U.S. when the international student does, or they may enter the U.S. at a later date.

F-2 Regulations

- F-2 spouses may generally not study at the university level
- F-2 child may study full time at the elementary or secondary school level (kindergarten through 12th grade)
- F-2 dependents may not work under any circumstances

Documents required for issuance of I-20 for dependents

- Marriage certificate (in English)
- Copy of passport of spouse
- Copy of passport(s) for child/children
- Proof of financial support for student PLUS dependents

Reinstatement

You must meet with a staff member in the Office of Immigration and Support Services if you have done something that violates your legal stay in the U.S. Under very limited circumstances will reinstatement be granted.

Examples of violations include, but are not limited to:

- Unauthorized employment
- Not extending your I-20 form prior to the expiration date
- Not registering on time
- Not receiving prior authorization before dropping below a full course load

Disciplinary Action

SHU must report to the U.S. government (USCIS) any disciplinary action taken by the university against an international student as a result of the student being convicted of a crime

Grace Periods

Grace periods are periods of time that are given to you in order to take care of certain events, such as transferring between schools, changing your status, starting a new program after work authorization (Academic Training or OPT) or departing the U.S. Not being mindful of these grace periods could cause you to fall out of status.

Students and Exchange Visitors who have maintained valid F-1 or J-1 status are eligible for a grace period after finishing their program. There is no grace period if you have violated your student status.

During your grace period, you cannot travel internationally (including cruises) and re-enter in F-1 or J-1 status. You may NOT use an expired I-20 or DS-2019 to re-enter the U.S. during your grace period. If you are leaving your program prior to completion, the grace period will be shortened or eliminated. In this case, you should leave the country or make other arrangements promptly.

A 60-day grace period applies when you have finished your ELI program. A 15-day grace period applies if you withdraw from your program with the permission of the ISS.

Students and their dependents may enter U.S. up to 30 days before the start date listed on the Form I-20.

Change in Academic Program

You must notify both the ELI and the Office of Immigration Support Services if you are accepted into another academic program/degree level, whether at SHU or another institution. A new Form I-20 must be issued before the end of your grace period or the start of the next semester, depending on your particular situation.

Remember, you can lose your F-1 status if you fail to request a new Form I-20 on time.

School Transfer

Transferring In

If you are transferring into SHU from another program, you must have your SHU I-20 form issued by the Office of Immigration Support Services within 15 days of starting at SHU.

Transferring Out

If you wish to transfer schools, you must notify ELI and the ISS of your intent to transfer, and indicate the school to which you wish to transfer, BEFORE changing schools. You must also have a zero balance on your student account before your record can be transferred.

Extending Your Form I-20

When does my F-1 student status end?

Your F-1 student status will end on the earlier of:

- a) The date you complete your degree requirements, plus authorized practical training, plus up to 60 days, or
- b) Your last registered term, plus a 15-day grace period if you withdraw with permission from the ELI, or
- c) Immediately upon violation of your student status

When should I apply to extend my Form I-20?

If you will be remaining in your educational program beyond the originally estimated completion date (see question #5 on your Form I-20) you must request an extension of your Form I-20 before your Form I-20 expires. An extension may be done at any time before the Form I-20 expires- however, we recommend that you turn in your request to the Form I-20 at least one month before your Form I-20 expires. Failure to extend your Form I-20 before it expires is a violation of your F-1 student status and will require reinstatement to F-1 status.

Am I eligible to extend my I-20 form?

You are eligible to extend your I-20 form if you:

- Have continually maintained F-1 status and
- Are making normal progress toward degree completion and
- If the delay in completion is caused by a:
 - Compelling academic reasons beyond the student's control or
 - Compelling medical reasons beyond the student's control

Other requirements:

Other requirements necessary to extend your Form I-20 include:

- \$0 balance on your student account
- No "holds" on your student account (such as delinquent payments, non-compliance with immunization, judicial sanctions, etc.).

You must also have a "compelling academic reason" to request an extension. Examples of compelling academic reasons include, but are not limited to:

- Change in major or research topic, or unexpected research problems

Delays caused by academic probation, suspension, dismissal, poor academic progress or unauthorized breaks in full time study are not acceptable reasons for program extension.

What happens if I do not qualify to extend my I-20 form?

If you cannot complete the program by the expiration of your Form I-20 and you do not meet the eligibility criteria for program extension you are out of status. Therefore, you must apply for F-1 student reinstatement or lawfully re-enter the U.S. with a new Form I-20.

Extension Procedure

To request an extension, please bring the following documents to the Office of Immigration Support Services:

1. Memo from the ELI Assistant Director giving recommendation for program extension (available at http://www.sacredheart.edu/media/sacredheart/immigrationandsupportservices/1584_extending_your_i20.docx), and
2. Current financial support evidence (proof of scholarship, personal funds, family funds, financial guarantee etc.) from within the last three months

U.S. Logistics

Taxes

International students are not exempt from federal and state taxes. All F-1 students and their dependents are required to file a federal tax return form each year no later than April 15th. You may have to file a state tax return as well as a federal tax return. International students may be exempt from FICA taxes (Social Security and Medicare taxes). Please refer to Publication 519 on the IRS web site for more information at www.irs.gov. Assistance with filing your taxes can be obtained from several local organizations:

- Fairfield Public Library <http://fairfieldpubliclibrary.org/learning-and-research/tax-forms-and-tax-help/>
- Bridgeport area <http://bportlibrary.org/research/free-tax-assistance-updated/>
- Voluntary Income Tax Assistance program at the University of Bridgeport
<http://www.bridgeport.edu/life/international-student-services/vita-tax-assistance/>

Additional information regarding filing taxes in the U.S. is available here: <http://www.internationalstudent.com/tax/>

Obtaining a State ID or Driver's License

Please refer to the Department of Motor Vehicles (DMV) website at www.ct.gov/dmv for information on how F-1 students can obtain a driver's license. A Social Security Number is not required to obtain a driver's license.

After reading the instructions carefully, please fill out the State ID/Driver License Request Form. You will receive an email notification when your support letter is ready to be picked up at the Office of Immigration Support Services.

Note that it usually takes at least 1 week to obtain your support letter, so do plan accordingly. Furthermore, in order to receive your support letter, you must be in good academic standing and a full-time student.

The Department of Motor Vehicles (DMV) in Bridgeport is located at 95 Sylvan Avenue, Bridgeport, CT 06608.

The Bridgeport DMV is open on the following time schedules:

Tuesday, Wednesday & Friday: 8AM to 4PM

Thursday: 8AM to 6:30PM

Saturday: 8AM to 12:30PM

The fee for your license can vary from \$66 to \$77, depending on the number of years the license will be valid (five and one-half to seven years), which depends on your date of birth. Acceptable forms of payment are: cash, money orders, personal checks, bank checks, MasterCard, Visa, Discover and most debit cards. Make all checks payable to DMV. ATM machines are available at all full service branch offices. The Bridgeport DMV gives oral tests in English only.

[State ID/Driver License Request Form](#)

The State ID/Driver License Request form must be completed online and is available at

<http://www.sacredheart.edu/campuslife/immigrationandsupportservices/internationalstudentguide/obtainingadri verslicense/stateiddriverlicenserequest/>

Allow 5 business days for your DMV letter to be processed. Please note, support letters will not be issued for new students until two weeks after registration in SEVIS.

Social Security Number

Social Security is a U.S. government agency which is in charge of caring for retirees and serves as a basic retirement plan. In order to obtain a social security number, you must have permission to work from the Department of Homeland Security (DHS). Permission to work is granted for On-Campus jobs, Curricular Practical Training (CPT), and Optional Practical Training (OPT). Please make an appointment with the Office of Immigration Support Services so that you can pick up your support letter that you will need to bring with you to the Social Security office.

Safety in the U.S.

Local Safety

Sacred Heart University is located at the intersection of three towns: Fairfield, Trumbull, and the north end of Bridgeport. According to the Town of Bridgeport, the "North End" ranks first among the city's neighborhoods in terms of quality of life. The ranking reflects the neighborhood's low crime rates, high incomes, and strong educational performance relative to other Bridgeport communities. Bordering towns, Fairfield and Trumbull are relatively prosperous. Located a few miles away, downtown Bridgeport is more urban, with a higher crime rate.

Colleges in the U.S. are highly concerned with the safety of their students, and SHU is no exception. SHU offers services such as late-night escort services and designated safe spots on campus to call for help during an emergency. SHU also employ an on-campus public safety staff that is able to quickly respond to emergencies. Remember, while SHU is likely to feel like the safest place in the world to you, bear in mind that the campus, like all U.S. campuses, is completely open to the public, so you need to be alert and aware at all times. Although the SHU campus is generally very safe, you should always be aware of your surroundings and never jeopardize your safety.

