

# **International Student Handbook**



Fall 2018 – Spring 2019

August 2018

Dear International Students:

Welcome to Morningside College! We're glad that you've chosen Morningside College as your home for four years!

All students go through many adjustments as they transition from secondary education to higher education. At Morningside College, we provide activities and programs to help support students as they make the adjustments.

We know international students have additional adjustments and we are ready to assist you as you go through these adjustments. One way to assist you with this transition is through our 2 credit hour-30 clock hours orientation course.

Here is important information about the orientation course:

- The class begins on **Monday, August 6<sup>th</sup> at 9:00** a.m. in the **Student Government Room located in the basement of the Olsen Student Center** (across from the Student Bookstore.) Breakfast is available in the cafeteria on the first floor of the Olsen Student Center from 7:00-8:30 a.m.

On **Monday, August 6<sup>th</sup>**, please bring the following documents with you to class:

**Official I-20**  
**Passport**  
**Proof of Medical Health Insurance**  
**Student Health Record/Immunization Record**  
**F 1 Visa**

- The class meets Mondays through Fridays from August 6<sup>th</sup> through August 17<sup>th</sup> (10 days total).
- The class starts promptly at 9:00 a.m. and ends at 12:00.
- **Beginning on Tuesday, August 7<sup>th</sup>, class will meet in Buhler-Rohlf's Hall in room 218.**

The class will provide an opportunity for you to get to know each other as well as learn about the campus and classroom expectations. Additionally, you will have the opportunity to ask questions of faculty and staff members. You'll receive your computer and student identification card (ID) while in class.

Again, welcome you to Morningside College!

Sincerely,

Dr. Tangela Sylvester  
Assistant Professor of Education  
712-274-5478  
sylvestert@morningside.edu  
BR 211

Mr. Jesus Cendejas  
International Student Adviser  
712-274-5014  
cendejasj@morningside.edu  
LIBR 220

Dr. Lillian Lopez  
Vice President for Advising  
PDSO-SEVIS  
712-274-5030

Ms. Katie Roskie  
Academic Adviser  
DSO-SEVIS  
712-274-5033

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This handbook has been developed to supplement the Morningside College Student Handbook found at [my.morningside.edu](http://my.morningside.edu). This handbook is a resource but note that it is not all inclusive. Additional information can be found through a variety of documents and online resources.

**Welcome to the U. S. and Greetings from the  
President of Morningside College**



To our New International Students,

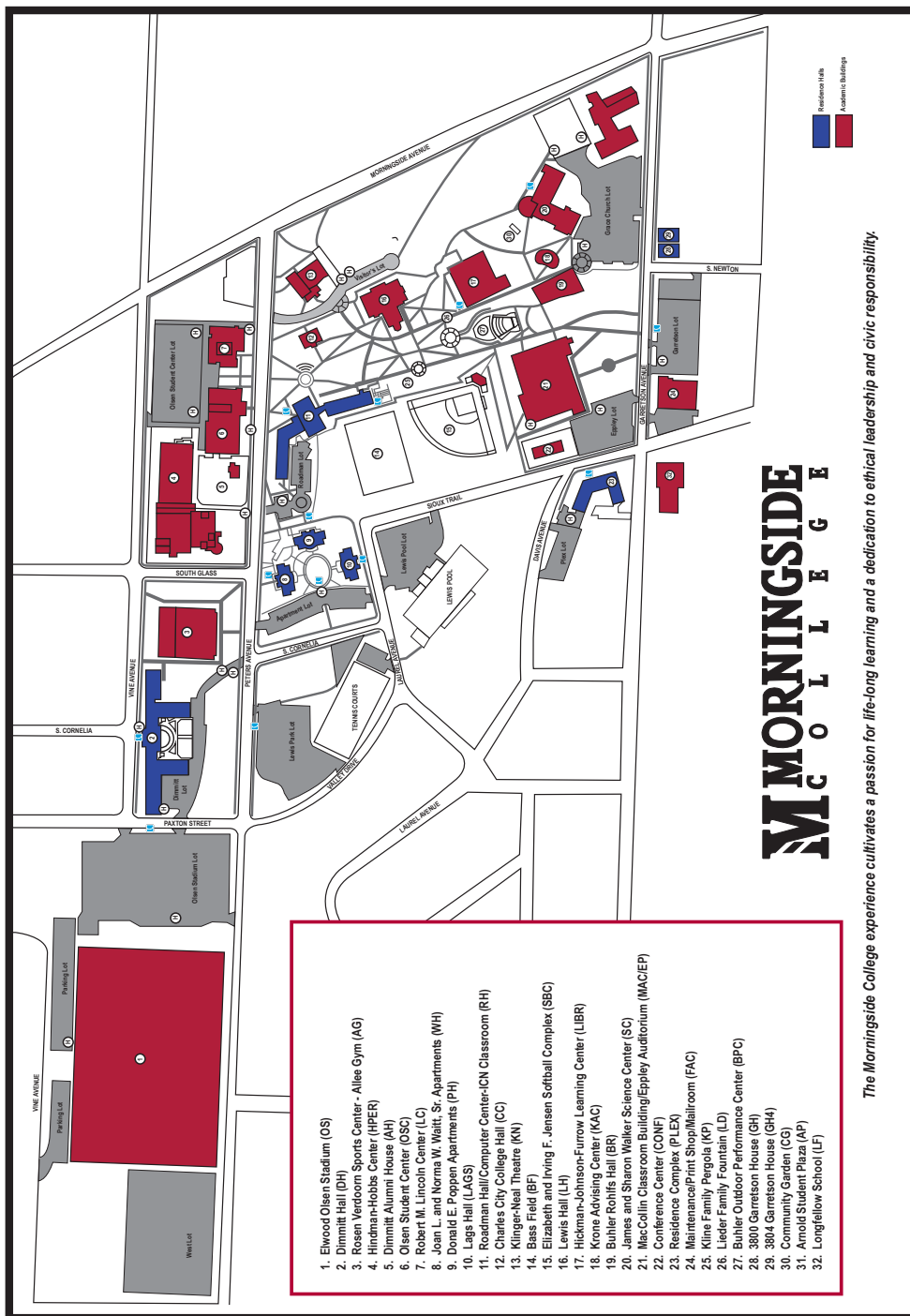
My wife Robin and I extend to you a very warm welcome to Morningside College! We are thrilled that you have decided to join this marvelous college community. Morningside will provide you many opportunities; take advantage of them. And please know that we look forward to learning much from you about your country, culture and passions. Hope to see you often on campus.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Reynders'. The signature is fluid and cursive.

