

CENTER FOR GRACE

INTERNATIONAL STUDENT  
ORIENTATION HANDBOOK  
2012-13



**NORTHWESTERN COLLEGE**

CENTER FOR GLOBAL RECONCILIATION  
AND CULTURAL EDUCATION

# NORTHWESTERN COLLEGE INTERNATIONAL STUDENT ORIENTATION HANDBOOK

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## CENTER FOR GLOBAL RECONCILIATION AND CULTURAL EDUCATION (C-GRACE)

At Northwestern College, one of our core values is to create a community that reflects the diversity of the Body of Christ by becoming Christ's ambassadors of reconciliation, intentionally seeking to promote Christian unity in our college community, particularly with respect to issues of racial, cultural and ethnic diversity, and biblical reconciliation.

The staff of C-GRACE advance this mission of Northwestern College by coordinating programs, services, and resources that celebrate and nurture culturally, racially, ethnically, and globally diverse and transformative learning environments for all members of the college community. Our caring and qualified staff also advise and support international and immigrant students, students who have grown up living in one or more cultures, and students of color in the areas of academic, cultural, spiritual, and personal growth.

Services offered by and connected to the department include:

- **International and Multicultural New Student Orientation** is a three day orientation at the beginning of the academic year, providing students and their families with tools for adjusting to college life and resources for academic success, as well as the opportunity to meet other students and begin the process of making new friends.
- **Multicultural Student Services** supports students of color by providing access to important resources, helping with cultural adjustment, advocating for unique needs, building relationships with students, and planning valuable programs designed to promote intercultural learning and biblical reconciliation on campus. Each student is connected with an upper-class student mentor who becomes a friendly, reliable and trustworthy source of information and support.
- **International Student Services** assists international students in their adjustment to college in the U.S. by providing spiritual, social and academic support to help them integrate into all aspects of college life, assisting them to apply their learning to their own lives, vocation, and cultural contexts, and to share their cultures with the community. Each international student is connected with an upper-class student mentor who becomes a friendly, reliable and trustworthy source of information and support.
- **International Family Friendship Program** connects international students with families of Northwestern College faculty and staff to provide a “home away from home” and nurture cross-cultural friendships and support.
- **Intercultural Student Organizations and Clubs**  
C-GRACE is home to a growing number of organizations devoted to reconciliation and the celebration of God's cultural diversity.
  - **Fellowship of Reconciling Cultures Everywhere (FORCE)** is an open social support network for *all* students who wish to learn about different cultures and educate others about their own cultures. Through intercultural programs, the students of FORCE work to create biblical unity by holding campus-wide events such as the Annual Multicultural Festival, discussion groups, regular coffee houses, “open mic” nights, performances, and retreats that engage students in building cultural awareness and reconciliation.
  - **Mu Kappa** is an international association of students who have lived overseas in one or more cultures. Mu Kappa allows “third culture” or “missionary kids” (TCK/MK) to join with others to find support in the transitions to college life and U.S. culture. Game nights, dinners, retreats, cultural celebration, and a range of other activities are held regularly.
  - **Antioch House** is a culturally and racially diverse community that operates within the biblical guidelines of a covenant agreement for living, learning, and serving together. Students participate in community activities and Bible studies related to issues of biblical reconciliation and learning what it means to live with and support those who are culturally different from themselves.
- **Study Abroad Services** provides education abroad and off-campus study advising, cultural resources, as well as pre-departure and re-entry support services for students studying in another culture or country.

Center for GRACE Offices are located in the Billy Graham Community Life Commons office G111. Students are welcome to stop by any time or call 651-631-5481 or 651-631-5229. If you have any questions or concerns that are not answered in this handbook or need clarification on any information provided, do not hesitate to contact the C-GRACE staff or your mentor for help.

## **Student Assistance**

Student assistance is of primary importance in achieving success at Northwestern College (NWC) and beyond. It is quite common in the U.S. for students and others to seek assistance concerning personal matters that, in other cultures, might be discussed only within your family. All problems and matters of personal concern will be considered confidential and will not be discussed with other people without the student's permission, unless laws of the U.S. or regulations of the college require it. It is essential that students seek the appropriate faculty/staff person when they first become aware that a problem might be developing. **Do not wait** until the problem has become so serious that it may be impossible to fix or address.

The following people and offices will be happy to help you:

- **Dr. David Fenrick**  
Director of C-GRACE—addresses student issues related to cultural adjustment, connecting to academic support or other services.  
Office location: G109  
Phone: 651-631-5229
- **Terrence Galbreath**  
Program Manager for C-GRACE—available to assist with general information and programs.  
Office location: G110  
Phone: 651-631-5481
- **Debra Voight**  
DSO (Designated School Official)/International Student Advisor—available to advise and assist with matters regarding immigration issues.  
Office location: Registrar's Office, N2134  
Phone: 651-631-5334
- **Financial Aid Office**—Financial Assistance  
Office location: N1118  
Phone: 651-631-5212
- **David Golias and Eliel Gebru**  
Culture & Language Training Instructor/Academic Support Specialist—assists and advises with academic/cultural/language issues and special needs.  
Office location: N4237 & 4230  
Phone: 651-286-7446
- **FORCE (Fellowship of Reconciling Cultures Everywhere)**  
Official Student Organization and Student Representation—plans multicultural events and is the voice for students on issues of culture and race  
Office location: G123  
Phone: 651-631-7638

## CAMPUS RESOURCES

This is just a short list of frequently used resources on campus that have people available to help students.

### Who you should see:

Cashier/Accounting Services  
Riley Hall (1<sup>st</sup> Floor) R1420

Counseling Center  
Nazareth Hall (3<sup>rd</sup> Floor) N3087/3088

Alpha Center  
Nazareth Hall (4<sup>th</sup> Floor) N4012

International Student Advisor  
Nazareth Hall (2<sup>nd</sup> Floor, Registrar's Office) N2134

Health Services  
Nazareth Hall (1<sup>st</sup> Floor) N1111

Financial Aid Office  
Nazareth Hall (1<sup>st</sup> Floor) N1112–11118

Mail Center  
Graham Commons (Ground Floor) G129

Registrar's Office  
Nazareth Hall (2<sup>nd</sup> Floor) N2134

Campus Safety, 651-631-5310  
Berntsen (lower level) BRC 011

Student Development  
Graham Commons (1<sup>st</sup> Floor) G213

Center for Calling and Career  
Nazareth Hall (4<sup>th</sup> Floor) N4106

C-GRACE  
Graham Commons (Ground Floor) G111

Global Initiatives  
Nazareth Hall (4<sup>th</sup> Floor) N4127

FORCE  
Graham Commons (Ground Floor) G123

### For assistance with:

Paying bills or cashing checks

Counseling for personal problems

Out-of-class testing/academic assistance

Immigration/Visa issues

Health care

Financial forms, financial aid, scholarships, etc.

Mailing letters, packages, stamps, and mail pick-up

Student records, transcripts, course changes, grade reports

Reporting any emergencies, vehicle registration/parking permits

On-campus housing, chapel, planned activities, and much more.

Career assessment/resumes/internships

Needs relating to culture

Exchange Students and Study Abroad

Student Representation

## THE NORTHWESTERN COLLEGE "CULTURE"

*Note: The following are generalizations about the culture (the ideas, values, beliefs, customs, and social behavior of a particular group of people) of the majority of students at Northwestern College. There are many exceptions, and this may not be an accurate representation of U.S. American culture outside of Northwestern College, of which there may also be many variations.*

### Conversation

Casual conversation among North Americans can sometimes be confusing. For example, "How are you?" does not necessarily mean the person wants to know exactly how you are feeling. Rather the person may simply be saying an informal greeting. In response, you may simply smile, nod, and say, "Fine, thank you. How are you?" Phrases said when departing can be equally confusing. For instance, "See you later," "Drop by sometime," or "Let's get together sometime" are often meant as a friendly goodbye rather than an actual invitation. When in doubt, do not be too shy to clarify whether it is an invitation or not.

### Social Space

Some cultures tend to have a much closer conversational distance than does the U.S. culture. As a result, an international person may literally back a North American across the room, each just unconsciously trying to maintain a comfortable distance. These subtle but important means of nonverbal communication can lead to the stereotype of particular foreign nationalities as forward and abrasive and North Americans as cold and distant. So too, the opposite may be perceived by students from a culture having a greater conversational distance than that of North Americans.

Just as with conversational distance, "personal space" may differ across cultures. When North Americans are not acquainted with each other or where they are in public settings, they tend to stand or sit apart. For example, in an elevator, North Americans will keep their distance unless crowding forces them together. The same is true in a bus where people sit one per seat until additional passengers force them to double up. In both of these examples, North Americans "hold themselves in," having been taught from early childhood to avoid bodily contact with strangers.

### Friendship

In the U.S., friendships may seem to develop more quickly and seem more informal than in many other cultures. International students are sometimes struck by how warm and friendly people seem from the very start. Soon they observe that while many Americans seem warm at a first meeting, they may later seem remote. "Superficial" is the word sometimes used by international visitors to describe U.S. Americans' relationships. It often appears to some international students that U.S. students are too busy to take the time to get to know other people well. Upon closer examination, visitors may notice that North Americans tend to be very private, keeping their personal thoughts and feelings to themselves. One explanation for this behavior may be that Americans have been taught to idealize independence and avoid becoming too dependent on other people or allowing others to become dependent on them.

### Concepts of Dating

At Northwestern College, relationships between male and female students are so complex that they are difficult to describe in a few paragraphs. Nonetheless, a few general comments might help since international students sometimes find that U.S. and NWC dating customs differ from the ones they are accustomed to.