When traveling and living in the U.S. you should always be cautious, especially in airports, train stations, parks, and tourist areas. You should take the same common sense safety precautions abroad that you would at home. Be aware of your surroundings, keep your valuables concealed, be prudent around strangers, and heed safety advice from SHU staff members.

General Safety Tips

- Inform your bank or credit card company that you will be abroad so they do not block purchases.
- Make photocopies of credit and debit cards along with other essential documents: take one set of copies abroad and leave one set with someone at home.
- Carefully guard your passport, visas, and other documents. Keep the originals secured in your room, and carry the photocopies with you.
- When traveling, utilize a money belt that can be worn underneath your clothing.
- Keep your eyes on your bags at all times, especially when talking on the telephone or reading a sign or train schedule.
- Don not go anywhere with strangers if you are alone.
- Always stay in well-lit and well-traveled places. Don't take short cuts through alleys or unsafe areas.

Keep An Eye On Your Valuables

Remember that burglaries and petty theft are the most common crimes that students face on campus, so you should always make sure to keep your personal items secure. If you have set up a place to study in the library and have to leave for a few minutes, either take your things with you or ask someone you trust to keep an eye on them for you. This may seem like a pain, but remember that it only takes a few seconds for someone steal your laptop.

- Be careful with your keys. If you lose them, replace them immediately, rather than relying on your roommate to always be around to let you inside
- Get a locking device for your laptop, whether a physical lock or an electronic tracking/locking device
- Do not leave your possessions alone in public

Stay Vigilant

Be aware of your surroundings. This is particularly important after dark. It is generally a good idea not to walk around by yourself at night. SHU Public Safety offers a late night walking service. You will want to program the phone number into your phone immediately, so you always have them on hand if you need them. Make sure you utilize these services, especially if you need to walk home alone after dark. Nothing is worth jeopardizing your safety. Call Public Safety at 203-371-7995 any time between dusk and dawn to arrange your walking service.

- Use the campus escort service at night, or
- Always walk with a friend at night.
- Make sure someone knows where you are at all times
- Know the phone number for Campus Public Safety
 - **Emergency only:** 1-203-371-7911
 - Office (non-emergency): 1-203-371-7995

Be Careful

Whether you live on or off campus, always stay alert. If you are walking alone, remain aware of who is behind or ahead of you. Keep your doors and windows locked at all times, and do not open the door for strangers. It is common in American culture to speak to someone through a closed door if you do not know who they are. Most doors come equipped with a peep hole, which will allow you to see who is on the other side without them seeing you.

- Make sure the main door to your building is locked at all times
- Do not let anyone into your building whom you don't know
- Make sure your room door is locked at all times
- Keep your windows locked

When to Call 911

911 is the national emergency help phone number. 911 can be dialed from any phone during an emergency situation. An emergency is any situation that requires immediate assistance from the police, fire department or ambulance. Examples include:

- A fire
- A crime, especially if in progress
- A car crash, especially if someone is injured
- A medical emergency, especially symptoms that require immediate medical attention

Important: If you're not sure whether the situation is a true emergency, officials recommend calling 911 and letting the call-taker determine whether you need emergency help.

National Emergency Phone Number	
911	
(use in <i>life or death</i> situations anywhere in the U.S.)	

Know the Laws

It is your responsibility to know the laws of your host country. You cannot say "I didn't know." You must follow all U.S. laws and University rules.

Illegal Activities

It is illegal:

- For anyone under the age of 21 to purchase or drink alcohol
 - It is also illegal to drink alcohol and drive
- To supply alcohol to someone under 21
 - Penalties include fines and jail
- To buy, sell, or use drugs
 - Penalties include fines, jail, and deportation
- To assault another person (physical, sexual, online harassment, texting/talking on cell while driving, etc.)

Drugs

Drugs are illegal in the U.S. and a violation of your visa status. If you are found responsible for violating this law you are subject to University disciplinary action and/or arrest and prosecution.

Drugs include, but are not limited to:

- Prescription medications not prescribed to you
- Marijuana, Hashish
- Heroin, Opium
- Cocaine, Meth
- Ecstasy, Bath salts, Roofies
- Special K, PCPs / Angel dust
- LSD, Acid, Mescaline/Peyote, Magic mushrooms/Shrooms

Do not possess drug paraphernalia, such as:

- Hookahs
- Pipes
- Bongs
- Bowls

Arrest

Neither SHU nor the ELI can assist you if you are arrested for criminal activity. Criminal activity can impact your ability to enter the U.S. or remain in the U.S. Even an arrest without a conviction can cause you immigration problems. If arrested, you will need a criminal defense lawyer who is also familiar with immigration law. You may also need to hire an immigration attorney to work with your criminal defense lawyer.

Your Rights in the U.S.

Right to Remain Silent

If you are arrested:

- You can refuse to answer questions from the police until you can speak with your lawyer
- You can assert your right to remain silent at any time, even if you have already answered some questions

When You CANNOT Remain Silent:

- You must identify yourself if asked by law enforcement. This includes providing your full name and address.

As a non-immigrant (F-1/J-1) student you may be required to show your immigration documents, such as your passport, I-94 card, Form I-20/DS-2019, etc.)

If you are stopped while driving a car, you must show your driver's license, registration, and proof of car insurance.

Right to an Attorney

An Attorney is a Lawyer. If you are arrested, say that you want to speak to a lawyer. In criminal matters, you can request a public defender if you cannot afford to pay for your own lawyer. If you are arrested:

- Make sure you are speaking with your lawyer
- Memorize your lawyer's name and phone number
- Request a translator in court
- Contact your local embassy or consulate for support

Neither SHU nor the ELI can assist you if you are arrested for criminal activity.

U.S. Health Care System

Many countries have national health insurance programs for their citizens. Healthcare in your country may be nationalized or socialized, meaning that all citizens have universal access to health care. The U.S. does not provide socialized healthcare. Americans are not entitled to routine and basic healthcare services. Health care for a major accident or illness can cost hundreds of thousands of dollars; therefore, most Americans have health insurance to minimize the costs.

Quality health care is available everywhere in the country from a variety of sources. The key lies in knowing the proper procedures, and in knowing where to go for specific kinds of care. This knowledge can save you significant amounts of time and money.

International students are responsible for the expenses they incur while in the United States; therefore, you are required to have health care insurance coverage (see page 5).

U.S. Higher Education System

The structure and expectations of U.S. colleges and universities may be quite different than what you are used to in your home country. The following sections highlight some of these differences, as well as point out several cultural differences within the classroom.

Course Documents

Books

You are expected to purchase the books assigned in your course syllabi. You are also expected to bring your books to class and read all assigned chapters, as well as to take notes on the lectures.

U.S. Classroom Culture

Class Participation

In class, you are expected to speak up more than in your home country. Active class participation, multiple times in each class, is an important part of the course experience. Class participation will help you improve your English language skills and is counted in the final grade.

You are encouraged to share your thoughts and opinions, respectfully. Also, asking questions is encouraged. Always ask if you do not understand the meaning of a word, a phrase, instructions, or a topic.

In college, there is a mix of students raising their hands and students speaking out. It depends on the mood of the class, nature of the topic, and the instructor's preference.

Student/Instructor Relationships

A student/instructor relationship may feel more informal to you than your relationships with your professors at home. Refer to your instructor as Professor ### (not "teacher" or "Mrs./Ms./Mr."). In the U.S., classes are a learning experience for both students and instructors, so do not be surprised if an instructor asks for your opinion or indicates that he or she does not know something. Additionally, instructors are accessible. You can talk to them and ask for individual meetings ("office hours"). Office hours are used to ask questions about an assignment or topic, ask clarifying questions, or obtain additional help.

Exams and Projects

You may be used to memorizing the textbook to prepare for exams. For example, responding to multiple choice or true/false questions. In the U.S. you may have some of these exams. Some of your exams may also include open answer questions. For example, short answer and essay questions. Short answer questions and essays are designed to see how much you understand from the text, as well as to assess your own meaningful thoughts about the things you have learned in class.

In addition, some of your assignments may involve group work, learning and working in groups for a grade. This is common in the U.S., however, it does not mean that each member of the group can turn in the same exact work. Depending on the assignment, you may be asked to think and discuss ideas together, and then write on your own. This way, each member of the group both collaborates and produces his or her own work. Check with your instructor regarding group expectations for individual assignments.