John Reynders  
President

# CAMPUS MAP



# Academic Calendar 2018-2019

*Last updated February 16, 2018*

## Fall 2018 (Term 2019/10)

August 21-Tuesday	Fall Validation & Registration
August 22-Wednesday	Day and Evening Classes Begin
August 29-Wednesday	Final Day to Register or Change Course Status to Pass/Fail
September 3-Monday	Labor Day (No Classes)
September 13-Thursday	Early Support Notice Window Opens
September 17-Monday	Midterm Reports Due in Office of Registrar for 1st Half Courses
September 18-Tuesday	Final Day to File for December Graduation
September 19-Wednesday	Early Support Notice Window Closes
September 21-Friday	Deadline for Incomplete Grades from Spring/May/Summer
September 26-Wednesday	Final Day to Drop a 1st Half Course
October 3-Wednesday	All Campus Event Day (Evening Classes Meet)
October 12-Friday	Midterm (7th Week of Class)
October 12-Friday	1 <sup>st</sup> Half Classes End
October 15-Monday	2nd Half Classes Begin
October 17-Wednesday	Midterm Reports Due in Office of Registrar for Full Semester Classes
October 18 & 19 Thursday & Friday	Fall Break (No Classes)
October 22-Monday	Final Day to Register for a 2 <sup>nd</sup> Half Course
November 6-Tuesday	All Campus Event Day (Evening Classes Meet)
November 7-Wednesday	Final Day to Drop a Full Semester Course
November 12-Monday	Midterm Reports Due in Office of Registrar for 2nd Half Courses
November 20-Tuesday	Final Day to Drop a 2nd Half Course
November 21-Wednesday	Thanksgiving Holiday Begins
November 26-Monday	Classes Resume
December 7-Friday	Last Day of Classes
December 10-Monday	Final Exams Begin
December 12-Wednesday AM	Reading Period
December 14-Friday	Fall Semester Ends after Last Exam
December 17-Monday	Final Grades Due in Office of Registrar

# Spring 2019 (Term 2019/20)

January 8-Tuesday	Spring Validation & Registration
January 9-Wednesday	Day & Evening Classes Begin
January 16-Wednesday	Final Day to Register or Change Course Status to Pass/Fail
February 1-Friday	Midterm Reports Due in Office of Registrar-1st Half Courses
February 4-Monday	Final Day to File for May Graduation
February 5-Tuesday	All Campus Event Day (Evening Classes Meet)
February 6-Wednesday	Early Support Window Closes
February 8-Friday	Deadline for Incomplete Grades from Fall 2018
February 12-Tuesday	Final Day to Drop a 1st Half Course
February 27-Wednesday	Midterm (7th Week of Classes)
February 27-Wednesday	1st Half Classes End
February 28-Thursday	2nd Half Classes Begin
March 4-Monday	Midterm Reports Due in Office of Registrar for Full Semester Classes
March 7-Thursday	Final Day to Register for a 2nd Half Course
March 8-Friday	Spring Break Begins after Last Class
March 18-Monday	Classes Resume
April 8-Monday	Final Day to Drop a Full Semester Course
April 9-Tuesday	Midterm Reports Due in Office of Registrar for 2nd Half Courses
April 10-Wednesday	Palmer Undergrad Research Symposium (Evening Classes Meet)
April 17-Wednesday	Final Day to Drop a 2 <sup>nd</sup> Half Course
April 17-Wednesday	Easter Holiday Break Begins After Last Class
April 23-Tuesday	Classes Resume
April 30-Tuesday	Last Day of Classes
May 1-Wednesday AM	Reading Period
May 1-Wednesday PM	Final Exam Week Begins
May 7-Tuesday	Spring Semester Ends after Last Exam
May 9-Thursday	Final Grades Due in Office of the Registrar
May 11-Saturday	Baccalaureate Services (Time and Place TBA)
May 11-Saturday	Commencement (Time and Place TBA)

## Summer 2019

May 13-June 2 (2019/24 & 2019/25)	May Term
June 3-July 26 (2019/30)	Summer
June 3-June 28 (2019/31)	Summer Session I
July 1-July 26 (2019/32)	Summer Session II

### **Food Service in the Cafeteria located in the Olsen Student Center**

Thursday, August 2-Friday, August 17 hours are listed below.

Monday through Friday:

Breakfast	7am until 8:30am
Lunch	11am until 1pm
Dinner	5pm until 7pm

Saturday/ Sunday:

Brunch	11am until 1pm
Dinner	5pm until 7pm

Regular hours beginning on August 18 listed below.