In the U.S., dating or romantic relationships are common. A romantic interest be expressed by "asking someone out" by inviting them to coffee, dinner, or an event (either a man or a woman may do the asking). At NWC, much of the social life centers around campus life and events. Students study and eat meals together, go to special lectures, movies, or attend sporting events together, and non-romantic friendships between men and women are also acceptable. Since few students have much money, many go "Dutch treat" on dates (the costs are divided

equally). Casual dating is also common, with two individuals going out on a few dates without pressure of pursuing any further romantic relationship. Dating at Northwestern College tends to be more serious than in the overall U.S. culture, since students at a Christian college are often looking for likeminded marriage partners. If you are unsure of someone's intentions, do not hesitate to ask the person, or to seek advice from a friend or advisor familiar with U.S. culture.

Northwestern students who are not married are expected to abstain from sexual relations; however, students will find that this is generally not the expectation in much of U.S. culture. Do not feel pressured to do anything you are not comfortable with. If anyone does make you uncomfortable in their interaction with you, explain this to them as they may not be aware that their behavior is inappropriate in your eyes. If they continue to pursue you or behave in a way that makes you uncomfortable after you have spoken to them, do not hesitate to contact a faculty or staff member or another student for assistance.

### **Use of Names**

First names are more readily used in the United States than in other countries. It is all right to use the first name of someone of approximately your same age and status or someone younger. It is appropriate to inquire if the person prefers to be called by his or her first name if you are unsure.

A woman or man older than you, including a professor or administrator, is often addressed as Dr., Ms., Miss, Mrs., or Mr. until the individual requests that you use his or her first name or until you get to know the individual better. Men and women will be confused if you use Dr., Ms., Miss, Mrs., or Mr. with a first name, as is the custom in some countries. Ordinarily Ms., Miss, Mrs., or Mr. are used only with the family name, such as "Mrs. Jones." Some U.S. women prefer the address "Ms." (pronounced *Miz*). Ms. is used for both single and married women and replaces Miss and Mrs. Ms. is also an acceptable form of address if you do not know if a woman is single or married.

### **Use of Time**

Most Americans have a very strict understanding of time, generally making punctuality a very important quality in American culture. This will apply to your relationships and your classes in the U.S. Americans tend to view punctuality as a sign that you value other people and their time. If you make plans to meet with a friend at a certain time, you may find that they will be upset or offended if you do not show up exactly on time. Likewise, your professors will expect you to arrive at class at or before the scheduled time and may even penalize you for repeated late attendance. Professors will also expect assignments to be submitted by the exact time they are due; an assignment that is submitted even an hour late may be graded down or rejected entirely.

### **Invitations**

Invitations are usually informal and most often verbal or textual, but specify time and place. For example: "Will you come over Tuesday evening at 8:00?" If you say "yes", it is important that you keep the appointment and arrive on time. A casual verbal invitation such as "come and see me sometime" or "drop in" is usually given with the understanding that you will call and make more specific plans before coming over. If you receive a written invitation that says "RSVP," you should respond by letter/e-mail or phone, telling your host whether or not you plan to attend.

### **Physical Greetings**

In informal settings, men usually shake hands at the time of their first meeting. Men and women also often shake hands. Women do not always shake hands with each other, except in formal or business situations. Hugging is also another common form of greeting between people who are already friends. Though this form of greeting is more common between women, it is also acceptable for any gender mixing to hug. Kissing is generally not an acceptable form of greeting.

### **Answering Questions**

People originally from the U.S. tend to be curious people. They will ask a lot of questions. Some of their questions may appear too personal, ridiculous, uninformed, and elementary, but try to be patient in answering them. You may be the first foreign national of a particular country who they have met, and they will probably have very little understanding of life in your culture. Most people are sincerely interested in learning more about you and your culture and, in return, will welcome any questions you might ask them about the U.S.

### **Racial, Cultural, and Sexual Harassment**

Northwestern College and Northwestern Media employees and students have a right to an employment and academic environment that is free of racial, cultural, and sexual harassment. Northwestern recognizes racial, cultural and sexual harassment as inconsistent with biblical teaching and illegal under state and federal law. The Student Development Office distributes copies of the NWC policies concerning these harassments each year to all students. Policies related to harassment are also found on the ROCK.

## EDUCATION AND STUDENT LIFE AT NORTHWESTERN COLLEGE

### Keys to Academic Success

The U.S. academic system differs from all others in the world. To succeed in it, you will need to learn how it is organized and how it works, or, as we in the U.S. say, "How to play the game." Listed below are some suggestions that you should keep in mind as you begin your studies. You will learn more of the informal rules for academic success as you undertake courses and have the opportunity to talk with students in your field of study. The more you discuss topics such as these with experienced students, the sooner you will be able to develop a helpful understanding of the way your academic department functions. For further assistance contact CAPSS (Center of Academic Programs for Support Services) offices such as the ALPHA Center or CLT (Culture Language and Transition) (see pages 4, 5, and 15).

#### A. Evaluate Your Expectations

Keep in mind that a period of adjustment to a new educational system is necessary before you will be able to perform to the best of your ability. In general, students for whom English is not their first language might have an academic performance level that is lower than their expectations. As they become accustomed to the system and as their English improves, their academic performance will also improve.

#### B. Select Your Courses Wisely (Consult Your Academic Advisor Early On)

Especially during your first semester, do not take more courses than required. Make sure you have a combination of more demanding and less demanding courses rather than only difficult ones that require unusually heavy amounts of work. When arranging your course schedule, consult with not only your academic advisor but also with experienced students who are familiar with available courses and teachers. You may be tempted to take more courses than necessary in order to try to earn your degree faster. The usual result of taking too many courses is discouragement, poor academic performance and subsequent failure in competition for financial assistance. You should be familiar with the procedures for dropping and adding courses and the repeat option (all explained in the Registration Guide and Class Schedule that you receive when you register and is also available on the Rock).

#### C. Work Hard From the Beginning

One of the primary ways U.S. college courses differ from those in most other countries is that your course grade often depends on multiple quizzes and tests, term papers, class participation and homework, whereas in many other countries there is one major examination at the end of the course. There is usually a final exam at Northwestern College, but the course grade often depends more on other assignments.

It is not possible in the U.S. system of higher education to wait until the latter part of the semester to begin studying. If you do not begin studying on the first week of classes, you are likely to get behind and to experience academic difficulty. *Therefore, it is helpful to put together a schedule for your studies.*

#### D. Know How to Study

Learn how to study most effectively in the U.S. educational system. The study habits that were appropriate for the educational system in your country may not be appropriate here. You may have to learn to approach your studies in a different way while you are studying at a U.S. institution. (See the section on study skills.)

#### E. Talk with Your Professors (by appointment, online in Moodle, or via e-mail)

One of the advantages of being at a small college like Northwestern is that the professors are more accessible to students. Professors here expect students to ask questions in class or immediately following the class. They expect students to contact or meet with them if the student is having problems in the class. All professors have office hours scheduled for the purpose of meeting with students. If you are not doing well in a class and you do not see the professor to discuss the situation, the professor is likely to assume that you are not really interested in the class. In other words, most professors may have a negative, or at best, an indifferent evaluation of a student who

never raises a question or challenges in the class, or who does not visit the professor outside of the class to discuss academic difficulties he or she is experiencing. If you are having difficulties, *do not wait* until late in the semester to talk to the professor.

#### **F. Ask Questions and Speak Up in Class**

In some cultures, students are not expected to speak in class. They only listen to a lecture from the professor. But in the U.S., professors expect students to engage with course material by participating in class by asking questions, giving their opinion on topics, etc. Any time you feel unsure about what is expected of you in a class or of some aspect of the material being presented, *ask the professor* about it either in class or immediately after class. Again, if you do not ask, it will be assumed that you understand everything or that you are not interested. You may also have different views on a topic being covered in class. Most professors and other students like foreign students to discuss their differing viewpoints so they can learn about other countries and culture as well.

#### **G. Prepare to Learn the Values of the U.S. Educational System**

From your past experience in other educational systems, you have developed certain assumptions about the purposes and methods of education and about the way your field of interest should be studied. For example, you may assume that it is important to be able to memorize large quantities of information or that the way to study your field is to study a very limited aspect of it in great depth. This is true in some educational systems. Here, by contrast, you may find that memorization of material is less important than synthesizing material from a variety of sources and that your field of study is approached by studying briefly the works of a very large number of scholars.

It is important for you to realize that differences of this kind exist between the U.S. and other educational systems and that you will have to adjust your thinking if you are going to succeed here academically. Whether or not you personally accept the values of the education system here, you will have to act in accordance with them while you are studying.

# THE U.S. ACADEMIC SYSTEM

## Goals and Values of the Academic System

### A. Broad Education

The American academic system, as a whole, is intended to provide a broad education for as many people as possible. There is no screening examination that directs a student at an early age into academic or non-academic area. A high percentage of the population completes secondary school, and secondary school is not as challenging as it is in countries where access to education is more limited. A high percentage of the population attempts some kind of post-secondary education, such as university studies.

### B. Specialization

The U.S. educational system also produces specialists, people who have studied a limited range of topics in depth. Specialization comes later in the U.S. system than it does in some others. In most majors, it is not until the second (sophomore) year of undergraduate work that a student concentrates on the study of his major field. In a technical major, specialization begins immediately.

### C. Education

It is considered important in the U.S. to evaluate the work that students do. Therefore, there is a grading system that is used to rank and compare students' academic work. A student's grades receive considerable attention in competition for scholarships and fellowships, for admission to universities and graduate schools and for jobs.

### D. Academic Honesty

In general, in the U.S., independence and individual efforts are admired. In the academic world, independent thought is valued. The most serious offense in the academic world is that of representing another person's work as your own. Copying another person's work without acknowledging that someone else is responsible for it is called "plagiarism."

## Organization of the Academic System

This discussion is limited to higher (post-secondary) education. If you have questions about primary and secondary education in the U.S., you can address them with any U.S. student or teacher.

### A. The Semester System

The academic year is comprised of two semesters of approximately 16 weeks each. Many U.S. universities like Northwestern College use this semester system or a similar variation. Northwestern College also breaks each semester in half, resulting in two "quads" consisting of approximately 8 weeks each. Classes may be either quad length or full semester length. Limited summer courses are also available.