Other Cultural Differences

Other cultural differences you may note in the classroom include:

- Informal or casual dress and behavior in class, for both students and instructors
- Students eating or drinking in class
- Having work criticized or complimented by instructors
- Direct communication styles:
 - Speaking up, speaking fast, challenging the instructor/student
 - Instructor's admission of learning from students, or not knowing the answer

Some of these can be regarded as differences in communication styles and values, expectations of instructors and students, teaching and learning, or simply culture.

U.S. Culture

For many international students, studying in the U.S. brings excitement about learning and living in a different culture. To prepare for this experience, it is important to understand some of the cultural difference U.S. The following sections highlight some of the cultural differences international students need to know.

U.S. Cultural Norms

Greetings

Americans are friendly. They tend to greet each other with a smile, sometimes a handshake, and a friendly "*Hello, how are you?*" (which is not a question about your health) or "*What's up?*" Such a greeting is very common, and does not always require an answer. If an American friend greets you with "*Hi, how are you?*" and walks away, do not feel offended, it is a popular way of greeting. Also, the common phrase "*See you later*" is not an invitation for a visit, but a way to say "*Good bye.*"

Americans are informal. They usually address each other by their first names from the time they meet, even with elders and people of authority. Do not feel uncomfortable when someone asks you to use his/her first name, it is customary. It is important to remember that while it might seem informal to address people by their first name, it is not a sign of disrespect and shows your understanding of equality in relationships. When speaking to someone with a title, such as Professor or Doctor, it is more appropriate to use their title when speaking to them. For example, *Professor Smith*, or *Doctor Smith*. If you are in doubt about how to address someone, you should first use the formal name and wait for them to suggest that you use the first name.

Time

Americans are very time conscious. They place high value on promptness. Busses, trains, meetings and classes generally start on time. If you are going to be more than five or 10 minutes late for a meeting or an appointment, you should telephone or email to let the other person know you will be late.

Americans value their time. You may know the phrase, "time is money," and Americans live by it. When Americans talk about time, the time is not a general estimate, but an exact expectation. For example, in the U.S. it is understood that when meeting someone at a specific time, that you show up at that exact time. Arriving 10 minutes late or later, without notifying the person you are meeting, is not socially acceptable and can be considered impolite.

Personal Space

Americans value their personal space in public. Americans use the term "space" meaning the distance between you and other people. While in some countries it might be normal to stand very close to each other, such as the subway or in conversation, Americans view this as an invasion of personal space. Be respectful of other people's space and do not stand close to others if there is room to stand at least a foot or two away.

Personal Hygiene

Americans love to be clean and smell nice. In the store, you will see a tremendous amount of personal cleaning products ranging from personal deodorant, laundry softener and detergent, air fresheners, perfumes, and cologne. Body odor is considered unpleasant, so make sure to wear deodorant. Alternately, using lots of perfumes or cologne is undesirable too. It would not be strange for an American to shower once a day, or even twice a day if they are very active! So, make sure to bathe or shower frequently.

Americans also like fresh teeth so do not forget to brush your teeth after eating smelly foods, like garlic, or drinking coffee, or have breath mints or gum available if you cannot brush.

Gift Giving

Gifts are given to relatives and close friends. They are sometimes given to people with whom one has a casual but friendly relationship, such as a host or hostess. Gifts are not usually given to teachers or others who hold official positions. The offering of gifts in these situations is sometimes interpreted as a possibly improper effort to gain favorable treatment from that person.

Tipping

Americans tip. Tipping, also known as gratuity, is giving a small amount of money to another person for a service. You should never tip police officers, physicians, government employees, or university employees. It may be interpreted as a bribe, which is illegal. You do not tip bus drivers, theatre ushers, museum guides, salespeople, employees at fast food restaurants or, hotel clerks.

These are the most often tipped services:

- | | | | |
|----------------------------|-----------------------|---------------------------|-------------------|
| • Waiter/waitress: | 15 - 20% of food bill | • Porters/bell hop/valet: | \$1 - \$2 per bag |
| • Barbers/hairdressers: | 15 - 20% of bill | • Taxi drivers: | 10% - 15% of fare |
| • Room service at a hotel: | 15 - 20% of bill | • Food delivery persons: | no less than \$1 |

Individuality

Americans value their independence and individuality. U.S. history is deeply rooted in the concept of independence and individuality. Americans value differentiating themselves from others. One way they show this is being very direct about voicing their opinions. It might appear that when a group of Americans are voicing their opinions they are arguing and fighting, this is many times not the case. This is different from many cultures where speaking openly about your personal beliefs is not encouraged. So don't be afraid to share your opinions with others when you come to the U.S. People in the U.S. feel this is their right as an American.

Friendships

Americans have different types of friends. Friendships among Americans tend to be shorter and less intense than friendships in other cultures. Americans are taught to be self-reliant and live in a very mobile society, so many of their relationships are casual and the number of people with which they have deep involvement is often limited. Americans tend to "compartmentalize" their friendships, having their "friends at work," "friends at school," a "tennis friend," and so on. Americans may seem very friendly. This *could* mean a genuine interest in a deeper friendship. But, *more often*, it is merely kindness and does not mean that the American is looking for a deeper relationship. The result of these attitudes and behaviors is sometimes viewed by foreigners as a "reluctance to be friends." Other times it is seen as a normal way to retain personal happiness in a mobile, ever-changing society.

Fairness and Equity

Americans like to think they are equals. Although the country has more than its share of problems with racism, homophobia, sexism, etc., the U.S. is a society that does not recognize hierarchies as much as other countries. Fairness is a core value that is very important to many American people. If you are a member of the upper class in your home country and you visit the U.S., you will most likely be spoken to just like everyone else by waiters in a restaurant, taxi drivers or hotel staff. Speaking to you or treating you differently because you come from an upper-class family would go against what many Americans believe is right.

Body Language

Body language is the way you express yourself through physical gestures and signals. Even though it may feel natural, body language is actually a learned and cultural behavior. Body language varies from culture to culture and unspoken signals by others may not mean what you think. For example, burping after a meal in America is something that one needs to excuse himself/herself for doing. While in other countries, burping may be seen as a complement to the cook. If a person's words and gestures do not seem to match, it is a good idea to ask the person.

Eye Contact

Eye contact is important to Americans. Looking someone directly in the eyes is not considered a sign of disrespect. To an American, it is an indication of openness, honesty, and enthusiasm. Americans like and expect eye contact.

Advice from Former Students

Our former ELI students have provided the following suggestions to help you learn more about U.S. culture and to manage cultural differences:

- Be patient and try to always keep a sense of humor
- Be open and do not judge everything by your own standards
- Attend the group events and fieldtrips
- Talk to new people and try new foods
- If you get lost or if something goes wrong, take a deep breath and relax
- Be open minded. Observe, listen, and learn!
- Consider journaling or keeping a record of your thoughts and experiences.
- Ask for help when you need it

Cultural Resources at SHU

Office of Graduate Student Affairs

The Office of Graduate Student Affairs supports and encourages life on and off campus for international and domestic graduate students, as well as serves as a liaison between you and the University administration. The staff at the FAS are here to assist in making your transition and experience easier, happier, and more fulfilling.

<http://www.sacredheart.edu/officeservices/graduatestudentaffairs/>

Student Clubs

The University offers a range of co-curricular international clubs, programs, and opportunities.

<http://www.sacredheart.edu/campuslife/activitiesprograms/clubs/>

Arabic Club

The Arabic Club is designed to celebrate and raise awareness to the Middle Eastern culture. Events of this club aim to educate and bring entertainment to the campus. Since Middle Eastern culture has many religions this club does not limit its focus to one religion, it incorporates various religions and countries into its planning and operation. All are welcome to join.

Capoeira Club

The Capoeira club teaches students the history and the technique of performing this Brazilian martial art form that combines elements of dance, acrobatics, and music.

Italian Club

The purpose of the Italian club is to foster understanding and appreciation of the Italian and Italian-American culture through lecture, social activities, and film.

La Hispanidad

La Hispanidad gives students interested in Spanish and Latino heritage the opportunity to get together, exchange ideas, and become acquainted with one another. Moreover, La Hispanidad helps develop relationships and acts as a liaison with SHU and the Spanish Community.

Multicultural Council

The mission of the Multicultural Council is to enhance the experiences of all SHU students through events, speakers, and activities hosted by the council and the multicultural clubs within it.