Monday through Friday:

Breakfast	7am until 9:45am
Lunch	11am until 1pm
Dinner	4:30pm until 7pm

Saturday/ Sunday:

Brunch	11am until 1pm
Dinner	4:30pm until 6:30pm

**\*\* Note:** Please plan in advance for ways in which you can eat during breaks and dates when food services are not provided. You are encouraged to contact the International Student Advisor for suggestions.



## **CAMPUS SECURITY**

Campus Security: #5234

Campus Security is found on the main floor of the OSC.

The website below provides you with access to a variety of materials related to safety.

[https://my.morningside.edu/campus\\_offices/campus\\_safety\\_security/crime\\_reporting\\_and\\_prevention/](https://my.morningside.edu/campus_offices/campus_safety_security/crime_reporting_and_prevention/)

## **CAMPUS LOCATIONS & PERSONNEL**

### **Cafeteria**

Located on the first floor of OSC

Mustang Grill: Smaller café located in the basement of OSC

Spoonholder is located on the first floor of Learning Center

### **Housing**

Resident Assistants (RAs) located in your residence hall

### **Advising and International Paper Work**

Lillian J. Lopez located in Krone Advising Center. Phone: 712-274-5030

Email: [lopez@morningside.edu](mailto:lopez@morningside.edu)

Katie Roskie located in Krone Advising Center. Phone: 712-274-5033

Email: [roskiek@morningside.edu](mailto:roskiek@morningside.edu)

### **International Student Affairs**

Jesus Cedejas located on the second floor of the

Learning Center Room 220 - Part Time Only.

Phone: 712-281-1850

Email: [cedejasj@morningside.edu](mailto:cedejasj@morningside.edu)

André McWell- Director of Student Success Learning Center

Room 301

Phone: 712-274-5318

Email: [mcwella@morningside.edu](mailto:mcwella@morningside.edu)

### **Health/Nurse/Counseling**

Carol Garvey located in the basement of OSC

Email: [garvey@morningside.edu](mailto:garvey@morningside.edu)

Genbook address (Schedule Appointment):

<https://www.genbook.com/bookings/slot/reservation/30249124/1164976188/1165007419/150337800000?bookingContactId=2583337315>

**Personal Counselor**

Bobbi Meister located in the basement of OSC

Email: [meister@morningside.edu](mailto:meister@morningside.edu)

Genbook address (Schedule Appointment):

<https://www.genbook.com/bookings/slot/reservation/30249124/1164968668/1164968672/150156360000?bookingContactId=2583340092>

**Technology**

Located in the basement of OSC

Phone: (712)274-5544

**Bookstore**

Located in the basement of OSC

Phone: (712)274-5170

**Campus Mailbox/Post Office**

Located in the basement of OSC

Phone: (712)274-5181

**Writing and Tutoring Center**

Located on the second floor of the Learning Center

**Campus Ministry**

Andy Nelson located in the basement of OSC

Located in the basement of OSC

Phone: (712)274-5148

**MORNINGSIDE COLLEGE**  
**WHOM TO CALL - Information Sheet**

(If calling from off campus, area code is 712. All campus phone numbers have prefix 274-XXXX)

<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>INDIVIDUAL</b>	<b>PHONE</b>
Academics	Lewis Hall, 1 <sup>st</sup> Floor	Bill Deeds Alden Stout Jen Dolphin	5103 5388 5274
Advising	Krone Advising Center	Krone Advising Center	5031
Athletic Injuries	Rosen Verdoorn Sports Center	Katy Burford	5314
Athletics	Hindman-Hobbs Center	Tim Jager	5313
Campus Ministry	Olsen Student Center, Lower Level	Andy Nelson	5148
Campus Safety and Security	Hickman-Johnson-Furrow	Brett Lyon	5234
Career Services	Krone Advising Center	Stacie Hays	5032
Disabilities Services	Krone Advising Center	Lillian Lopez	5030
Emotional or Personal Concerns	Olsen Student Center Lower Level	Bobbi Meister	5606
Financial Aid	Lewis Hall, 2 <sup>nd</sup> Floor	Financial Aid Office	5159
Food Service	Olsen Student Center	Casey Benton	5303
Graduate Programs in Education	Lewis Hall, Lower Level	Barb Chambers	5465
Graduate Programs in Nursing	Buhler Rohlfs, Room 315	Jackie Barber	5297
Health Services	Olsen Student Center Lower Level	Carol Garvey	5178
International Students	Krone Advising Center	Lillian Lopez	5030
Learning Skills/Tutoring	Hickman-Johnson-Furrow	Regina Bade	5166
Maintenance	Physical Plant		5116
Online Learning (Undergraduate)	Lewis Hall, Room 314	Michelle Laughlin	5493
Residence Life	Olsen Student Center, Lower Level	Residence Life Office	5161
Student Life Issues	Lewis Hall, Room 120	Karmen Ten Napel	5191
Study Abroad	Krone Advising Center	Lillian Lopez	5030

Technology	Olsen Student Center, Lower Level	Help Desk	5544
Title IX Coordinator	Lewis Hall, 1 <sup>st</sup> Floor	Karmen Ten Napel	5191
Transcript Request/Registrar	Lewis Hall, 1 <sup>st</sup> Floor	Registrar's Office	5109
Writing Center	Hickman-Johnson-Furrow	David Elder	5008
Withdraw/Exit From College	Lewis Hall, Room 120	<i>Undergraduate:</i> Karmen Ten Napel	5191
	--	<i>Graduate Education:</i> Darby Young	5479
	Lewis Hall, Room 16	<i>Graduate Nursing:</i> Jackie Barber	5297
	--	<i>Online Learning (OM):</i> Michelle Laughlin	5493
	Buhler Rohlfs, Room 315		
	Lewis Hall, Room 314		

## PHONE CALLS--LOCAL AND ON CAMPUS

Morningside College telephone dialing patterns:

Emergency: Sioux City Police, simply "911", no 8 or 9 dial is necessary

Campus Operator: 0

On-campus calls: 3xxx (students) or 5xxx (faculty/staff)

Local off-campus calls: 9 + seven digit phone number

\*To dial student numbers from off campus dial: 222-xxxx.