### B. Academic Advisor

Your academic advisor is a faculty member who helps you plan your program in a way that will best enable you to fulfill your graduation requirements and at the same time tailor your studies to your interests. You may also wish to seek advice from the Academic Support Specialist, other faculty members and students.

### C. Credits

The quantity of academic work a student does at the college is measured in credits. The number of credits a course is worth usually depends on the number of hours per week that it meets. The semester hour is the unit for calculating credits at Northwestern and is defined as one hour of class work per week, or its equivalent, pursued for one semester. For example, a four credit class meets four hours per week. On average, 2–3 hours of homework are necessary for every hour of classroom time. Credit for laboratory work will count as indicated in the course

descriptions contained in the catalog. At Northwestern College, the number of credit hours required depends upon the major you select.

#### **D. The Grading System**

A grade may be defined as an indication of the professor's judgment of the quality of the work accomplished by the student in a course. Each grade carries a designated number of points per credit.

##### *Academic Load*

You do your best academic work when you have sufficient time to attend all classes, complete extra reading assignments and prepare homework. In addition, it is necessary for you to have sufficient time for rest, relaxation, and participation in student life and ministry related activities. Academic load is defined as the number of semester hours of course work for which you are enrolled during a given semester. The typical recommended academic load is 14–16 hours. Overload is considered more than 18 credits. Permission to take an overload is contingent on cumulative GPA, and the form used for request of the overload must be signed by your academic advisor. Consult the Registration Guide and Class Schedule for further information.

##### *Academic Year*

The academic year is divided into two semesters—fall and spring. Although a student may enter Northwestern College at the beginning of any semester, we strongly urge that first time international students begin only at the fall semester. Any student may complete the undergraduate education at the end of any semester during which he/she has met all of the requirements for graduation. Graduation exercises are held each year at the close of both fall and spring semesters. Some short summer courses are offered as well.

There are two devices outlined in the Registration and Class Schedule that give flexibility to students who want to maintain reasonably high grade point averages:

1. The Course Repeat Procedure available in undergraduate programs

Under this option, students may retake a course in which they have received a low grade, and the grade earned for the most recent enrollment will be used in calculating the cumulative GPA.

2. Adding and Dropping Courses

International students must remember that the U.S. Immigration regulations require them to be registered full-time (12 semester hours). You must go to the Registrar's Office to add or drop any course.

Each faculty member at the college has his or her own philosophy and methods of grading. Some use fixed grading scales whereby each assignment or examination that is graded can receive a fixed maximum of points. Others grade "on the curve," a system where a formula is used to assure that there will be a certain number of A's, a certain number of B's, and so on. Under this system the new students in the class are competing with each other for high grades. It is most helpful to learn the philosophy and method of grading that each of your professors use.

If you receive a low grade and do not understand why, or you think the professor may have made a mistake, it is acceptable to ask the professor for the reason for the grade. However, it is not acceptable to "bargain" for a grade you do not deserve.

#### **E. Grade Points**

Grade points are the numerical value assigned to each letter grade for comparative purposes. Grade point values for authorized grades are shown below:

A = 4.00

B = 3.00

C = 2.00

$$D = 1.00$$

Grade point average (GPA) is the average grade point per semester hour for a student. Grade point averages are computed for each semester and used as a basis for completing requirements for graduation or for permission to remain in school each succeeding semester.

To compute the GPA:

1. Assign the numerical value to each grade
2. Multiply the numerical value by the number of credit hours assigned to each course
3. Divide the total number of hours carried (taken) during the semester

*Example:*

Chemistry	A (4 hours)	$4 \times 4 = 16$
Calculus	A (3 hours)	$4 \times 3 = 12$
English	C (3 hours)	$2 \times 3 = 6$
U.S. History	B (3 hours)	$3 \times 3 = 9$
Biology	D (4 hours)	$1 \times 4 = 4$
Grade Points		<b>47 credit hours / 17 = 2.77GPA</b>

### **F. Grade Report**

You will receive a grade report from the Registrar's Office each semester indicating your grades, grade points and credit hours earned, your grade point average for the semester and cumulative grade point average. If there are errors or you have questions, contact the Registrar's Office.

## **Methods of the Academic System**

### **A. Lectures**

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

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

When the class is too large to permit questions and discussion, or if for some other reason you do not have the opportunity to raise questions in class, you may visit privately with the professor during office hours or make an appointment to see him/her in the office. Professors usually announce their office hours at the first meeting of the class or in the course syllabus. In the case of large classes, usually there are also teaching assistants who are available to answer questions.

### **B. Seminars**

A seminar is a small class. It is likely to be devoted entirely to discussion. Students are often required to prepare presentations for the seminar, based on their independent reading or research.

### **C. Laboratories**

Many courses require work in a laboratory where the theory learned in a classroom is applied to practical problems.

#### **D. Term Papers**

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

Information is available in the **ALPHA Center** (N4012–4015) for formatting of a term paper, including the use of citations and bibliographies. Information is also available online in Moodle. If you have questions about a particular term paper assignment, you should discuss them with the professor or contact the ALPHA Center.

Written work is to be submitted in typed form, not handwritten. It is possible to hire someone to type your paper for you, but it is expensive to do so. There are computers available in the computer labs in Riley Hall, the library and in the Student Center.

In preparation of term papers and in doing assignments for your classes, you are likely to use the library more than you have in the past. It is important, therefore, to learn how the library is organized. The library has trained employees who are happy to answer your questions about the library's organization, the location of specific materials, bibliographies, etc.

#### **E. Examinations**

You will have many examinations. Many have a mid-term examination near the middle of the semester, and nearly every class has a final examination at the end of the semester. There may be additional tests or quizzes given with greater frequency, perhaps even weekly. All these tests are designed to assure that students are doing the work that is assigned to them and to measure how much they are learning. There are two general types of tests:

##### **1. Objective Examinations**

An objective examination tests the student's knowledge of particular facts. International students can have difficulty with objective examinations, not because they do not know the material on which the test is based, but because they are unfamiliar with the format of the test and because their English linguistic proficiency is not advanced enough to enable them to distinguish subtle differences in meaning. There are five different kinds of questions commonly found on objective examinations. You will want to learn to deal with each of them.

- a. Multiple Choice—The student must choose from among a series of answers, selecting the one (or more) that is most appropriate.
- b. True and False—The student must read a statement and indicate whether it is true or false.
- c. Matching—The student must match words, phrases or statements from two columns.
- d. Identification—The student must identify and briefly explain the significance of a name, term or phrase.
- e. Blanks—The student must fill in the blanks left in a phrase or statement in order to make it complete and correct.

##### **2. Subjective Examinations**

Usually called essay questions, subjective examinations require the student to write an essay in response to a question or statement. This kind of examination tests a student's ability to critically reflect and analyze, to organize, and to relate his or her knowledge of a particular subject.

##### **3. Take-Home Examinations**

This type of exam is similar to homework. Students are given a question or number of questions to answer within a specified number of days. To justify the length of time allowed, a high quality of work is expected.

All non-original sources and materials used or referred to should be acknowledged in citations and bibliography.

4. Open-Book Examinations (sometimes administered online in Moodle)

Students are allowed to bring and consult textbooks during the exam. These exams usually consist of essay questions that are more complicated than those of a simple essay exam.

Professors may sometimes tell you what type of exam to expect, provide a study guide, or give you an example of possible questions. If not, it would be helpful to **ask** about the structure of the exam. In-class exams are limited in time, which can be a disadvantage for students who do not have a high level of English proficiency or who write very slowly. If you think you might have difficulty for this reason, discuss in advance with the professor the possibility of being allowed extra time. Also ask the professor if you can use a dictionary if you feel you will have difficulty understanding some words. Use caution, however, in how much time of the test you spend using the dictionary.

*You should not look at other students' papers during an examination. To "cheat" on an examination by getting answers from other students or from materials brought to the test can result in a failing grade for the examination and in disciplinary action including dismissal from college.*

## **Study Skills**

In general, the U.S. educational system rewards students who can study a large amount of material concerning a broad range of subjects, who can synthesize (that is, combine into a meaningful whole) material from many sources and who can take examinations effectively. These activities require skills that can be learned. Some of these skills are mentioned and briefly discussed here. For additional ideas, information or assistance with study skills, you can go to the ALPHA Center, N4012 to express your desire for help with study skills. Often during the semester, workshops are offered to help students develop better study skills. Study skills courses may also be offered. Credit may be available for these courses as well. Learn more about these helpful options from the ALPHA Center director. The CLT (Culture & Language Training) offices, N4230 & N4237, also offer assistance to intercultural students, in particular, who may experience difficulty in transitioning.

### **A. Organizing Your Time**

You will have a large amount of work to do and a limited amount of time in which to do it. In that situation, you need to use your time effectively. A good way to use your time effectively is to *make a study schedule for yourself*. You can start with a schedule covering one week's time. Indicate the time periods devoted to sleeping, eating, personal activities and attending class. That will leave time that could be used for studying. Look at the course outlines (or syllabi) you get at the beginning of the term, and notice how much you will need to read and how many things you will have to write for each class during the semester. Divide the semester in half to determine how much work must be done by mid-term. Divide again and again, down to a unit of a week, and you will have an idea of what you must accomplish each week. Fill in your study schedule accordingly, and follow it. If it appears later that your schedule is out of balance with too much time devoted to some courses and not enough to others, modify your schedule and adhere to the new one.

### **B. Reading Effectively**

When you see the length of the reading lists your instructors give you, you will realize that it is not possible to memorize all of your reading materials for the semester or even to study them in reasonable depth. That is not what you are expected to do, in general. You are usually expected to familiarize yourself with the main points from each reading. Keep in mind that learning does not take place simply in reading, but rather in the re-reading of material. To draw the main points from a large number of readings, here are some things you can do:

1. Skim—Skimming means looking over a reading quickly, paying attention to the table of contents (if it is an entire book), the titles of the chapters, the headings of the various sections of the chapter, the topic

sentences that begin most paragraphs and the summary paragraphs or sections.