Muslim Student Awareness | MSA

The goal of this organization is to encourage open discussions about topics relating to the Islam culture, in addition to raising awareness to issues and crises present in that area.

Saudi Students Club

The Saudi Students Club is sponsored by SACM. The club is designed to support Saudi students studying in the U.S., to celebrate and to raise awareness of Saudi culture.

United Campus Alliance | UCA

The United Campus Alliance prides itself on being a voice for the entire student body at Sacred Heart University. Members of this club engage one another in open discussions about topics that interest the club including race, class, gender, and ethnicity. This club aims to celebrate and encourage the understanding of diversity and inclusion.

Prayer Room

Our nondenominational prayer room is located in the University Commons, UC 112.

Wellness and Cultural Adjustment in the U.S.

Culture is different for each person. Some days, transitioning to a new cultural can feel like a challenge. Learn as much as you can about the U.S. Learning from your new surroundings and keeping an open mind is the best way to adjust to a new culture. Of course, do ask for help if you need it!

Managing Expectations

While abroad, it is important to manage your expectations. You can do this by learning as much as you can about your host country and asking questions.

- Expect to feel frustrated sometimes
- Expect to feel depressed sometimes
- Expect to hear criticism of the U.S. or your home country
- Do not expect local people to come and find you. You find them!
- Try to have tolerance for ambiguity
- Most importantly, come with an open mind!

Wellness

It is important to take care of your wellness while abroad. There are several types of wellness, including physical, mental, emotional, and spiritual wellness. Maintaining your wellness will help you to overcome difficulties, engage in U.S. culture, and have an overall enjoyable experience abroad.

There are a variety of resources and offices at SHU that can help you maintain your wellness. In addition, you also have access to *Go Alice*, a free and anonymous website managed by Columbia University where you can have your physical or mental health questions answered. <http://goaskalice.columbia.edu/>

Physical wellness includes:

- Exercise
- Sleep
- Nutrition
- Taking care of yourself when you are sick

Emotional wellness includes:

- Checking in on feelings
- Limiting stressors
- Reaching out for support when needed

Counseling in the U.S.

In the U.S., it is common that a person consults with a counselor to assist with stress, anxiety, depression, and other mental health or social issues. In fact, 20% of the U.S. population will meet with a counselor at some point in their life. In the U.S. many people view counseling as a good thing! Having a conversation with someone reveals strength and courage rather than weakness

Stress

Stress can result from the process of adapting to a new culture and is common among international students. Typical College Stressors can include:

- Coursework and exams
- Wondering if you have chosen the right major for yourself
- Wondering who you are and who you want to be
- Finding out your interests and passions
- Making decisions on your own

Possible stressors for you as an international student may include:

- New cultural experiences
- Homesickness
- Being far from home and loved ones
- Functioning all day, every day a different language
- Navigating academic, social, and wellness support systems

Stress is common, and to be expected, among both college students and international students. As an international student, you may experience the following examples of stress:

- I miss family and people from my home country
- I worry about my future for not being able to decide whether to stay here or go back
- It hurts when people don't understand my cultural values
- I don't know how things work in the U.S.

Signs of Stress

Stress can be experienced in a variety of ways, and differently from person to person. Stress can be experienced physically, mentally, and socially. For example:

- **Bodily reactions:** Increased heart rate, perspirations, upset stomach, headache, shortness of breath, tension, shakiness, crying/tearfulness
- **Excessive worry:** Racing thoughts, difficulty controlling your worries, difficulty falling asleep
- **Social life:** Withdraw from friends/family; avoid people or social gatherings
- **Academic performance:** Distraction, difficulty focusing, low energy, lost interests or stop going to class

Managing Stress

Remember, stress is common, and to be expected. We encourage you to seek help in managing your stress. There are many ways to ensure your success and SHU has the resources to assist you. Learning how to use these resources will increase your chances of success. We are here to listen, support, and advocate on your behalf.

Your support systems include:

- | | |
|---------------------|-----------------------------|
| • ELI staff | • Pastoral Care |
| • ELI Instructors | • Experienced ELI students |
| • Counseling Center | • ELI conversation partners |

The Zen Den

Located in the Wellness Center, The Zen Den offers you a place to take a deep breath and relax. It is a quiet space gives you a break from the business of campus and provides an opportunity decrease your experience of stress. You can use the massage chair, experience sensory stress relief, or use the "stress eraser" bio feedback device.

Depression

Depression is a common but serious mental illness typically marked by sad or anxious feelings. Most college students occasionally feel sad or anxious, but these emotions usually pass quickly—within a couple of days. Untreated depression lasts for a long time, interferes with day-to-day activities and is much more than just being "a little down" or "feeling blue."

Suicidal thoughts

Sometimes, depression can turn into something more. Although most depressed people are not suicidal, most suicidal people are depressed. Suicidal thoughts can be common. Suicidal acts, threats and attempts are less common, but more frequent than most people realize. Most suicidal people want to live, if only they can be shown the way to help. Most often, feelings of suicide are a primary symptom of untreated depression.

In the U.S., there is no stigma associated with depression or suicidal thoughts—Reach out! Your support systems include ELI staff and instructors, the Wellness Center, and the staff at Pastoral Services.

Warning signs of suicide include:

- Unrelenting low mood
- Feeling hopeless, helpless, inappropriate guilt
- Feeling anxious, trapped
- Dramatic mood changes or unexpected rage or anger
- Loss of interest or pleasure
- Withdrawing from friends or family
- Difficulties at school and/or work
- Dropping out of usual activities
- Sleeping too much or too little
- Increased alcohol, drug use or other risky behavior or impulsiveness
- Giving away favorite possessions
- Talking or writing about death, dying, or suicide

If you are concerned about a friend or peer on campus:

- Start by telling the person you are concerned and give him/her examples of why you are concerned
- Acknowledge the student's pain
- Be direct! Don't be afraid to ask whether he/she is considering suicide, or if he/she has a particular plan or method in mind
- Do not attempt to argue someone out of suicide
- Take action and seek help

How to seek professional help

- Do not leave the student alone
- If it is after hours or on the weekend and you live on campus, notify Public Safety at **203-371-7911**

Suicide Prevention Hotline

The following hotline is available, toll-free, 24-hours a day to assist you if you need to speak to someone anonymously for advice and guidance: **1-800-273-8255**

Alcohol

The excessive use of alcohol may be related cultural pressures, stress, or depression. For students with substance overuse or dependency, the Counseling & Health Service Offices serve as a resource to assist the student in receiving the appropriate assistance for recovery. Remember to be responsible if using alcohol because they can affect your judgment and your behavior.

Please remember, it is illegal for anyone under the age of 21 to consume alcohol in the U.S.

Dating

In the U.S. young, unmarried people associate with members of the opposite sex more freely and casually. This behavior is generally encouraged.

A relationship between two people of opposite (or same) sexes can be of many kinds.

- It might be a casual acquaintance, a brother-sister type of relationship, an acquaintanceship with romantic overtones, or a passionate involvement.
- The two people may have no plans for marrying each other or anyone else, or either of them may have plans to marry another person, or they could be planning to marry each other.

The non-American, faced with this variety of values and practices, is likely to become confused. The social rules governing romantic relationships in the United States are loose and unclear.

American students themselves are often very unsure how to meet another person who is interested in romance, how to find out what the person thinks or feels, what kind of relationship the other person is looking for, what kind of behavior the other person expects in particular situations, and indeed whether the other person wants the relationship to continue.

Going on a Date

When getting together, Americans tend to do something, such as going to a movie, a concert, or simply getting a cup of coffee. Going somewhere together to do something is traditionally called a "date" because the time you will meet and the place you go are agreed upon in advance.

- Dates can be initiated by either person and do not necessarily lead to romantic relationships.
- People can go on dates simply to get better acquainted with each other.
- A date does not necessarily signify that two people are committed to a lasting relationship with each other.
- In fact, someone can have a date with Person A one day and with Person B the next.

After a few enjoyable evenings or outings together, continuing the relationship may be relatively easy. If you get the idea the other person is not interested in continuing the relationship, simply withdraw.

An Important Note

- If you or the other person agrees to a date or invites you into his or her home, there is no commitment to any sexual involvement on either part.
- Also, it is ok to say "no" if someone asks you on a date. It is not considered rude, and you have no obligation to date someone.

Relationship Violence

Relationships should always be mutual and caring in nature. Violence or fear are not a part of a health relationship. Domestic, or dating violence, includes pushing, shoving, hitting, punching, kicking, slapping, emotionally or sexually abusing your spouse, partner, child or family member. This includes using a weapon or object (i.e. knife, gun, or chair) or threat of violence to control and harm a person against her or his will.