For faculty/staff numbers dial: 274-xxxx

To make phone calls from your phone within the country just dial area code + seven digit phone number

\* All calls outside the country must include specific code patterns pertaining to that country

### Cell Phones/Service:

**This list does not include all providers or locations for purchases.**

Verizon 4400 Sergeant Road	AT&T 3200 Singing Hills Blvd.
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### Cell Phones to Purchase:

Best Buy 4730 Sergeant Road	AT&T 3200 Singing Hills Blvd.
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Target 5775 Sunnybrook Dr.	Verizon 4400 Sergeant Road
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Walmart  
3400 Singing Hills Blvd.

## MEDICAL SERVICES ON CAMPUS

**Carol Garvey**, Student Health Nurse, Olsen Student Center, Lower Level  
Email: [garvey@morningside.edu](mailto:garvey@morningside.edu) Phone:712-274-5178

### SEEKING MEDICAL ATTENTION

**Student Health** is open early in the day Monday-Friday when classes are in session. A registered nurse is available when the office is open. We handle any health concerns. Visits are by appointment and can be made at: [my.morningside.edu/behealthy](http://my.morningside.edu/behealthy)

**Phone number is: 712-274-5178 (add this to your phone contacts)**

**Location: Olsen Student Center, Lower level (same building as the cafeteria)**

The nurse will examine you, give health-care advice and has common medicines to help with fever, congestion, and other minor ailments. Doctors come to campus regularly and can write prescriptions, the nurse cannot. The nurse handles all appointments for the doctors.

There is *no fee* (other than your student health fee) to visit the nurse or doctors on campus. If you are sent off campus (for testing, or you need more advanced medical attention) you will need to know how to use your health insurance in Sioux City Iowa. It is expensive to go off campus for minor issues. If not life-threatening, you should start with Student Health.

**\*\* If you feel your illness is *life-threatening* you should go to the nearest Emergency Room at one of our 2 hospitals in Sioux City. To have an ambulance (or for police/fire) simply dial 911. You will need to tell them the address they need to come to.**

**Urgent Care clinics:** are available daily if you cannot wait for Student Health to open. These are walk-in clinics (no appointments needed). Unity Point (phone 712-266-2760), Family Health Care of Siouxland (phone 712-224-5550), and Mercy Medical Center all operate Urgent Care clinics. THIS IS NOT FOR LIFE-THREATENING ILLNESS!

**The Urgent Care at Siouxland Community Health Center (phone 712-252-2477) is open Monday through Saturday. This is a good option if you will be paying cash or your insurance is only good for emergencies (not clinic care). It is a bit less expensive than the other urgent cares.**

**\*\*\*\*Be aware our health insurance system can be very different than health care in your home country.**

**\*\*\*\*You will be responsible for payment for services that your insurance does not cover.**

**\*\*\*\*Please learn how your insurance works *before* you need to use it.**

**\*\*\*\*If possible always begin with Student Health.**

## CITY HOSPITALS AND URGENT CARE CLINICS

**\*\* Remember to verify what your insurance is able to cover and that you have attempted to visit with the Student Health Nurse first.**

### Urgent Care Clinics:

**Siouxland Community Center**  
1021 Nebraska St.  
Sioux City, IA  
(712)252-2477

**Unity Point Health  
Sunnybrook Medical Plaza**  
5885 Sunnybrook Dr.  
Sioux City, IA  
(712)224-5550

**Family Health Care of Siouxland**  
4545 Sergeant Rd.  
Sioux City, IA  
(712)224-5550

**Mercy Urgent Care**  
3520 Singing Hills Blvd,  
Sioux City, IA 51106  
(712)222-7990

4230 Hamilton Blvd.  
Sioux City, IA  
(712)224-5550

3250 Plaza Dr.  
Sioux City, IA  
(712)224-5550

### Hospitals:

**Unity Point Health - St. Luke's**  
2720 Stone Park Blvd.  
Sioux City, IA  
(712)279-3124

**Mercy Medical Center**  
801 5th Street  
Sioux City, IA  
(712)279-2010

## SEEKING COUNSELING SERVICES

**Bobbi Meister, LISW, Personal Counselor, Olsen Student Center, Lower Level**

**The counseling office** is located in Olsen Student Center, Lower Level, across from tech services. A personal counselor is available from 8-5, but actual appointment time hours vary depending on the day. Students are requested to set up an appointment through phone, email, online, or by stopping at the counselor's office.

**Email:** [meisterb@morningside.edu](mailto:meisterb@morningside.edu),

**Phone:** (712)274-5606

**Online Scheduling Link:** <http://mgsidehealthcounseling.genbook.com>.

While the counselor is in session or out of the office, the door will be closed, so appointments cannot be scheduled at that time. The above link serves to help students schedule appointments quicker and easier. The counselor's role is to provide any full-time students with short-term counseling as needed throughout the school year; also to provide referrals if needed for additional services such as long-term counseling, psychiatry, etc. Medications are not provided or prescribed, but students can be directed with the pertinent resources if this is appropriate.