2. Read—Go over the material again, this time more carefully, looking for the main points, the conclusions and the contentions. Write down notes about the main points, following the outline of the reading itself.
3. Question—Rather than passively accepting what the writer has written, ask yourself questions about it. "What are the major points?" "What is the major issue the writer is addressing?" "What is the writer's thesis, or solution to the issue they addressing?" "Why is the writer saying this?" "What is the evidence for that?" "Does that agree with what this same writer said earlier or with what another writer on the same subject said?"
4. Review—Skim again. Look at your notes again. Try to retain in your mind the main points of the reading.
5. Write—Take summary notes of what you have learned.

If you find that you are reading very slowly, or that your vocabulary seems inadequate, you can get assistance. Tutors in difficult subject areas may be helpful. Check with the ALPHA Center staff people for help or see the Academic Support Specialist in for personal tutoring (N4012-4015).

### **C. Learning As Much As Possible From Classes**

Since attendance at and participation in classes is such an important part of the academic system in the U.S., it is prudent to try to gain as much from your classes as you can. Here are some suggestions:

1. Read in advance—If you have reading assignments that relate to a lecture you will hear in a class, do the reading before the class so that you will understand the lecture better. From the reading, you might have questions to ask in the class.
2. Take notes—Write down the main points that the lecturer makes. Many lecturers will use phrases that will help you identify the points they think are important and that you should therefore note. Examples of such phrases are "There are three major reasons for this. The first is..." "The next major development was..."; or "The main thing to keep in mind about this is..."
3. Review—After the class, go over your notes. Fill in things you left out. Mark things you still have questions about. Talk to another student if you missed getting some key points in your notes.
4. Seek assistance if you need it—If you have specific questions or if you are having general difficulty understanding what is happening in a class, get assistance. Talk to the professor. Try to find another student in the class who seems to understand better and who is willing to answer your questions. If you are having difficulties, consider going to the professor to see if they can help you identify a tutor. The ALPHA Center also has tutors available. Another option is to seek assistance in the CLT (Culture & Language Training) offices (N4232 & N4237).
5. Try not to be discouraged—International students, especially new ones, will inevitably have some difficulties understanding what is happening in at least some of their classes. Many things contribute to this: the teacher talks too fast and/or does not give well organized presentations; fellow students' comments are incomprehensible because they use so much slang; the entire setting seems strange and confusing. As time passes and you have more experience, these difficulties will diminish. Be patient. Ask questions.

### **D. Coping with Quizzes and Examinations**

Here are some suggestions that can help you cope with many quizzes and examinations you will have while in college:

1. Keep up-to-date on your studies—If you fall behind on your reading or assignments, you will have difficulty preparing adequately for tests.
2. Schedule your time to review—Before the test, go over your notes from lectures and readings. Try to anticipate what the instructor will ask on the test by recalling the points that were emphasized during lectures.
3. Study with a group—Form a study group to review information from the class and readings with other

classmates. This can be a vital tool to enhancing your learning because you will be able to compare notes with other students and quiz each other on important information. It is also helpful to hear the subject explained differently from peers and to explain points that you understand well to others, thereby solidifying those points in your own understanding as well.

4. Rest before the test—Most people perform better after adequate sleep the previous night.
5. Read test instructions carefully—Notice how much time you have, what choices you have among questions and which questions count more than others. Notice whether you are allowed to use scratch paper, calculators or dictionaries. Follow instructions carefully.
6. Schedule your time—Decide how much time you can afford to spend on each question. Avoid spending all of your time on only one or a few of the questions. Some instructors will allow international students additional time to complete examinations if it appears that a language barrier, rather than a lack of knowledge of the subject matter, is the factor that prevents the student from completing the examination in the allotted time. If language skills are preventing you from demonstrating your knowledge on a test, the professor may grant additional testing time.

## NORTHWESTERN COLLEGE ABBREVIATIONS, TERMS AND NICKNAMES

**NWC** Northwestern College

### Academic Schedule

T, TR Designates a class meeting on Tuesdays and Thursdays  
MWF Designates a class meeting on Mondays, Wednesdays and Fridays  
TBA The class time/location, etc. is To Be Announced  
Faculty Professors at Northwestern College  
Staff An employee who works for Northwestern College  
GPA Grade Point Average

### Residence Life

The Nest The Eagle's Nest, located below the Student Center; a place where students eat and hang out  
RD Resident Director, a full-time staff person who supervises residences, RAs and ARDs  
RA Resident Assistant - student leader responsible for a floor in the residences  
ARD Assistant Resident Director—student leader of RAs who reports to the RD

### Campus Locations

Guard Shack The check point located at the entrance of the college  
The Island A small island located beyond the flag pole (over the walking bridge). Students can swim, play sand volleyball, etc.  
Waterfront Located by the island, a place where students can rent equipment to go canoeing  
MC Your mailbox number in the campus Mail Center

### Other

DSO Designated School Official, responsible for processing all immigration paperwork for international students.  
Academic Advisor Assists students with course selections  
Major A student's chosen primary academic focus  
Minor A student's secondary academic focus  
Rock Relevant Online Community Knowledge—campus community members online information portal  
Moodle Online course site for all courses at NWC  
Quad Half semester  
The Billy Billy Graham Community Life Commons  
Stud Student Center (center of the main dorms)  
C-GRACE Center for Global Reconciliation and Cultural Education (Multicultural Student Support Services Office)  
FORCE Friends of Reconciling Cultures Everywhere  
The Shuttle Van/Bus service around campus and to certain locations in the area  
SAC Student Activities Council

## STUDENT MEDICAL TREATMENT RESOURCES

### Routine First Aid and Health Concerns

If you have any health concerns, Northwestern College's Health Services office (N1111) is available to students on weekdays. Do not hesitate to visit the office if you have any health problems (mental and emotional as well as physical) or would simply like advice on developing better health habits during your time in the U.S.

#### Northwestern College Health Services

Office: N1111 (first floor of Nazareth Hall)

Off-campus phone: 651-631-5246

On-campus phone: ext. 5246

Hours: M—F 9 a.m.—4 p.m. (closed 12:00pm-1:00pm)

(The medical doctor is in office Mondays 8–10 a.m. by appointment only)

*If care is needed after hours, contact the on-duty Resident Director by calling the Student Center at ext. 5307.*

### Urgent Non-Life Threatening Emergencies

#### Allina Medical Clinic After Hours Care

4194 N. Lexington Ave. Shoreview, MN

Phone: 651-631-5461

Hours: M—F 5:30–9:30 p.m.

Saturday 11 a.m.—6 p.m.

Sunday noon–6 p.m.

#### NOWCare Urgent Care

1955 W. County Rd. B2

651-635-0054

Roseville, MN

Hours: M—F 8 a.m.—9 p.m.

Weekends & Holidays: 9 a.m.—5 p.m.

### Life Threatening Emergencies

1. Immediately contact emergency personnel from any campus phone #911.
2. Contact Campus Safety Services at extension #5310.
3. Notify Health Services during regular hours—AED available by calling ext. 5246.

### Area Hospitals

#### St. John's Hospital

Phone: 651-232-7348

1575 Beam Avenue

Maplewood, MN

#### United Hospital

Phone: 651-241-8755

3333 N. Smith Avenue

St. Paul, MN

## TELEPHONE SERVICES

You will find that U.S. citizens consider the telephone a necessity and depend on it as their primary means of social and business communication. For convenience, you may wish to purchase a cell (or mobile) phone, though it is important to consider the fact that cell phone plans in the U.S. tend to be more expensive than those in many other countries. Be careful about purchasing free phones with a cell phone carrier as you will most likely have to complete a contract (commonly two years) including an expensive monthly plan.

Electronic retail stores such as Best Buy® or the electronic section of Target® offer options for nearly any phone carrier in store (cheaper carriers include Virgin Mobile® or Cricket®). Sales associates may be able to assist you in finding an appropriate phone and plan for your budget. Certain carriers (such as AT&T®, Verizon®, and T-Mobile®) may also have retail outlets with only their own products and services; only visit these stores if you are interested in only that carrier. Research your options well and don't be afraid to ask someone for help.

### Dialing Telephone Numbers on Campus

If you are calling a Northwestern College telephone number from a Northwestern College telephone, you can often use the last four digit extension (ext.) number. For instance, for Public Safety—651-631-5310—you can just dial ext. 5310. But you must dial the full number if you are calling from a mobile phone or from off campus.

**FOR EMERGENCIES: DIAL 911. THIS IS ONE TELEPHONE NUMBER THAT IS IMPORTANT TO REMEMBER FOR EMERGENCIES, FIRE, MEDICAL and POLICE. The other important number is Northwestern's Office of Public Safety: 651-631-5310 or simply dial ext. 5310 from any Northwestern College phone on campus. If you have a cell phone, please add this number to your phone's directory.**

### Phone Cards

Phone cards can be purchased in many locations such as pharmacies, grocery stores, the post office and convenience stores. These cards have the phoning procedural instructions on the back for making long distance calls. Some cards can be used for overseas phone calls, and some can't. Be sure to read the fine print on the backs of the cards, before purchasing, so that you know what services and costs are attached to that particular card.

### Types of Long Distance Telephone Calls

Calling cards must be used for long distance calls. To make an off-campus call, you must dial "9" for Twin Cities area calls or "8" for long distance calls outside the Twin Cities before dialing any other code.

#### Station-to-Station

You speak directly with whoever answers the telephone. This type of call is least expensive and may be dialed directly by dialing 8, your authorization code, 9, 1, and ten-digit number. If you are calling on a pay phone, the operator will tell you how much money to deposit to talk for three minutes.