Please note: In the U.S., police have an obligation to intervene in personal relationships if violence is reported. It is not considered a private matter.

Stalking

Stalking is the repeated following someone to class, home, work, or around campus without her or his permission. This includes causing a person to feel frightened or intimidated by repeatedly contacting the individual without permission through the telephone, mail and/or e-mail. Do not stalk someone. If you are being stalked you can request a restraining order from the local police.

If you are a victim of stalking, please contact an ELI staff member or the Title IX Coordinator, Ms. Leonora Campbell, immediately so help can be provided to you.

Sexual Harassment

Sexual harassment is the repeated unwanted physical or verbal contact of a sexual nature, such as

- Touching, pinching, tickling, grabbing or brushing up against a person;
- Asking someone for sexual favors; talking about a person in a sexual manner;
- Displaying sexually explicit pictures, drawings or writings, which create an intimidating work or educational environment.

Do not sexually harass someone. It is illegal in the U.S. and forbidden at SHU.

If you are a victim of sexual harassment, please contact Title IX Coordinator, Ms. Leonora Campbell, or an ELI staff member, immediately so help can be provided to you.

Sexual Assault

Sexual assault or rape is the forcing a person to engage in any form of sexual contact or to perform sexual acts against his or her will. These are crimes of sexual violence. Crimes of sexual violence include any form of unwanted, unwelcome, forceful or coercive sexual contact. Although sometimes called by different names, the common threads that bind these behaviors together are issues of violence, control, power and entitlement.

Sexual violence can happen to anyone regardless of race, gender, sexual orientation, class or profession. Although sexual violence is most frequently perpetrated against a woman by a man, it can and does occur between same sex partners, and also occurs by women abusing men.

No matter who is involved, it is important to understand that sexual violence is not an act of sexual desire, but one of power and control. If you are a victim of sexual violence or assault, please contact the Wellness Center or an ELI staff member immediately so help can be provided to you.

Victims of Sexual Violence

What to do if you are raped or sexually assaulted:

If the assault occurred in the last 72 hours:

- Go to a safe place
- Call someone you trust to be with you and give you support
- Preserve all physical evidence of the assault. Do not shower, bathe, douche, or brush your teeth
- Save all the clothing you were wearing at the time of the assault in a paper bag
- If the assault took place in your room, do not rearrange and/or clean up anything
- If you want to report the assault to school officials or to the police, ELI staff will help you with that process
- If you wish to have a rape kit done as well as be seen medically, go to an area hospital. Request to have a Sexual Assault Forensic Examiner (SAFE Nurse) conduct the rape kit process. You can have a rape kit completed without reporting the incident to law enforcement.
- You can contact the Center for Women & Families Rape Crisis hotline (1-203-333-2233). They will have staff readily available who can guide you and support you through this process

If the assault occurred previous to the last 72 hours:

- Talk to the Title IX Coordinator or an ELI staff member about what happened
- Make an appointment at the Counseling Center to get support and talk about options
- You can contact the Center for Women & Families Rape Crisis hotline for help (1-203-333-2233)

How to help a friend who has been sexually assaulted:

- Listen to her/his story
- Provide comfort
- Let your friend know that you don't think she/he was at fault
- Let your friend know that you want to make sure he/she is safe
- Help your friend to organize her/his thoughts but do not make decisions for them
- If you are struggling with anger, talk to someone else about it
- Suggest that your friend contacts professionals, like the Title IX Coordinator, the Counseling Center, or Center for Women & Families Rape Crisis hotline 1-203-333-2233

Who to Contact for Help

If you are stalked, sexually harassed, sexually assaulted, experience relationship violence, or know of someone this is happening to, please notify Ms. Leonora Campbell, the University's Title IX Coordinator. The Title IX Coordinator is responsible for Title IX law violations such as stalking, sexual harassment and sexual assault.

Phone: (203)396-8386

Email: campbelll@sacredheart.edu

Office Hours: Monday-Friday: 9AM-5PM

Office Location: Melady Hall 221.

It is the responsibility of every person in the Sacred Heart community to comply with the laws and regulations of Title IX, in order to ensure we have a safe environment conducive to learning and student success.

Gender and Sexual Health

It is important for you to be aware of your host culture's view towards gender, dating, sex, and morality. These may differ from the views and practices that you are used to here in the U.S.

LGBTQ+

There is no formula when it comes to gender and sexuality. Yet it is often only people whose gender identity and/or sexual orientation negates society's expected standards who are targets of stigma, discrimination, and violence. At SHU, we embrace a positive view of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) identities and relationships by producing a safe space where people are free to express who they are without fear. At SHU and the ELI, we give people freedom and resources to define, determine, and declare who they are.

Your resources include:

- The ELI and the Counseling Center. Staff are available to speak with you privately about matters of sexual orientation.
- At SHU, you will find a welcoming GSA (Gay Straight Alliance) club.

Sexual Health

If you choose to be sexually active, protect yourself and your partner from unintended pregnancy, sexually transmitted infections, and HIV/AIDS. Use protection, such as condoms. Condoms are easily purchased, by both men and women, at pharmacies, grocery stores, and convenience shops.

Sexually Transmitted Infections

Contracting a sexually transmitted infection (STI) is possible while at home or abroad. Use protection, such as condoms, to avoid contracting an STI. STIs include, but are not limited to:

- Chlamydia
- Gonorrhea
- Hepatitis B (HBV)
- Herpes Simplex Virus (HSV)
- Human Papillomavirus (HPV)
- HIV/AIDS
- Syphilis
- Trichomoniasis (trich)

Area Information

Fairfield, CT

Surrounded by residential neighborhoods, our main campus is safe, tree-lined, and easy to navigate (28++ hectares). SHU's location in Fairfield County, Connecticut means proximity to world-class hospitals; nationally-ranked elementary and secondary schools; and a high concentration of Fortune 500 corporations located in Connecticut's "creative corridor," along with a central location between New York City and Boston.

Area Hotels

Hotel Hi-Ho

4180 Black Rock Turnpike
Fairfield, CT 06824
<http://hotelhiho.com/>
3 miles (4.5 km) from campus

Holiday Inn Bridgeport-Trumbull-Fairfield

1070 Main Street
Bridgeport, CT 06604
www.ihg.com/holidayinn
4.5 miles (7 km) from campus

Best Western Black Rock Inn

100 Kings Highway Cutoff
Fairfield, CT 06824
www.blackrockinn.com/
5 miles (8 km) from campus

Trumbull Marriott Merritt Parkway

180 Hawley Lane
Trumbull, CT 06611
www.marriott.com/hotels/travel/bdrct-trumbull-marriott-merritt-parkway/
6 miles (9.5 km) from campus

Courtyard by Marriott- Shelton

780 Bridgeport Avenue
Shelton, CT 06484
www.marriott.com/hotels/travel/bdrcy-courtyard-shelton
8 miles (13 km) from campus

Marriott Residence Inn- Shelton

1001 Bridgeport Avenue
Shelton, CT 06484
www.marriott.com/hotels/travel/hvnsh-residence-inn-shelton-fairfield-county
7 miles (11 km) from campus

Courtyard by Marriott- Shelton

780 Bridgeport Avenue
Shelton, CT 06484
www.marriott.com/hotels/travel/bdrcy-courtyard-shelton
8 miles (13 km) from campus

Hilton Garden Inn- Shelton

25 Old Stratford Road
Shelton, CT 06484
<http://hiltongardeninn3.hilton.com/en/hotels/connecticut/hilton-garden-inn-shelton-HVNSHGI/index.html>
9 miles (14.5 km) from campus

Westport Inn

1595 Post Road East
Westport, CT 06880
www.westportinn.com
10 miles (11 km) from campus

Hampton Inn

129 Plains Road
Milford, CT 06460
<http://hamptoninn3.hilton.com/en/hotels/connecticut/hampton-inn-milford-MIFPLHX/index.html>
11 miles (17.5 km) from campus

Dining Guide

Dining on campus is highly encouraged to immerse yourself into the American culture. Be sure to get your SHU ID card from Student Union as it is a form of payment to enter the dining halls. All dining facilities use cash or SHU card.