Short-term counseling that is provided means that the counselor can see students for a limited time as deemed necessary and appropriate by the counselor and the student being seen in counseling. Counseling for all types of situations and issues that may arise are provided, including but not limited to: depression, homesickness, anxiety, worry, stress, addictions, loneliness, relationship problems, grief and loss, school stress, and stress associated with physical problems. All counseling services provided are free and completely confidential to students.

## IMMIGRATION INFORMATION

### Important Documents:

#### 1. Passport:

- Your passport is issued by your country of origin.
- It allows you to travel outside of your country of origin.
- Keep your passport up to date. It is recommended that you re-new your passport at least 6 months before the expiration date.
- If you lose your passport or need to renew it, you will need to work with your country's embassy or consulate in the US.
- Keep your documents in a safe place. Students may request that Morningside College store their passports the campus safe box.
- It is a good idea to keep a photocopy of your passport.

#### 2. Visa Stamp:

- Also known as the "entry visa" or "visa", this is the stamp applied on your passport at the United States embassy or consulate in your country of origin. **Yours is an F-1 Visa.**
- The visa stamp may have a different expiration date than your passport expiration date.
- The expiration of the visa stamp DOES NOT affect your immigration status while inside the United States.
- The expiration of the visa stamp will affect your re-entry to the United States. If your visa stamp expired, you must apply for a new entry visa at the United States embassy or consulate in your country of origin.
- If your passport expires prior to your visa stamp, carry both passports with you when you travel.

3. I-20:
  - Your I-20 determines your F-1 status in the United States.
  - It lists your personal information, source of financial support, school/program of study information, and program start and end date. It is important to make sure that all of the information listed on your I-20 is correct.
  - The I-20 has a start and end date for you to complete your program of study.
  - The end date in your I-20 can be extended or shorten. It is your responsibility to request a change on the end date of your I-20. If your I-20 expires before your program end date, this can cause problems for your status in the United States.
  - The I-20 lists your intended major. It is important we have the correct major before you graduate. The major determines the areas where you could work off campus with the appropriate permissions.
  - You might be issued multiple I-20s during your stay in the United States. Keep all your I-20s.
  - You will need a valid signature from an authorized employee on your I-20 to be able to travel in and out of the United States. Signatures are valid for 12 months.
  
4. I-94 Form:
  - Your I-94 documents your entry to and exit from United States. It also assigns your immigration category, based on your type of Visa (F-1).
  - You will get a new I-94, with a new number, each time you enter the United States. You are able to access an electronic record [online](#). The “Get Travel History” page this site will list the dates of arrival into the US going back 5 years.
  - Make sure you check that the “Admit Unit Date” says “D/S” for Duration of Status. This means that you are able to stay in the United States so long as your I-20 is valid.

U.S Citizenship and Immigration Services (USCIS) have basic requirements for F-1 International students that must be abided by while studying in the U.S.

#### **Basics 101:**

1. **Valid Passport** – validation acquired at your country’s consulate or embassy in the U.S.
2. Must be **enrolled full-time**: August-May (12-18 credit hours per semester)
3. You **CAN NOT** seek off-campus employment without the institution’s permission.  
USCIS has strict guidelines regarding this process.
4. To travel outside the US you need proper documentation.
5. Your I-20 determines the date of your stay expiration. If for valid reasons you are not able to graduate within determined time, you must apply for a stay extension before your stay expiration date.



**The Following Information Expresses the Importance of These Matters:**

## **GENERAL RULES FOR INTERNATIONAL STUDENTS TO REMAIN IN GOOD STANDING**

The PDSO (Principle Designated Student Official) and the DSO (Designated Student Official) are individuals on campus who are authorized representatives to the US Government. They are responsible for the issuing non-immigrant student visa documents., Additionally, they are here to help assist you through the process of studying in the United States. Your PSDO, Lillian Lopez, is located in the Krone Advising Center.

**Every semester, the PDSO/DSO must physically set eyes on you during the first week of classes.**

This is to ensure your lawful presence in the United States, as your VISA requires.

The school official will then update your SEVIS record to show you are in compliance with the regulations. Please make a point of dropping into the Krone Advising Center when you arrive back on campus.

You must return on time each semester for Validation Day and the start of classes. Entering the country after the semester starts could have serious consequences with your immigration status.

### **TRAVELING**

If you are traveling outside the United States, you **must have** the signature of the PDSO/DSO from the college before you leave. If you do not have an updated signature, you will not be allowed back into the United States by Customs and Border Patrol at the Port of Entry.

**The PDSO/DSO may not always be available so call 712-274-5030 to make sure there is someone there to sign your I-20 before you come to the KAC.**

**It is your responsibility to make sure your VISA and Passport are current.** In some countries the entry visa is valid for one year, in other countries the student gets a visa for multiple years.

Plan ahead if the expiration date of one of these documents is approaching so you will not be in violation of your status.

### **TRANSFERRING**

If you are transferring out of Morningside, you **must schedule** an exit interview with either Karmen Ten Napel or Terri Curry in Student Services. You must also make an appointment with the PDSO/DSO to have your I-20 transferred to the new institution.

## EMPLOYMENT OPPORTUNITIES

EMPLOYMENT is defined as any work that you perform in exchange for money, tuition, room and board, or any other benefit or compensation.

If you have questions about any work experience opportunities, including volunteering, you **MUST** meet with the Campus PDSO.