#### Person-to-Person

With this type of call you must tell the operator to whom you want to speak and you pay only if that person is available. To reach the operator, dial 8, your authorization code, 9, 0, and 10-digit number. When the operator answers say, "I want to make this person-to-person to speak to (person's name)."

#### Collect Call

The person being called, not the caller, pays for the call. To call collect follow the same steps as above in making a person-to-person call, except when the operator answers say, "I wish to make this a collect call. My name is (your name)."

**International Calls**

Students can obtain a phone card at local businesses, the post office or Sam's Club (most cost efficient per minute). The International coverage will differ with each card, so check on the back of the card for the information regarding international calling that applies to that particular card. An international cell phone may be another option.

## FINANCES

### Banks and Banking Services

#### Opening an Account

To open any kind of bank account, simply go to the bank or credit union of your choice and tell the receptionist that you would like to open an account. The receptionist will direct you to a person who can explain the kinds of accounts that are available and can open one for you.

Married persons can open a "joint account" which both husband and wife use. Banks have "customer service" personnel whose job is to answer customers' questions and assist with problems that have to do with banking services.

Students desiring to open a checking account in Roseville may do so at any of the several banks or Savings and Loan Institutions in Roseville. Listed here and on the following page are some of the banks available with the information you might need to open a new student account. Banks also send representatives to campus during orientation so that students may inquire about options and set up an account.

Bank	Minimum Balance to Open	Monthly Service Charge	Person to Contact	ATM Cash Cards
<b>M &amp; I Bank</b> 1780 Hwy 36 W 651-288-6300	\$100 (5 checks/month) (Gift card for NWC employees)	None (varies with account)	Banker	Yes—Free at ATMs with M&I Bank's name listed
<b>U.S. Bank</b> Byerly's Roseville W County Rd C	\$25 – SSN and Drivers' license	None (varies with account)	Customer service	Yes—Free at ATMs with First 1601 Bank's name listed
<b>Wells Fargo Bank</b> Fairview & County B 651-205-6333	\$100—checking +\$25—savings, passport & 2 <sup>nd</sup> ID	None (varies with account)	Banker	Yes—Free VISA debit
<b>TCF</b> 1713 Lexington Ave N 612-823-2265	\$25 no minimum balance	None (varies with account)	Banker	Yes—with charge for transactions made at other places; VISA/check cards
<b>Premier Bank</b> 1875 West Highway 36 (651) 633-8880	\$100 no minimum balance	None (varies with account)	Banker	Yes—MasterCard Debit Card

*NOTE: Banking institutions may make changes from time to time without our knowledge. Ask if this information is correct when you call them.*

*You may cash a check (up to \$100) in Riley Hall at the Cashier's Office week days from 8 a.m. to 4:30 p.m. It is closed from 10:30–11 a.m. for chapel.*

#### Cash Cards

A cash card can be a credit or debit card, with a magnetic strip on one side. It allows you to withdraw money from your checking account 24 hours a day from machines at many locations. Each bank system has its own policy on charging for transactions, and daily withdrawal limits do apply. Be sure to find out what your bank's fees may be

for each transaction. Generally, you can only withdraw money in designated increments. Some machines take deposits too. If you have only a savings account, however, you may not be able to get a cash card. Be sure to record all transactions (withdrawals or deposits) and any applicable fees in your check register, in order to maintain proper balances and avoid overdrawing.

Institutions have different names for their cards, like INSTANT CASH, FASTBANK, DEBIT, etc. Cash machines often serve several institutions. Just place the card in an ATM (Automated Teller Machine) and enter a personal identification number (PIN) to activate the machine. *Do not tell anyone else your PIN number.*

Cash cards may also be used in most stores in place of cash. If you choose to use your card in this way, make sure you track your transactions on your account online and keep track of your balance to make sure you are not spending or charging more than you have in your account. If you charge more than is in your account most banks have an overdraft fee that can amount to up to \$38.

Make sure that with every withdrawal you subtract the amount in your checkbook register **immediately**, otherwise you may forget.

### **Checking Accounts (Called CURRENT ACCOUNTS in Many Countries)**

The kind of account you open should depend on the number of checks you will write each month and/or the amount of money you will retain in your checking account, although some banks now require no minimum balance or charge a check-writing fee. Fees vary from one bank to another.

### **Using Your Checking Account**

It is very important to keep a running balance of your account each time you write a check. A charge is assessed each time you "overdraw" your account, that is, each time you write a check or make a charge and do not have enough money in your account to cover it.

Most people pay their bills by means of personal checks, sometimes delivered personally, but usually sent through the mail. (Cash *should not* be sent in the mail). Sending checks through the mail or on-line payment are both acceptable ways to pay your bills.

Banking and paying bills on-line are also possible options. Ask your banker about this service. If not comfortable with this, paying by check and banking in person are very acceptable options.

Immediately after you write a check you should record all the information from it on your check register. This includes the check number, the date that check is written, the name of the payee (that is, the person or business to whom the payment is being made), amount of the check, and the fee. In the following example, a check for \$5.25 was written on an account with a balance of \$50.00. Note: If there was a \$.10 fee for the check, the new balance would be recorded as \$44.65 for the new balance.

When you add money to your account ("make a deposit"), you should, of course, record that also. The accompanying example shows a record of a \$10.00 deposit.

Be sure to record all checks and deposits in your check register immediately, and keep an accurate account of your transactions, so that you don't overdraw your checking account. Some check books automatically provide duplicates as you write your checks, so you don't need to record each check separately in a check register.

### **Savings Accounts**

A savings account earns interest, even if minimal. If you have several hundred dollars above your routine living expenses, a savings account is a safe way to invest it. You can withdraw any amount from a regular (or passbook) savings account whenever it is necessary. If you have a savings and checking account in the same bank, at some banks you can simply telephone and ask them to transfer funds from your savings to your checking account, or go

to the bank's internet site.

### **Travelers Checks**

Most banks don't offer traveler's checks any more. Ask about traveler's cards—like a credit card.

### **Banking Hours**

Banks usually open between 7 and 9 a.m. and close between 4:30 and 7 p.m. on Monday through Friday and are generally open from 9a.m. to 1 or 2p.m. on Saturday. Check with specific banks (online or by phone) to be sure of the times. Banks generally are closed on Sundays. Also, check with individual banks on the services they offer.

### **Money Exchange**

If you have foreign currency to exchange into U.S. Dollars while you are in the U.S., it would be advisable to make the exchange before leaving the MSP airport. However, if you are unable to do this, there are a few local agencies that will provide this service, but you may need transportation to travel a short distance into one of the Twin Cities to make your transaction. The following U.S. Banks in the cities offer this service free of charge:

U.S. Bank - U.S. Bank St. Paul Center Office  
101 5th St E  
Saint Paul, MN 55101  
(651) 466-8330

U.S. Bank - IDS Center Minneapolis Office  
80 S 8th St # 224  
Minneapolis, MN 55402  
(612) 337-70

## LAUNDRY AND DRY CLEANING

### Doing it Yourself

If you live in a residence hall, there are laundry rooms located in the building.

Laundry rooms on campus have washing and drying machines that may be used with a prepaid laundry card. A laundry card may be purchased and loaded with money in the Robertson Student Center. Inquire at the Student Center main desk for help. You must provide your own soap and other cleaning products.

If you live off-campus, there is probably a Laundromat nearby. Look under "Laundries-Self Service" in phone book or search Google® for the same search entry to find out where they are located.

Laundromats have washing and drying machines that operate with coins. The cost is usually in increments of "quarters" to wash one load, and drying varies. You must provide your own soap and other cleaning products or purchase them in the vending machine in the laundromat.

### Taking it "To the Cleaners"

Clothing that cannot be washed or that needs heavy pressing may be taken to a "dry cleaners" Nearby dry cleaners include Clean n' Press® 3673 Lexington Ave N, Arden Hills and St. Croix Cleaners 3541 Lexington Avenue North, Arden Hills. Garments are usually left for one or two days and then claimed by presenting a copy of your receipt or claim check. This can be expensive, so consider this when purchasing garments.

**TIP:** If you have never washed clothes before, seek advice from your RA or RD on what you can safely put into the washer and/or dryer, and on which types of garments should not be washed together. Be sure to read the washing instructions on each garment's label. Some fabrics can be destroyed if washed or dried in a machine. In addition, high heat can easily shrink or damage some fabrics, such as wool, un-shrunk cotton and some synthetics, so the "permanent press" setting may be most favorable.

## MINNESOTA WEATHER & CLOTHING

### Clothing

During the winter, warmer clothing is necessary because the weather in Minnesota can sometimes be below zero Fahrenheit (below -20 Celsius) in mid-winter. It would be wise to purchase warmer clothing in early September, depending on your tolerance for the cold. Cost of each item varies widely from store to store so it is beneficial to shop around before purchasing. Also, very good used clothing is often available at much reduced costs.

Items that you may need for winter include:

- Warm sturdy boots (\$25-\$100+)
- A coat with hood (\$30-\$200+)
- Mittens or warm gloves (\$5-\$10)
- Warm hats and scarves (\$10-\$20)

In the fall and spring, jackets and sweaters can keep you warm. A raincoat and/or umbrella could be useful during the rainy days. In the summer this part of the country becomes quite humid.

### Where to Shop For Winter Clothes

#### Second-Hand Stores

- Ragstock (Rosedale Mall)
- Goodwill Stores (Snelling Avenue and County Road B, south of Hwy. 36)
- Goodwill Outlet (2505 University Avenue West, Saint Paul, MN; pay by the pound of clothing!)
- Thrift Stores/Consignment shops (Off Fairview Avenue, West on Hwy. 36 on the Frontage Rd.)
- Savers (2124 East Lake Street, Minneapolis)

#### Discount/Retail Stores

- Marshall's in Har Mar Mall
- T.J. Maxx
- Land's End Outlet in Har Mar Mall
- Burlington Coat Factory
- Target
- Wal-Mart

#### Retail Outdoor/Sports Stores

- REI—Outdoor Store: Camping/sports/kayaks (1955 W County Road B2)
- Dick's—Sports Store (1645 County Road B2 W)
- The Outdoor Store—On the U of M St. Paul Campus
- Joe's—Outdoor Sports and Recreation (Hwy. 36 and Rice Street)

## TRANSPORTATION

### Driver's Licenses

If you wish to be able to drive right away when you come to the U.S., it would be a good idea to get an International Driver's License before you leave your home country. An International License cannot be obtained once you arrive here, and may be used only temporarily until you go get your Minnesota license, within 10 days after arriving.