There are many wonderful restaurants and cafes in the local area. Here are a few of the places to eat within driving distance of the University, in downtown Fairfield, or conveniently located off the Merritt Parkway. More restaurant ideas are listed here: www.sacredheart.edu/aboutshu/visiting/restaurantguide

Bereket

2871 Fairfield Ave
Bridgeport, CT
www.bereketkabob.com

Barcelona

4180 Black Rock Turnpike
Fairfield, CT
www.barcelonawinebar.com

Best Edibles

4235 Madison Avenue
Trumbull, CT
www.bestediblesdeli.com

Cheesecake Factory

5065 Main Street (at the Mall)
Trumbull, CT
www.cheesecakefactory.com

Colony Grill Pizza

1520 Post Road
Fairfield, CT
www.colonygrill.com

Flipside Burgers and Bar

1125 Post Road
Fairfield, CT
www.flipsiderestaurant.com

Geronimo Southwest Grill

2070 Post Road
Fairfield, CT
www.geronimobarandgrill.com

Old Post Tavern

1417 Post Road
Fairfield, CT
www.oldposttavern.com

Romanacci

4244 Madison Avenue
Trumbull, CT
www.romanacci.com/trumbull

Sitting Duck Tavern

4244 Madison Avenue
Trumbull, CT
<http://sittingducktrumbull.com>

Ten Asian Bistro

5065 Main Street (the Mall)
Trumbull, CT
<http://tenasian.com>

Upper Crust Bread Company

4244 Madison Avenue
Trumbull, CT
www.ucbctrumbull.com

Ramirez Restaurant

1234 East Main St.
Bridgeport, CT
www.restaurantramirez.com

Maione's Brick Oven Pizza

1244 Stratfield Rd
Fairfield, CT
www.maionespizza.com

Archie Moore's

48 Sanford St
Fairfield, CT
www.archiemoores.com

Bloodroot

85 Ferris St
Bridgeport, CT
www.bloodroot.com

Centro Ristorante & Bar

1435 Post Rd.
Fairfield, CT
www.centroristorante.com

Fin

1253 Post Rd.
Fairfield, CT
www.finjapanese.com

Frank Pepe Pizzeria

238 Commerce Dr.
Fairfield, CT
www.pepespizzeria.com

Isabelle et Vincent

1903 Post Rd.
Fairfield, CT
www.isabelleetvincent.com

Joe's American Bar & Grill

750 Post Rd.
Fairfield, CT
www.joesamerican.com

King & I

Beardsley Park Plaza
Bridgeport, CT
www.kingandi.com

Mancuso's

601 Kings Hwy. E.
Fairfield, CT
www.mancusos-restaurant.com

Marisa's Ristorante

6540 Main St.
Trumbull, CT
www.marisas-ristorante.com

Ralph' n' Rich's

815 Main St.
Bridgeport, CT
www.ralphnrichs.com

Food That Reminds You of Home

Of course, while it is fun to experience the local cuisine, we know that there will be times when you want to experience the tastes of home.

Restaurants

Brazilian

Pantanal Restaurant
215 Frank St
Bridgeport, CT
<http://www.pantanalrestaurant.com>

Terra Brasilis Restaurant
1282 North Ave
Bridgeport, CT
<http://bit.ly/2cm75Kn>

Colombian

El Pueblito
121 Wall Street
Bridgeport, CT
www.letseat.at/ElPueblito

Jamaican

Shandal's Vegetarian Café
520 Capitol Ave
Bridgeport, CT
<http://www.shandalsvegetariancafe.com>

Rootsman Kitchen
500 Park Ave,
Bridgeport, CT
<http://bit.ly/2cNbjJX>

Indian

Bonani Indian Kitchen
2090 Black Rock Turnpike
Bridgeport, CT
www.locu.com

Bangalore Restaurant
1342 Kings Hwy Cutoff
Bridgeport, CT
www.bangalorerestaurantandbar.com

Indian cont.

Paradise Biryani Pointe
280 Connecticut Ave
Norwalk, CT
www.locu.com

Mexican

Costa Del Sol
3851 Main St
Bridgeport, CT
<http://bit.ly/2d1JGPh>

Chinese

Shangri-la
4615 Main St
Bridgeport, CT
<http://bit.ly/2cOoXL9>

Panda Chinese Restaurant
983 Main St
Bridgeport, CT
www.pandact.us

Middle Eastern

Layla's Falafel*
2088 Black Rock Turnpike
Fairfield, CT
<http://bit.ly/2cNakcA>

Kabob Express*
3927 Main St
Bridgeport, CT
<http://www.kabobexpressct.com/Men>
[u.png](#)

Portuguese

O'Manel Restaurant
1909 Main St
Bridgeport, CT
<http://www.omanelrestaurant.com>

Turkish

Bereket Turkish Restaurant*
4031 Main St
Bridgeport, CT
<http://bridgeportbereketrestaurant.com>

Star of Sitanbul Turkish Cuisine
29 Markle Ct
Bridgeport, CT
<http://bit.ly/2cOpcWC>

Vietnamese

Nom-Eez
2992 Fairfield Ave
Bridgeport, CT
<http://nom-eez.com>

Pho Hong Thom
48 Wood Ave
Bridgeport, CT
<https://www.facebook.com/PhoHongThor>

Pho Saigon
1275 Iranistan Ave
Bridgeport, CT
<http://bit.ly/2d891Hm>

**Halal*

Grocery Stores

Halal Meat & International Foods
2200 Madison Ave
Bridgeport, CT

DR Asian Grocery
730 Maplewood Ave
Bridgeport, CT 06605

Bridgeport Food Bazaar Supermarket
500 Sylvan Ave
Bridgeport, CT
<http://www.myfoodbazaar.com>

Istanbul Import Market
605 Campbell Ave
Bridgeport, CT
<http://istanbulturkishgrocery.com>

Compare Foods (Latin American)
1050 E Main St
Bridgeport, CT 06608
<http://www.comparesupermarkets.com>

Los Portales Mexican Grocery Store
49 Fort Point St
Norwalk, CT 06855

Patel Brothers
330 Connecticut Ave.
Norwalk, CT 06854
<http://www.patelbros.com>

Shopping

Malls and Shopping Centers

Westfield Trumbull Shopping Center

Located just a few blocks from campus, the Westfield Mall is one of the largest shopping malls in Connecticut, including over 190 stores, such as Macys, Target, JC Penny, The Gap, and many more. (Target has a grocery store). Located at: 5065 Main Street, Trumbull CT 06611

Turnpike Shopping Center

Turnpike Shopping Center is a large shopping plaza located on Black Rock Turnpike. It includes Eastern Mountain Sports, The Rugged Bear, Pearle Vision, Go Shoe Repair, Choice Pet Supplies, and Webster Bank. The shopping center is also connected to a Shaw's grocery store. Located at: 2005 Black Rock Turnpike, Fairfield, CT 06825

Stillson Plaza

Stillson Plaza contains a combination of medical and retail businesses. The plaza contains Harper's Furs, Trader Joe's, Pier 1 Imports and Chase Bank, in addition to a variety of medical offices. Located at: 2228 Black Rock Turnpike, Fairfield, CT 06825

Other Shopping

Also, located on the busy Post Road in heart of downtown Fairfield Center, students will find many shops, including Banana Republic, Barnes and Noble, The Loft, Victoria's Secret and more!

Pharmacies

CVS

3710 Main St
Bridgeport, CT
<http://www.cvs.com>

Target

Westfield Trumbull Mall
5065 Main St
Trumbull, CT
<http://www.target.com>

Walgreens

4083 Main St (or) 1000 Park Ave
Bridgeport, CT
<http://www.walgreens.com>

Grocery Stores

Stop & Shop

4549 Main St.
Bridgeport, CT
<http://stopandshop.com>

Price Rite

4449 Main St.
Bridgeport, CT
<http://www.priceritesupermarkets.com>

Target

Westfield Trumbull Mall
5065 Main St
Trumbull, CT
<http://www.target.com>

Places of Worship

Catholic

SHU Chapel

Hinduism

Hindu Cultural Center of Connecticut
96 Chapel Street
Stratford, Connecticut
www.hinduculturalcenter.org

International Society for International
Society for Krishna Consciousness
1683 Main Street
East Hartford, Connecticut
<http://www.iskconct.org/>

Sikhism

Guru Tegh Bahadur Ji Foundation
622 West Avenue
Norwalk, Connecticut
<http://www.gtbf.org/>

Connecticut Sikh Association
(Gurdawara Guru Nanak Darbar)
1610 West St.
Southington, Connecticut
<http://ctsikhs.com>

Islam

SHU Prayer Room, UC 112

Islamic Community of Fairfield County
57 Pepper Street
Monroe, Connecticut
<http://jamia-al-karam.net/>