Prior to graduation the only kind of **off-campus** work you may do is Curricular Practical Training, or CPT. In other terms, CPT may be called an “internship” or required “practicum” and should be treated as such.

Here are the guidelines for **CPT**:

- F-1 students become eligible after completing one academic year at this institution
- You must have a declared major
- Your employment must relate to your declared major
- It may be full-time while you are enrolled in a full-time course of study
- You must earn academic credit for it
- It must be overseen by your academic adviser

You must have the necessary accompanying paperwork on file in the Morningside College Registrar’s office.

Work with your International Student Adviser to have the proper documentation on file with SEVIS - you will be issued an updated I-20 to show the CPT.

If you use more than 12 months full-time CPT, you will lose your OPT, but part-time CPT is fine and will not stop you from doing OPT.

You become eligible for Post Completion Optional Practical Training, or **OPT**, when you complete your degree program.

Employment must be directly related to your area of study.

You may apply for Post Completion OPT no earlier than 90 days before graduation and no later than 60 days after graduation.

There is a formal process that must be followed when applying for OPT – please work with your PDSO/DSO to apply for OPT.

You will be issued an updated I-20 to show the OPT request.

Form I-765 “Employment Authorization” must be submitted with the accompanying paperwork and fee.

If authorized for OPT, you will be issued an Employment Authorization Document (EAD).

You are not allowed to perform OPT until you receive your EAD.

Here is a website for more information on International Student Employment -

<https://www.ice.gov/sevis/employment>

## **Campus Jobs:**

There are very strict guidelines regarding where F-1 international students may work while in the United States. **They may hold positions on campus only.**

### **Limitations:**

1. Students are permitted to work part time, a maximum of 20 hours per week, not full time.
2. More than 20 hours per week, or full time work, is only allowed on college vacations and summers for enrolled and continuing students.
3. International Students may apply for paid positions **within the Morningside College structure. The office that hires you must pay you through campus payroll, not work study funds.** There are several offices on campus who are able to hire international students. **Always check with your international student advisers before accepting any paid position.**
4. Job opportunities are given within institutional-funded positions. There are three offices on our campus that are able to hire international students. Those offices are food service, maintenance, and event set-up. A student work fair is held in August so keep an eye out for that email. Note: That you must have a Social Security number to be able to be employed on campus.

### **People To Contact:**

- i. Casey Benton in Food Service,
- ii. Jay Malin in Maintenance
- iii. Laura Staber in the Event Set-up area.

Note: You must obtain a Social Security number to work. The following section will explain that process.

## **U.S. STUDENT WORK PERMIT – SOCIAL SECURITY NUMBER**

So you have a new job? Congratulations! The next section explains what to do after you have a job offer. In order to work on campus while a student here, you must have a SOCIAL SECURITY NUMBER.

Social Security numbers are assigned to people who are authorized to work in the United States and who are paid wages. You must work with your international student advisers to apply for and receive a Social Security Number.

Wait one full week after arriving on campus before applying for a social security number. This will allow your immigration records to be verified with the Department of Homeland Security.

**Here are your next steps:**

1. Contact Lillian J. Lopez, the PDSO for SEVIS, located in Krone Advising Center or by email: [lopez@morningside.edu](mailto:lopez@morningside.edu) or phone: 712-274-5030. Lillian will file the following paperwork that you will need to apply for a social security number.

- a. A letter stating you've been offered a job on campus
- b. A copy of your I-94
- c. Once she has completed this documentation, she will contact you for pick up.

2. Upon receiving the previous documents you are required to:

- a. Access the Social Security Administration's website that discusses international students and social security cards:

<http://www.ssa.gov/pubs/EN-05-10181.pdf>. Please be sure to thoroughly read through the information.

- b. Fill out the Application for a Social Security Card

<http://www.ssa.gov/forms/ss-5.pdf>

3. Now that you have received the proper verification and filled out the right documents you are ready to visit the Social Security Administration office. The International Student Adviser, Jesus" is available to take you by appointment. Please contact him for availability. Otherwise the Social Security office is located at:

3555 SOUTHERN HILLS DR SIOUX CITY, IA 51106

Hours Of Operation MON: 09:00 AM - 04:00 PM

TUES: 09:00 AM - 04:00 PM

WED: 09:00 AM - 12:00 PM

THUR: 09:00 AM - 04:00 PM

FRI: 09:00 AM - 04:00 PM

SAT & SUN: CLOSED

4. On your appointment date be sure to bring:

- a. The letter stating you have a job
- b. Documentation showing your immigration status, age, and identity (including: your passport, I-94, and I-20),
- c. Address: 3609 Peters Ave. PMB # Sioux City, IA 51106
- d. The completed application for a Social Security Card.

Please plan on the visit to the Social Security Administration office taking from 60-90 minutes, most of that time will be waiting.

**YOU CAN NOT WORK UNTIL YOU HAVE RECEIVED YOUR SOCIAL SECURITY CARD.**

It typically takes two weeks to receive your social security card. It will be sent directly to your campus mailbox.

Once you have received your social security card, please visit with the Business Office (Lewis Hall Room 100) to fill out forms.

## **INTERNATIONAL STUDENT TAXES – U.S. GOVERNMENT FORMS**

Any international student who is employed while in the United States will be issued a form that provides information on income taxes that were paid by you. The form (Called a W-2 Form) will be issued in late January to cover wages for the previous year. Depending on the total amount of money you earned while working, some of you may have to file information with the United States Government. This paperwork must be filed each year by April 15<sup>th</sup>. More information on the topic of Income Taxes for employed international students will be sent out later in the academic year.