To obtain a Minnesota Driver's License you must take both written and driving tests. To find out when the timed tests are offered, call the Driver and Vehicle Licenses Office in Roseville (2701 N Lexington Ave) at 651-490-2294. You should obtain the Driver's License Manual from the Driver and Vehicle Licenses Office prior to taking the test and study it well. Some traffic laws here may vary from what you are accustomed to in other countries. When you go to take your written and driving tests, be sure to bring your passport, I-20, I-94, and NWC ID card with you.

DO NOT, UNDER ANY CIRCUMSTANCES, DRIVE WITHOUT A VALID DRIVER'S LICENSE! THIS WILL GET YOU INTO SERIOUS TROUBLE.

### Mini-Bus/Van Shuttle Services

A mini-bus service called the Roseville Area Circulator will make several regular stops at the Southeast residence (just off campus) throughout the day (7 a.m. to 6 p.m.) year around. This service stops at major malls/stores in the area. Check with the Student Center desk (ext. 5307) or on theROCK for the schedule.

An NWC campus van service (the Shuttle) is available to transport students around campus and within a short radius of the campus from 7 a.m. until 1 a.m. daily. The complete schedule of stops is available on the Rock (Not available during summer). There is no cost for this service.

### Metro Transit City Bus System

The public transportation system in the Twin Cities is called the Metro Transit. It consists of a bus system serving Minneapolis, St. Paul and the surrounding suburbs. To obtain information regarding detailed maps of specific routes, service times, major bus stops and fares call 612-373-3333, visit [www.metrotransit.org](http://www.metrotransit.org), or pick up maps at the student center front desk.

### Metro Transit City Bus Fares

Prices for riding city buses are subject to change. Specific prices are listed on-line at [www.metrotransit.org](http://www.metrotransit.org) or when calling 612-373-3333 for information. It is less expensive if you don't use cash and buy a SuperSaver card or *special cheaper monthly passes*. The peak fare times are weekdays from 6–9 a.m. and from 3:30–6:30 p.m.

### Light Rail

Another option for faster travel is the Light Rail, a train that runs between downtown Minneapolis and the Mall of America in Bloomington and is scheduled to run to downtown St. Paul as well in the next year. Scheduling and more information can be found at <http://metrotransit.org/light-rail.aspx>.

### Taxis

Taxicabs in the Twin Cities are fairly expensive and therefore not recommended as a primary mode of transportation. For short trips, there is a minimum fare posted in the cab. Taxicab service is listed in the Yellow Pages telephone directory under TAXICABS.

## U.S. LAWS AND REGULATIONS

### Terms and Forms

DHS	Department of Homeland Security (formerly called U.S. Immigration and Naturalization Service) As of March 1, 2003, there are three Bureaus in the new DHS: BCIS (Bureau of Citizenship & Immigration Services) BICE (Bureau of Immigration & Customs & Enforcement) BCBP (Bureau of Customs & Border Protection)
SEVIS	Student & Exchange Visitor Information System, a recently implemented electronic filing system of DHS for international students.
DSO	Designated School Official At NWC: The International Student Advisor in the Registrar's Office (N2134)
Form I-94	Arrival/Departure record
F-1	Visa for student in academic or language program
Visa	Used to enter the United States, and is stamped in the student's passport
I-20 A-B	Certificate of eligibility for nonimmigrant (F-1) student status, pages 1& 3 of the form
I-539	Application to extend status/change nonimmigration status
I-688B	Employment authorization document (EAD)
I-765	Application for employment authorization

### Entry Documents

There are four travel documents which are important to you: **(1)** your valid passport (issued by your home country), **(2)** your U.S. visa (F-1), **(3)** your Form I-20 A-B or Form I-20 ID if you have previously been in the U.S. in F-1 status and **(4)** evidence of financial support.

*NOTE: Citizens of Canada should check with your consulate before attempting to cross the border into the US. They will advise you regarding what documents you need to have in your possession, in addition to the I-20, and they can inform you of any procedures of which you need to be aware. Do contact your consulate and be well prepared.*

*NOTE: All F-1s get their I-94 at the port of entry. It's extremely important that you keep it with your passport and VISA.*

### Your Passport

Your passport, issued by your home country, identifies you as a citizen of that country. For students and their dependents on "F" visas, the passport must be valid for at least six months beyond the time of your authorized stay in the United States. To apply for extension of your passport, contact the nearest Consulate or Embassy in Washington, D.C. to obtain any necessary application forms and information about their requirements. The DSO in the NWC Registrar's Office (Naz 2<sup>nd</sup> floor) can provide you with an official certificate stating that you are a

registered student if such a document is necessary to extend your passport. You should request information about renewal and apply well in advance of your expiration date since considerable time is required for some countries. Any time you mail your passport, it should be sent by Registered or Certified Mail. Be sure to have photocopies of the pertinent pages, including the current VISA page.

### **Your Visa**

Your visa, issued by a U.S. Consulate or Embassy in your country, is stamped in your passport noting the period of its validity, the number of entries allowed and the name of the school that sent you Form I-20 A-B to obtain the visa.

Students applying for a visa will need to pay a \$200 SEVIS (as of 10/27/08) filing fee before the application will be processed.

### **Form I-94 (Arrival-Departure Record)**

Form I-94 is issued to you when you enter the United States. It shows the date and place of entry, your status as an F-1 student and an 11-digit admission number.

*This is an EXTREMELY important document, so be sure to keep it with your passport and VISA.*

### **Form I-20 A-B**

All ports of entry may not handle your arrival in the same manner. However, your I-20 will be stamped and returned to you. The Immigration Officer will enter your arrival information into the electronic SEVIS system.

*NOTE: The DSO keeps a copy of all of your documents. Please bring all of your travel documents to this person in the Registrar's Office (N2134) as soon as you arrive. NWC must have copies of your documentation on file ASAP.*

*IMPORTANT: You should have your I-94 and your I-20 A-B in your possession at all times except when DHS is processing documents for you. It is highly recommended that you carry a copy of these documents with you at all times. If you should lose them, you should apply for replacement documents. The DSO, in the Registrar's office, should help you with any immigration matters.*

## **Highlights of DHS Regulations Regarding Students on F-1 Visas**

### **Duration of Status-D/S**

Students on F-1 visas are admitted to the United States for "Duration of Status" (abbreviated D/S) on your documents. To maintain F-1 status you must:

1. Be registered for a full course of study, which at NWC is defined as a *minimum* of twelve credits per semester.
2. **Keep your passport valid!!!**  
NOTE: Your passport may be set to expire while you are at NWC. If yours expires while here, and you return home (out-of-USA), with the plan of returning to the USA again, you may need to wait until your passport can be updated before returning to the USA.
3. Make progress toward completing your course of study within the specified time indicated on your form I-20 A-B. An F-1 student is allowed a period of up to sixty days after he/she completes his/her course of study to prepare to leave the U.S. or change his/her visa status.
4. **H-1B Cap-Gap Extension:** This applies to anyone currently doing OPT work who has applied for H-1B status and needs to be extended to the employment start date of October 1 (the first day of the following fiscal year). The student must not have violated the terms or conditions of his or her F-1 status. **Cap-Gap Extensions are terminated if the H-1B petition is rejected, denied, or revoked.** Anyone with questions

regarding this option should check with their DSO (in the Registrar's Office, Naz 2<sup>nd</sup> floor).

### **Extension of Stay Requests**

If a student must remain in an educational program beyond the date originally estimated for completion of the program he/she *must comply* with all DHS procedures for program extension. Application must be made to the DSO. *This application must be made to the DSO in a 30-day period before the program completion date originally estimated.*

### **Transfer from One School to Another**

*To transfer eligibility/maintain status, you must:*

1. Inform the DSO at the school you are currently attending of your intention to transfer;
2. Follow the instructions of the DSO because there are several options for entering your information into SEVIS.

### **Temporary Absence from the U.S.**

An F-1 student returning to the United States from a temporary absence to attend the school that the student was previously authorized to attend must present a properly endorsed page 3 of Form I-20A-B.

NOTE: Therefore, prior to leaving campus, you should bring your documents to the International Student Advisor in the Registrar's Office to be sure all is in order for your re-entry. We highly recommend that your DSO, here at NWC, sign and date your I-20, prior to leaving campus, This will insure that your I-20 will remain valid for 1 year from the most recent signature and date.

### **Employment**

Government rules change periodically so the International Student Advisor should be contacted before application for employment is considered.

An F-1 student may be employed *on campus* up to 20 hours per week while classes are in session, and up to 40 hours per week during vacation periods. Under no circumstances can an F-1 student be employed for more than these numbers of hours.

Process for International Student Employment on campus:

1. Get a job (check the Student Employment tab on the NWC website)
2. Get a Social Security Card (ask Student Employment or the International Student Advisor about the process; C-GRACE staff and mentors can also assist you)
3. Start work!

The Immigration Act of 1990 and 1991 Revision permits F-1 students to work off-campus on a part-time basis while school is in session and full time during holidays or school vacations in one of three categories: (1) optional practical training, (2) curricular training, and (3) economic hardship.

NOTE: *All 3 circumstances require application first with the DSO. In order to qualify for employment, the student must also:*

1. *Have been in F-1 status for at least one full academic year, and*
2. *Be in good academic standing.*

For information regarding off-campus employment, contact the DSO (Registrar's Office, Nazareth Hall 2<sup>nd</sup> Floor).