Masjid An-Noor
1300 Fairfield Avenue
Bridgeport, Connecticut
Phone: 203-579-2211
www.masjidan-noor.com

Qadri Masjid
4 Elton Court
Norwalk, Connecticut
Phone: 203-852-0847

Stamford Islamic Center
10 Outlook Street
Stamford, Connecticut
Phone: 203-975-2642
<http://stamfordislamiccenter.com/>

Masjid Al-Islam - New Haven
624 George Street
New Haven, CT 06511
Phone: 203-777-8004
www.masjidalislam.net/

Buddhism

Chua Phuoc Long
1222 Fairfield Avenue
Bridgeport, Connecticut
www.chuaphuoclong.net

Shambhala Center of New Haven
319 Peck Street
New Haven, Connecticut
<http://newhaven.shambhala.org>

CT Diamond Way Buddhist Center
69 Village Circle
Naugatuck, Connecticut
www.diamondway.org/connecticut

New International Buddhist Temple
19 Kinsey Road
New Hartford, Connecticut
<https://daeyensa.org/schedule>

Local Transportation/Shuttle Information

Travel to and from Sacred Heart is easy with several major airports in the area, including Kennedy International (JFK) (New York City) LaGuardia (New York City), and Bradley (Hartford, CT). Trains to and from New York City, Boston, and Washington, D.C., are just 5 miles (8 kilometers) from campus. The campus SHUttle (seasonal) as well as the public bus system and local taxicab companies transport students to restaurants, shops, and other locations throughout Fairfield and nearby towns and cities.

Driving directions to Downtown Fairfield

- Turn **left** out of the main entrance and go north on Park Avenue to the **Merritt Parkway South** (Route 15)
- Take the Merritt Parkway South to **exit 44**
- Turn **left** at the light and at **left** the end of the exit. Then turn **left** at the next light.
- Travel **2 miles** (3.2 km) until you reach the intersection with **Stillson Road**. Turn **right** (Stillson Road turns into North Benson Road).
- Travel **2.5 miles** (4 km) on **North Benson Road** until you reach Route 1 (Post Road)
- Turn **right** on **Route 1** (Post Road) and travel into Downtown Fairfield

[Airport Shuttle Service](#)

GO Airport Shuttle Connecticut offers all ELI students and visitors at SHU a specially discounted fare available exclusively through their online reservation system. Make a reservation by clicking <http://2theairport.hudsonltd.net/res?USERIDENTRY=SACRED&LOGON=GO>

[SHuttle](#)

The Shuttle Service, called the SHuttle, is operated by the Student Union Office.

Download the **SHU Shuttles GPS APP** for your iPhone, iPad or Android smartphone! Search **Ride Systems** in the APP Store and type in "Sacred Heart University."

Please Note: There is limited university shuttle service in the summer.

[Shuttle Routes](#)

All shuttles depart from in front of the Edgerton Theatre.

There are 7 shuttle routes:

West Campus Shuttle	West Campus Shuttle makes stop at the Cambridge Campus and the Oakview Campus.
Graduate Services	Graduate Services stops at Avalon, Westfield Ave. & Main St., Hawley Ave. & Main St., North Madison and Savoy & Madison Ave.
Park Ave	Park Ave Route stops at Park Ridge, Pioneer Gardens, Oakwood apts. & Martire Building.
Service	Service Route makes stops at the Trumbull Mall and the Brookside Plaza providing access to Stop & Shop.
Oakview/Cambridge	Oakview/Cambridge travels between Cambridge and Oakview Campus.
Taft	Taft stops at Taft Residential and Park Royal Residential.
Transit	Transit is a continuous shuttle running from the Bridgeport Train Station to SHU campus.

West Campus Shuttle

Campus
HC Wing



Melody Hall



Martire



West
Campus
Parking



Campus Field

This route will run on a continuous loop.

Monday—Friday: 7:00a—11:00p

Saturday & Sunday: 7:00a—11:00p

*Last departure from West Campus Student Parking 11:00p

*Last departure from Campus: 11:05p

Between the hours of 11pm and 7am there will be a mini-van available on demand for residents of Oakwood, Pioneer Gardens and Park Ridge as well as those living on the main campus to access their cars at West Campus Student Parking or to get to campus. To request service, students need to call the following number (203)650-1606 and speak to the driver who is a licensed CDL driver/security guard.

Graduate Services

Campus



Avalon



Westfield/Main



Hawley/Main



North/Madison



Savoy/Madison



Campus

Monday—Friday: 7:00a — 11:00a

Departs Campus: Every hour (:00)

Departs Avalon: Every (:10)

Departs Westfield Ave & Main St: Every (:20)

Departs Hawley Ave & Main St: Every (:25)

Departs North Madison: Every (:35)

Departs Savoy/Madison: Every (:45)

Break

Monday—Friday: 3:00p — 11:00p

*Last departure from Campus: 11:00p

*Last departure from Avalon: 11:10p

*Last departure from Westfield & Main: 11:20p

*Last departure from Hawley & Main: 11:25p

*Last departure from North/Madison: 11:35p

*Last departure from Savoy/Madison: 11:45p

Saturday & Sunday: 12:00pm—6:00p

*Last departure from Campus: 6:00p

*Last departure from Avalon: 6:10p

*Last departure from Westfield & Main: 6:20p

*Last departure from Hawley & Main: 6:25p

*Last departure from North/Madison: 6:35p

*Last departure from Savoy/Madison: 6:45p

Park Ave

Campus



Park Ridge



Pioneer
Gardens



Oakwood
Apts.



Martire Bldg.



Campus

These routes will run on a continuous loop.

Primary Shuttle:

Monday—Friday: 5:30a—12:00a

*Last departure from Campus: 12:00a

*Last departure from Park Ridge: 12:05a

*Last departure from Pioneer Gardens: 12:10a

*Last departure from Oakwood: 12:15a

*Last Departure Martire Bldg. 12:20am

Saturday & Sunday: 10:00a—11:00p

*Last departure from Campus: 11:00p

*Last departure from Park Ridge: 11:05p

*Last departure from Pioneer Gardens: 11:10p

*Last departure from Oakwood: 11:15p

Last Departure Martire Bldg. 11:20pm

2nd Shuttle:

Monday—Friday: 7:30a—5:00p

Service

Campus



Trumbull
Mall



Stop &
Shop Plaza



Campus

This route will run on a continuous loop.

Monday—Saturday: 9:30a—10:00p

*Last departure from Campus: 10:00p

*Last departure from Trumbull Mall: 10:10p

*Last departure from Stop & Shop Plaza: 10:15p

Sunday: 10:30a—7:00p

*Last departure from Campus: 7:00p

*Last departure from Trumbull Mall: 7:10p

*Last departure from Stop & Shop Plaza: 7:15p

Within walking distance of:

Stop & Shop, Subway, Dunkin Donuts,
Bank of America, TD Bank, Walk-In
Clinic, Fei Ma Chinese, Marshalls, Price
Rite, Nail Salon, Shangri La & Merritt
Canteen

Oakview/Cambridge

Campus
↓
Cambridge
↓
Oakview
↓
Cambridge
↓
Campus

Monday—Friday: 7:00a—10:00p
Departs Campus: Every half hour (:00) & (:30)
Departs Cambridge: Every (:10) (:20) (:40) & (:50)
Departs Oakview: Every (:15) & (:45)

(No Weekends)

Weekend service to Oakview & Cambridge is provided by the Service Route by requesting those stops.

*Last departure from Campus: 10:00p
*Last departure from Cambridge: 10:20p
*Last departure from Oakview: 10:15p

Bow Tie Cinemas Trips are made after 5:00p by request only.