Every F-1 student in the United States must fill out Form 8843 each year. This form identifies you as a person on a temporary stay in the United States. You are not a U.S. citizen and therefore are not subject to compliance with many of our laws. However, you must have this document on file each year to remain in good standing as a student in the United States. We typically have a workshop in the spring for all international students to complete the 8843 form. Watch your campus email for this notification.

## **Bank Account**

To set up a bank account you must first select the bank you desire. (There is a list of local banks in this handbook that you may reference).

While deciding on a bank it is suggested you choose one that provides nationwide service as well as one close to campus for convenience.

Once you have selected your bank of choice you will need the following:

1. Your passport
2. Your Morningside mailing address including your box number:  
3609 Peters Avenue PMB #, Sioux City, IA 51106
3. Any money you wish to use to start your account.
4. You may set up an appointment with the International Student Advisor who can take you to the bank of your choice.

## **DRIVER'S LICENSE**

If you desire or plan to drive in Iowa, you must obtain an Iowa Driver's License from the Iowa Department of Transportation (Iowa DOT). You will need to present your Passport, I-20, and 2 sealed letters that have been stamped by the post office, that demonstrate that you are residing here.

**\*Important:** If you have a Social Security Number you must also bring that to the appointment. Otherwise you will not be able to obtain a driver's licence. If you are still waiting for your number to arrive in the mail you will have to wait to have it physically with you before going to the Iowa DOT office.

You will be required to take a driving and written test. The car you obtain and use for the driving portion is your responsibility. Staff or Faculty are not options. Remember that you are liable for any accidents.

You may find the drivers manual online at:

<http://www.iowadot.gov/mvd/driverslicense/dlmanual/dlmanual.pdf>

Also, you may find a practice test at:

<http://www.iowadot.gov/mvd/driverslicense/iadrivertest.html>

You may schedule a trip for the written portion of the test with the International Student Adviser. Once again, you are responsible for the driving portion. If permitted by the Department of Transportation you may be able to take both the written and the driving portion on the same day.

## REGIONAL AREAS

### Sioux City, Iowa

Morningside—East side of town

Downtown—Middle of town

Westside—West part of town

Northside—North part of town

Riverside—West part of town

### South Sioux City, Nebraska

South of Sioux City, across the Missouri River

### North Sioux City and Dakota Dunes, South Dakota

North of Sioux City, across the Big Sioux River

## TRANSPORTATION

Bus Schedules: WEBSITE: <https://www.sioux-city.org/transit>

**Taxi Companies – (Note: You may call and schedule taxi transportation ahead of time for important events such as airport departures or appointments across town.) You are responsible for any charges when you take a taxi.**

Uber (Download the App for Android or Apple)

CABS Inc.: 712-276-5440

Lyft (Download the App for Android or Apple)

Mr. Good Cab: 712-444-4444

Lucky 5s Cab Company: 712-258-5555

Taxi Xpress: 712-577-1111

Action Taxi and Limo Inc: 712-252-4778

Siouxland Taxi: 712-277-0000

## PLACES OF WORSHIP

Andy Nelson is the campus Chaplain

You can contact Andy if you're interested in finding places of worship in Sioux City. You can also search "churches-in.com". There are a variety of places of worship such as; mosques, temples, etc. in the region that can be found online.

## **BANKS**

Pioneer Bank  
4700 Singing Hills Blvd

U. S. Bank  
4608 Morningside Ave.

Iowa Nebraska State Bank  
3410 Singing Hills Blvd

Great Southern Bank  
4211 Morningside Ave.

Wells Fargo  
2015 South St. Aubin or 4360 Sergeant Road

Pinnacle Bank  
1901 Morningside Ave.

Primebank  
5680 Sunnybrook Dr, Sioux City, IA 51106

## **PHARMACIES**

Drilling (open M-F 9:00-8:00, Sat. 9-5, Sun. 9-1)  
4010 Morningside Ave.

Walgreens (open until midnight)  
4650 Morningside Ave. or 100 Pierce Street (open 24 hours)

Hy-Vee (open until 9:00pm)  
3301 Gordon Drive or 4500 Sergeant Road

Walmart (open until 9:00pm)  
3400 Singing Hills Blvd.

## **EYE GLASSES**

Eyemart Express  
5001 Sergeant Rd. Suite #45

Exact Eye Care  
2513 Hamilton Blvd.

Pearle Vision  
Southern Hills Mall, 4400 Sergeant Rd29.

Walmart  
3400 Singing Hills Blvd.

## **POST OFFICE**

**Campus Post Office is in the basement of OSC**

**Sioux City Post Office:**

214 Jackson Street, Sioux City, IA

Drop off boxes also on Morningside Ave. (Blue mail boxes by the Morningside Public Library)

**The UPS Store**

Lakeport Commons Shopping Center  
5006 Sergeant Rd. (712) 255-8150

## GROCERY STORES

Hy-Vee (open 24 hours)  
3301 Gordon Drive or 4500 Sergeant Road

Seoul Oriental Food  
1298 Dakota Ave., SSC, NE

Fareway (open Monday-Saturday 7:00-9:00)  
4267 Sergeant Road

Lao Asian Market  
115 W. 9th St., SSC, NE

Walmart (open 24 hours)  
3400 Singing Hills Blvd.

Hong Kong Supermarket  
511 W. 7<sup>th</sup> St.

Great Wall Oriental Food  
405 Perry St.

## SHOPPING

### **Mall/Shopping Centers:**

Southern Hills Mall (open M-S 10-9, Sun. 10-6)  
4400 Sergeant Road  
Lakeport Commons  
5101 Sergeant Road

Southern Square  
4501 Southern Hills Drive  
Marketplace  
2817 Hamilton Blvd.