### **Dependents**

The spouse or children of the F-1 student may enter the U.S. on an F-2 visa provided they have evidence of adequate financial support. A person on an F-2 visa may not be employed under any circumstances.

## **Practical Training**

The DHS regulations permit F-1 students enrolled in post-secondary educational programs to participate in Curricular Practical Training, which is an integral part of the curriculum, and in Optional Practical Training. Eligible students may obtain authorization for Curricular Practical Training from their Designated School Official (DSO), but must apply to the DHS for employment authorization for Optional Practical Training. Employment for Optional Practical Training must relate directly to the student's major area of study and is limited to one year in duration.

NOTE:

- *CPT is available only while student is of F-1 status and before completion of educational objective.*
- *Standard Optional Practical Training can be applied for up to 90 days prior to the program end date and up to 60 days after the program end date, provided that it is filed within 30 days of the date the DSO enters the OPT recommendation into SEVIS.*

## **Social Security Number**

***If you wish to open a bank account or will be employed either on or off campus, you must have a social security number.*** Application for a social security number must be made to the Social Security Administration in Minneapolis. You must take with you your passport, I-20 and I-94.

## **Taxes**

ALL international students on F-1 visas are required to file a 1040NR tax return at the end of the calendar year if you have earned any income while in the U.S. during the previous year. You will receive a W-2 tax statement in January with the totals you will need to report on your tax return. Depending on the tax treaty between the U.S. and your resident country, taxes may be withheld from your payroll checks. International students are exempt from Social Security and Medicare taxes.

## **International Students as Employees of NWC**

If you are hired for employment at NWC, there are several documents that you will need to file with the payroll office. You will need to have a social security card, passport with your F-1 visa, and a copy of your I-20. Come to the payroll office with these documents. At that time it will be determined if you have exemption from federal and state withholding taxes based on the treaty between your resident country and the U.S. If you are exempt, you will be asked to fill out form 8233 (claiming the exemption) and sign a letter stating that you are exempt. These are needed for us to file with the Internal Revenue Service. If you earn more than the minimum that the treaty allows or are not eligible for exemption, you will need to fill out a W-4 form and will be subject to federal and state tax withholding from your payroll check. Form 8233 and the Letter of Exemption need to be re-filed every calendar year that you work here. So you will be asked each January to come and fill out new forms for the next year. Please call the student payroll office at ext. 3381 if you have any questions.

## **Change of Address**

NOTE: *It is very important that you inform the DSO in the Registrar's Office each time you change your address within 10 days, even if only for a short time such as summer vacation. YOU have a responsibility to the DSO and DHS to have a current address for all international students who are approved to attend the College. We must know how to reach you at all times. The DSO will enter your address changes into the SEVIS system.*

## **International Students and the Law**

As a foreign student, you are subject to US laws except those pertaining to immigration, voting rights and citizenship; you are also protected by American laws.

Should you come into conflict with U.S. law, the first person to contact is the DSO in the Registrar's Office or the Director of Intercultural Unity, N4116. He/She will let you know whom to contact next, either a lawyer or another

responsible person.

A foreign student, just like a U.S. citizen, if he/she is accused of a violation of the law, may not be forced to confess or to give evidence against himself/herself; if he/she so chooses. A foreign student is entitled to have a lawyer for defense in court, and if he/she cannot afford to hire a lawyer, one may be appointed by the court. If you are arrested for any reason, you do not need to make any statement or answer any questions without legal counsel.

Deportation is the expulsion of aliens who have been granted entry into the U.S. The following grounds for deportation have been stated in very general terms, but will give students an idea of how strict the immigration rules are.

- Failure to comply with the conditions of your visa/status. This includes acceptance of unauthorized employment, failure to attend classes, and failure to maintain full-time student status.
- Conviction of crime after entry. While in the U.S., international students are expected to abide by the U.S. law. Students may be deported if convicted of any crime of violence or moral turpitude. They may also be deported for committing crimes related to narcotics (including marijuana abuse). Although there are provisions for some criminal convictions, there is no exception made for a narcotics or marijuana offense. Mere possession of marijuana can lead to deportation.
- Unlawful entry.
- Prostitution or connection with the practice of prostitution.

## PLACES OF INTEREST

**Note:** Many venues in the cities will offer student discounts if Student ID is provided, so be sure to carry your student ID with you and inquire about possible discounts wherever you go.

### Minneapolis

#### **Riverplace, Nicollet Island, and Mississippi Mile**

*Hennepin Ave. & Main Street; downtown river area*

In the 1800s, the village of St. Anthony was founded on the east bank of the Mississippi River near St. Anthony Falls. It became a center for the milling and the lumber industry as Europeans settled in Minnesota. Eventually St. Anthony was absorbed by the west bank's Minneapolis as the younger city expanded. After the Great Depression Minneapolis turned away from the river, but today it is coming back and rebuilding. Riverplace and Old St. Anthony Main are now an entertainment, shopping, and restaurant area. Nicollet Island has bike and walking trails, picnic areas, and regular summer concerts. Boom Island Park has a marina, playground, and outdoor performances.

#### **Nicollet Mall, IDS Center, City Center**

*Downtown, along Nicollet Avenue*

Nicollet Mall is both historic and modern, with many new shopping complexes and offices recently built, under renovation or construction. The IDS Center, with 57 floors and a "crystal courtyard", was one of the first modern skyscrapers in Minneapolis.

#### **The Warehouse District/North Loop**

*Downtown, north of Hennepin Avenue*

This old part of Minneapolis, maintained for many years by local artists and musicians, is being rebuilt into many fine restaurants, lively nightspots, and shops. Butler Square, at 100 North 6th Street, is one of the many reconstructed buildings from the city's early milling era.

#### **Target Center**

*600 First Avenue North Minneapolis*

An arena hosting many major music and other concerts as well as the Minnesota Timberwolves NBA Basketball games.

#### **Target Field**

*1 Twins Way, Minneapolis, MN*

Stadium holding Major League Baseball games.

#### **Minneapolis Institute of Arts**

*2400-3rd Ave. S.*

*612-870-3131*

This is the Twin Cities' largest art museum, with collections from many periods and countries. Closed Mondays.

*Free Admission, excepting special exhibits.*

#### **Walker Art Center and Sculpture Garden**

*725 Vineland Place*

*612-375-7600*

Permanent and changing modern exhibits. A sculpture garden, featuring a skyline view of downtown, was recently built directly north of it (free admission). The Walker is closed on Mondays; *admission is free on Thursdays only.*

**Orchestra Hall**

*Nicollet Mall & 11th Street, downtown*

*612-371-5656*

Home of the Minnesota Orchestra. Ticket costs vary, but "student rush" tickets for \$15 require that you come one hour before a performance for unsold seats.

**Minneapolis American Indian Center**

*1530 E. Franklin Ave.*

*612-879-5913*

This is the community center for one of the largest urban Native American populations in the United States. In addition to community events and programs, the center houses Two Rivers Gallery, in which Native American peoples, arts, and cultures are depicted through many facets of life. There is no admission charge, but donations are accepted.

**Mill City Museum**

*704 South 2nd St., Mpls, MN 55401*

Located on the Mississippi Riverfront, this museum built into a historic flour mill allows visitors to explore the intertwined history of the flour industry, the river, and the city of Minneapolis.

**Hennepin Public Libraries**

*Multiple locations*

*612-630-6230 for recorded information about hours, and locations*

The first time you check out materials from a public library, you will need to request a library card. *Free passes to various local museums/sites/theatres are available if you ask for them.*

**The Lakes**

*South Minneapolis and other locations*

Minneapolis calls itself the City of Lakes because a chain of lakes created by glaciers runs from north to south through the city. These lakes are connected by parks, pathways, bike trails, and the Minnehaha Creek/Parkway: Cedar Lake, Lake of the Isles, Lake Calhoun, Lake Harriet, and Lake Nokomis, Lake Hiawatha, to name a few. Minnehaha Falls Park, with a waterfall near the creek's junction with the Mississippi River, is also part of the chain of lakes. These waterways are a major source of recreation. You can rent roller blades, canoes, kayaks or bikes for riding the wonderful network of trails in various locations in these areas. There is usually a deposit charge required for bike rental, which is returned to you when you return the bike. The deposit is sometimes more than the actual rental fee.

**Mall of America**

*South Ave, Bloomington, MN*

Once the second largest mall in America, this megamall is perhaps the most popular in the Twin Cities and is a popular tourist destination. The mall encompasses 96.4 acres and includes over 500 stores as well as an indoor amusement park, Nickelodeon Universe, and the 300-foot-long aquarium, Sea Life Minnesota Aquarium.

**St. Paul****Minnesota State Capitol**

*75 Constitution Avenue*

*651-296-3962 (recording)*

The Minnesota State Legislature is in session during the winter and spring, and many government offices are located here. Free tours begin daily on the hour, weekdays 9 a.m.–4 p.m., Saturdays 10 a.m.–3 p.m., Sundays 1–3 p.m.

**Landmark Center**

*75 West 5th Street*

651-292-3225

This architectural jewel is a former courthouse near the Mississippi River in downtown St. Paul. It houses many art organizations and displays, including the Minnesota Museum of Art, the Schubert Club Keyboard Collection, and a History Theatre. Its design is Roman Revival, or Richardsonian Romanesque. There is *free outdoor ice skating* by the Center in winter.

### **Minnesota History Center**

*345 Kellogg Blvd. West*

651-296-6126

This center has exhibits and seminars on the history of Minnesota. New in 1992, the bookstore and library are open daily except Sunday. They are located near the St. Paul Cathedral (below) and within view of the capitol (above).

### **St. Paul Cathedral**

*239 Selby Ave W*

This cathedral was modeled after St. Peter's in Rome.