Taft

Campus
↓
Taft
↓
Park Royal
↓
Campus

Monday—Friday: 7:00a — 11:00p
Departs Campus: Every hour (:00) & (:30)

Departs Taft: (:15) & (:45)
Departs Park Royal: (:20) & (:50)

Saturday—Sunday: 10:00a — 11:00p
Departs Campus: Every hour (:00) & (:30)

Departs Taft: (:15) & (:45)
Departs Park Royal: (:20) & (:50)

*Last departure from Campus: 11:30p
*Last departure from Taft: 11:45p
*Last departure from Park Royal: 11:50p

Transit

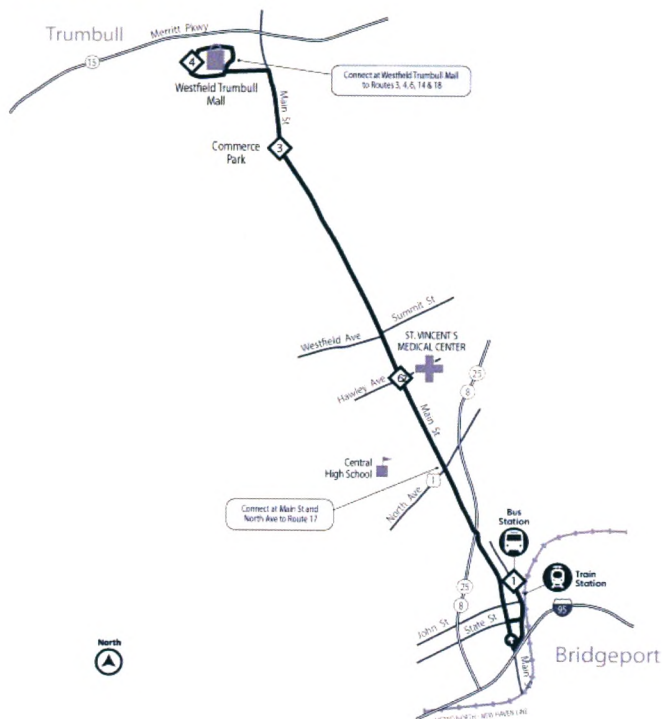
Campus
↓
Bridgeport
Transit
Station
↓
Campus

Monday—Friday: 7:00am—11:00pm	
Sat/Sun 10am—11pm	
<u>Departs SHU</u>	<u>Departs Transit</u>
7:00am	7:20am
7:40am	8:00am
8:20am	8:40am
9:00am	9:20am
9:40am	10:00am
10:20am	10:40am
11:00am	11:20am
11:40am	12:00pm
12:20pm	12:40pm
1:00pm	1:20pm
1:40pm	2:00pm
2:20pm	2:40pm
3:00pm	3:20pm
3:40pm	4:00pm
4:20pm	4:40pm
5:00pm	5:20pm
5:40pm	6:00pm
6:20pm	6:40pm
7:00pm	7:20pm
7:40pm	8:00pm
8:20pm	8:40pm
9:00pm	9:20pm
9:40pm	10:00pm
10:20pm	10:40pm
11:00pm	11:20pm

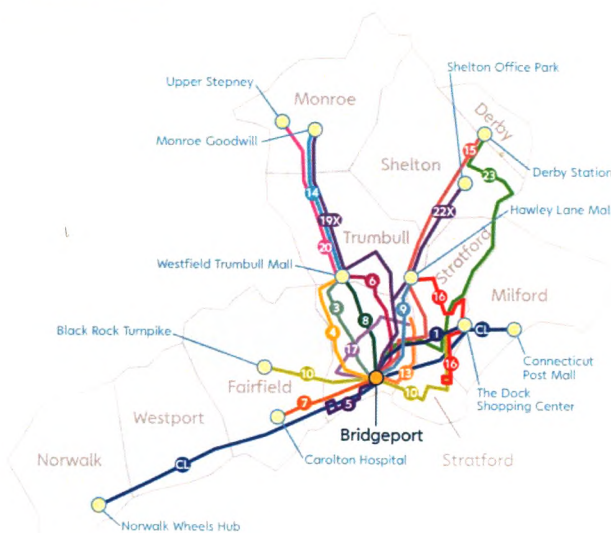
Town Bus

The Greater Bridgeport Transit Authority (GBT) is the local bus company. Route and schedule maps are located at <http://gogbt.com/>. The website is written in English and Español. The **Route 8 Bus** has a stop immediately outside the SHU campus and travels to both the Westfield Trumbull Mall and the Bridgeport Train Station.

Route 8 Bus



System Map



Taxi

There are several area taxi companies. One company is:

Metro Taxi
Phone: (203) 333-3333
www.metrotaxict.com

Bike Share

The town of Fairfield sponsors a Bike Share program. The Fairfield Bike Share is operated by Zane's Cycle, and consists of ten 3-speed, custom designed bikes. Students can borrow a bike and take a bike ride FREE. Bikes can be borrowed for fun, exercise, or to park the car and run a few errands on a bike.

Zane's checkout location is within walking distance of the Fairfield train station.

Bikes are available to borrow at Zane's Cycle, 1215 Post Road (203-256-8735) during their regular hours of operations:

- Monday-Friday: 10:00 am - 6:30 pm
- Saturday: 9:30 am - 5:00 pm
- Sunday: 12:00 pm - 4:00 pm

Borrowers must provide a valid driver's license or state photo ID and credit card. More information is available at www.fairfieldct.org/BikeShare



Sacred Heart
UNIVERSITY

Crosswalk Procedures & the Law

Dear SHU students, faculty and staff,

There are (2) specific types of university crosswalks that serve our campus:

**Roncalli Hall, Christian Witness Commons
and the Martire Business & Media Center**

1. A crosswalk with an electronic pedestrian signaling device and overhead vehicle traffic control.

CT Statute - 14-299(b) (5)



Pedestrians are legally required to push the button to cross the road once the overhead signal device has stopped all vehicle traffic. *Vehicles have the right of way with a green signal light.* – **PEDESTRIANS MUST NOT CROSS against a traffic signal light.** – *Use the pedestrian crosswalk button and wait for traffic to stop...it's all about safety!*

Jefferson Street to Notre Dame or McMahon

2. A crosswalk that has **NO** electronic traffic signal device of any kind, but does have a painted crosswalk on the roadway with a yield to a pedestrians in the crosswalk sign displayed.

CT Statute 14-300(c)



Pedestrians are to use good judgment by looking both ways at approaching traffic and determining that the vehicle operator can see them and is braking to allow a pedestrian to cross the street in the painted crosswalk. Here a pedestrian has the right of way, but common sense must prevail about your safety... *if the driver of a vehicle does not appear to be braking or see you, please stay at the curb until approaching traffic has passed.*

The goal is to always play it safe!

- **Never assume that drivers can see you or will stop for you.**
- Continuously look for motorists or other hazards. Drivers may not be attentive to pedestrians.
- Remember never move into the path of a closely approaching vehicle that does not have sufficient time to yield for a pedestrian.

This is an important reminder to please always use the pedestrian crosswalks when crossing the road. We are urging the University Community, especially those who walk to and from Christian Witness Commons, Angelo Roncalli Hall and the Martire Business & Media Center to use the crosswalks on the Fairfield Park Avenue side to enter the Main Campus or the Martire Business and Media Center.



Public Safety- Routine calls - 203-371-7995

Emergency calls- 203-371-7911

Remember to download the SHU SAFE mobile app!

ACKNOWLEDGMENTS

This handbook is a compilation of ideas from Sacred Heart University's Office of Global Affairs, the English Language Institute, and the Office of Immigration Services. The Office of Global Affairs gratefully acknowledges the following external resources:

<http://www.highpoint.edu/oiss/education-in-the-us-helpful-tips-for-international-students/>
<http://www.highpoint.edu/oiss/education-in-the-us-helpful-tips-for-international-students/>

https://www.missouristate.edu/assets/advising/2012_Davis_Advising_Syllabus.pdf
https://www.missouristate.edu/assets/advising/2012_Davis_Advising_Syllabus.pdf

http://www.international.vt.edu/resources/helping_internationals/index.html
http://www.international.vt.edu/resources/helping_internationals/index.html

<http://www.loyno.edu/cie/international-students-classroom>
<http://www.loyno.edu/cie/international-students-classroom>

<https://www.mcphs.edu/Admission%20and%20Aid/International/International%20Student%20Life/International%20Student%20Life%20Living%20in%20the%20US>

<https://iss.wisc.edu/dependents/bringing-dependent-us>

<http://iss.gsu.edu/current-students/immigration-advising/grace-periods/>

<https://www.iso.rochester.edu/travel/depart/grace.html>

http://www.internationalstudent.com/study_usa/way-of-life/safety-issues/

<http://www.weareiu.com/blog/an-international-student-at-iu-bloomington/3-big-differences-between-chinese-and-american-classroom-culture>
<http://www.salisbury.edu/intled/iss/handbook/customs.html>

<https://www.studyusa.com/en/a/1223/six-aspects-of-u-s-culture-international-students-need-to-know>

<http://www.englishandculture.com/blog/bid/84665/Working-in-the-U-S-13-Things-You-Should-Know-About-Americans>

<http://www.counseling.ufl.edu/cwc/uploads/docs/depression-college-students.pdf>

<https://international.uiowa.edu/iss/community/relationships-americans>

<http://www.salisbury.edu/intled/iss/handbook/customs.html>