### **Summit Avenue**

*Running west from St. Paul's Cathedral (from NWC) S on Snelling, past I-94*

The Minnesota governor's mansion, the home of author F. Scott Fitzgerald, and many more fine historical homes line this avenue on a hill overlooking St. Paul and the Mississippi River. The restored mansion of an early railroad builder, James J. Hill, is open at 240 Summit Ave. Wednesday, Thursday, and Saturday. A small general admission fee is required. Call 651-297-2555 for details.

### **Minnesota Museum of Art**

*St. Peter at Kellogg Blvd. in the Landmark Center*

651-292-4355

Closed Mondays. Admission free. A restaurant featuring fine Scandinavian and other international cuisine, *The Deco*, is in the Landmark Center's Jemne building.

### **Como Park Zoo & Conservatory**

*S on Snelling to Como Ave., go east*

This is a small zoo and pleasant conservatory surrounded by a large park, gardens (including Japanese Gardens), picnic grounds, a nearby lake (not for swimming), a public swimming pool, soccer fields, etc.

### **Science Museum of Minnesota & Omnitheater**

*120 West Kellogg Blvd.*

651- 221-9444

This museum hosts permanent and changing exhibits featuring interactive learning activities and "three-dimensional" style theater on various historical and scientific topics. Exhibits include history of American Indians in Minnesota.

### **Theatres**

The Twin City area has more theatres per capita than any other city in the US. The third largest actors' guild in the US is located here. Some places to call to find out about attending shows include the Guthrie Theater, Ordway Theater, and the State Theater. Visit <http://twincitiestours.com/guide-book/music-theater-and-dance/theater/> for a full listing of Twin Cities theaters.

### **Rosedale Center**

*345 Rosedale Shopping Center #165, Roseville, MN 55113*

A popular shopping mall close to campus, also featuring dining and entertainment options, including an AMC movie theater. Campus shuttle makes a few stops here during the week.

## INEXPENSIVE ENTERTAINMENT

### College Related

- SAC, FORCE and Student Government Events
- Waterfront activities (canoes can be checked out at RSC main desk)

### Student Discount Tickets

- Guthrie Theater (612-377-2224)
- Orchestra Hall (612-371-5656)
- Northrop Auditorium (612-624-2345)
- Ordway Center for Performing Arts (651-224-4222)

Student "rush" is available at many theaters and concert halls. This means that you wait in line for 30–45 minutes before the performance, and then, with your student ID you can buy any remaining tickets at a discounted rate 15 minutes before the performance begins.

### Galleries and Museums

- The Minneapolis Institute of Arts (612-870-3131) has free admission.
- The Walker Art Center (612-375-7600) is free on Thursdays; call for schedules.
- Science Museum of Minnesota—120 Kellogg Blvd W, St. Paul, MN
- The Minnesota History Museum—345 W. Kellogg Blvd., St. Paul, MN 55102
- Mill City Museum—704 South 2nd St., Mpls, MN 55401

### Inexpensive Movie Theatres

- AMC Movie Theater— 888-AMC-4FUN (Rosedale Mall) \$5.00 Monday – Thursday
- Riverview Theater—612-729-7369 (3800 42nd Ave S, Minneapolis)
- Maplewood Plaza Theatre—651-770-7969 (1847 East Larpentour)
- Brookdale 8 Cinemas—763- 566-0508 (5810 Shingle Creek Pkwy, Minneapolis)
- Mann Theatre, Hopkins—952-731-7992 (1118 Main Street, Hopkins, MN)
- Maple Grove 12—763-420-4747 (I694W to Weaver Lake Parkway exit off I94 W)

### Other

- Bowling—Flaherty's Arden Bowl 1273 W. County Rd E, near the NWC Arden Hall complex
- Grand Ave—Multiple cultural shops and eateries (various price ranges)
- "EAT STREET"—Nicollet Ave. S. from 15<sup>th</sup> to 28th: This two mile avenue has a diverse cultural selection of inexpensive restaurants, shops and grocery stores from 75 countries.

### Other Resources (Online)

- [www.citypages.com](http://www.citypages.com)
- [www.startribune.com](http://www.startribune.com)
- [www.pioneerpress.com](http://www.pioneerpress.com)
- [www.exploreminnesota.com](http://www.exploreminnesota.com)

## INTERNATIONAL, ETHNIC AND MULTICULTURAL CHURCHES

### Church of All Nations

*Multicultural (English), Sudanese  
Brazilian (Portuguese), French*  
4301 Benjamin Street N.E.,  
Columbia Heights  
763-503-2600  
www.cando.org

### Stadium Village Church

*Multicultural – International Students*  
501 Oak Street S.E.  
Minneapolis  
612-331-1632  
www.stadiumvillagechurch.org

### Cross-Cultural Evangelical Free Church

*Multicultural – Mostly S.E. Asian*  
They rent space in an elementary school  
for services.  
651-308-7891  
www.crossculturalefc.org

### Christ Lutheran Church on Capitol Hill

*Multicultural, Multi-Racial*  
Rev. Sue Tjornehoj, Senior Pastor  
105 University Avenue W.  
St. Paul  
651-222-3619

### Inner City Church of Minneapolis

*Multi-Racial, Multicultural-Pentecostal*  
1812 Park Avenue South  
Minneapolis  
612-870-0000

### Calvary Baptist Church

*Multicultural and Multi-Racial*  
2608 Blaisdell Avenue S.  
Minneapolis  
612-872-7855  
www.calvarychurchmpls.org

### United Christian Fellowship Church

*Pan-African (English)*  
4300 Queen Avenue N.  
Minneapolis  
612-521-2299

### Twin Cities Chinese Christian Church

1795 Eustis Street  
Lauderdale 55113  
651-644-9221  
www.tcccc.org

### Iglesia de Dios Monte Sinai

2917 15th Avenue S.  
Minneapolis  
651-283-5263  
www.iglesia-usa.com/iglesia-  
minnesota.html

### Holy Trinity Orthodox Church

*Multicultural*  
956 Forest Street  
St. Paul 55106  
651-771-5614  
www.htos.us

### Park Avenue United Methodist

*Multicultural/Multi-Racial (English)  
Spanish*  
3400 Park Avenue South  
Minneapolis, MN 55407  
612-825-6863  
www.parkavechurch.org

### Solomon's Porch

100 W. 46<sup>th</sup> Street  
Minneapolis 55419  
612-874-6555  
www.solomonsporch.com

### St. Katherine Ukranian

*Orthodox Church*  
1600 Hwy. 96 West  
Arden Hills 55112  
651-697-1995  
www.siwko.tripod.com

### Kehilat Sar Shalom

*Messianic Jewish*  
225 Cleveland Avenue South  
St. Paul 55417  
651-690-2941  
www.rabbiyechua.com

**Roseville Covenant Church**  
2865 N. Hamline Avenue  
Roseville 55113,  
651-633-5526  
www.rosevillecovenant.org

**Rosehill Alliance Church**  
2105 Roselawn Avenue West  
Roseville 55113  
651-631-0172  
www.rosehillcma.org

**First Baptist of St. Paul**  
*Karin, Multicultural*  
99 Wacouta Street  
St Paul 55101  
651-222-0718  
www.firstbaptiststpaul.org

**Free At Last Church of God in Christ**  
200 W. 7<sup>th</sup> Street  
St. Paul 55101  
651-290-9433  
www.freeatlastchurch.org

**Pilgrim Baptist Church**  
*African-American*  
732 Central Ave W  
St. Paul 55104  
651-227-3220  
www.pilgrimbaptistchurch.org

**Bethel Christian Fellowship**  
*Multicultural / International*  
1466 Portland Avenue  
St. Paul 55104  
651-645-1534  
www.bcfnaions.org

**Grace Church Roseville**  
1310 W Co Rd B-2  
Roseville 55113  
651-633-6479  
www.gracechurchroseville.org

**St. Paul Hmong Alliance Church**  
1770 McMenemy Street  
Maplewood 55117  
www.sphac.org

**Woodland Hills Church**  
*Multi-Racial*  
1740 Van Dyke Street  
St. Paul 55109  
651-487-0002  
www.whchurch.org

**North Heights Lutheran Church**  
(two locations:)  
Hwys 10 & 96 2701 N. Rice Street  
Arden Hills Roseville  
651-631-2299 651-484-2049

**Missio Dei (Mennonite)**  
*"New Monastic" Community*  
2717 8<sup>th</sup> Street S.E.  
Minneapolis 55454  
612-961-6444  
Mission-dei.com

**St. Paul's Roman Catholic Cathedral**  
226 Summit Avenue  
St. Paul 55102  
651-291-4400  
www.archspm.org

**St. Peter Claver Roman Catholic Church**  
*African-American*  
375 Oxford Street North  
St. Paul 55104  
651-646-1797  
www.stpc.org

**Calvary Baptist Church**  
*International*  
2120 Lexington Avenue North  
Roseville 55113  
651-487-2855  
www.calvarychurch.us

**Compass Covenant Church**  
*Multi-Racial, Multi-Cultural*  
East Side Boys & Girls Club  
1620 Ames Avenue  
St. Paul 55103  
651-210-5400  
www.thecompasschurch.com

**Camphor Memorial United Methodist Church**

*Multicultural*

585 Fuller Avenue,

St. Paul, Minnesota 55103-2246

651-224-0341

[www.camphorumcstpaul.org](http://www.camphorumcstpaul.org)

**St. Matthew's Episcopal Church**

*International Service Sunday nights (7pm)*

*preceded by free dinner (5:30)*

2136 Carter Avenue

Saint Paul, MN 55108

651-645-3058

[www.stmatthewsmn.org](http://www.stmatthewsmn.org)

## **ACKNOWLEDGMENTS**

LeTourneau University International Student Orientation Handbook

Macalester College International Student Handbook

University of Minnesota Arrival Guide & International Student Handbook



**NORTHWESTERN  
COLLEGE**

**CENTER FOR GLOBAL  
RECONCILIATION  
AND CULTURAL EDUCATION**