## THEATRES

Sioux City Community Theatre  
1401 Riverside Blvd.

Promenade Movie Theaters  
924 4th St.

Lamb Arts Regional Theatre  
417 Market St.

Southern Hills Theaters  
Southern Hills Mall, 4400 Sergeant Road

Orpheum Theatre  
528 Pierce St.

Shot in the Dark Theatre  
412 Nebraska St.

## MUSIC

Sioux City Conservatory of Music  
1309 Pierce St.  
Siouxland All America Band  
Sioux City Symphony

## SPORTS

### **Bowling:**

Rush Werks  
3828 Stadium Drive

Plaza Bowl  
3091 Hamilton Blvd.



**Mini Golf:**

North Forty  
3700 US 75 (Business)

Country Drive Driving Range  
and Mini Golf  
5606 Hamilton Blvd.

**Climbing Wall:**

Long Lines Family Recreation Center  
401 Gordon Drive

**Ice Skating:**

IBP Ice Center  
3808 Stadium Drive

**Roller Skating:**

Rollerama  
4500 Stone Ave.

**Trampolines/ Lazer Tag**

3840 Stadium Dr.  
Sioux City, IA 51106

**Skiing:**

Great Bear Recreation Park  
5901 Rice St., Sioux Falls, SD

**Hockey:**

SC Musketeers  
Tyson Event Center, 401 Gordon Dr.

**Baseball:**

SC Explorers Baseball  
3400 Line Drive

**PARKS**

Bacon Creek Park, 5015 Correctionville Road  
-lake, walking/running trail

Latham Park, 1915 S. Lemon St.

Stone State Park, 5001 Talbot Road  
-horse back riding, archery, pool, etc.

Sertoma Park, Singing Hills Blvd.  
-lake, disc golf

Riverside Park, 1301 Riverside Blvd.  
-swimming pool

Grandview Park, 24th and Grandview  
-bandshell, rose garden

Crystal Cove Park, W. 39th St., SSC, NE  
-lake, fishing, walking/running trail

War Eagle Park, War Eagle Drive  
-War Eagle Monument

Sgt. Floyd Monument, South Lewis Blvd.

Ponca State Park, 88090 Spur 26 E, Ponca, NE

Falls Park, 131 E. Falls Park Dr., Sioux Falls, SD  
-water falls, walking trail

### **LOCAL POINTS OF INTEREST**

Children's Museum  
623 Pearl St.

Trinity Heights Queen of Peace  
2509 33rd St.

Railroad Museum  
3400 Sioux River Road

Lewis and Clark Interpretive Center  
900 Larsen Park Road

Public Museum  
607 4th St.

Sgt. Floyd River Museum  
Larsen Park Road

Pierce Mansion  
2901 Jackson St.

Bruguier's Cabin  
Riverside Park

First Bride's Grave  
South Ravine Park

### **LAUNDROMATS & DRY CLEANERS**

Lakeport Laundry  
2040 Lakeport

Bush Dry Cleaning  
1415 Morningside Ave.

## REGIONAL EVENTS AND THINGS TO SEE

Found at the Siouxland Chamber of Commerce website

Things To Do And See:

- Community Annual Events
- Arts and Entertainment
- Historic Sites and Landmarks
- Museums/Points of Interest
- Park and Trail Systems
- Recreation and Sports

Fridays on the Promenade in Sioux City, 4th and Virginia Streets  
(Throughout the Summer)

Outdoor movies, Bandshell, Sioux City  
(Throughout the Summer)

Saturday in the Park, 4th of July Weekend, Grandview Park, Sioux City

Orange City Tulip Festival, Orange City, IA

Ash Falls Fossil Bed, Royal, NE

Omaha Zoo, Omaha, NE

Sioux Falls Zoo, Sioux Falls, SD

## FEDERAL HOLIDAYS

On these dates most places close their businesses.

New Year's Day – January 1<sup>st</sup>

Martin Luther King Jr. Day – 3<sup>rd</sup> Monday in January

U. S. Presidents' Day – 3<sup>rd</sup> Monday in February

Memorial Day – Last Monday in May

Independence Day – July 4<sup>th</sup>

Labor Day – 1<sup>st</sup> Monday in September

Columbus Day – 2<sup>nd</sup> Monday in October

Veterans' Day – November 11<sup>th</sup>

Thanksgiving Day - 4<sup>th</sup> Thursday of November

Christmas Day – December 25<sup>th</sup>

### Cultural Customs:

Note: These are generalizations but they are presented as options for you to consider as you interact with others.

1. Informality – When greeting or being greeted, most greetings are brief and informal due to the fact that American culture teaches that everyone is created equally. The person does not intend to show lack of respect.

a. Type of greetings/farewells:

Business Meeting: Shake hands

When shaking hands, make sure that the grip is firm and make eye contact.

Casual Situation: "Hello!" "How are you?" or "How's it going?" Typically people don't actually want an answer. This is simply a greeting.

Hand waves and head nods are typical greetings.

When saying goodbye to friends, handshakes are rarely exchanged. Simple goodbyes such as “see you later” are acceptable.

At times, someone might lightly pat you on the back. This typically demonstrates friendship and at times is used to mean “well done” or “good job.”

b. Meetings: Most meetings are informal and/or relaxed in manner but serious in content.

Things you might expect:

- Agendas about content will be distributed.

- Successful meetings are short and to the point.

- Prepare to begin on time. Be there as expected, in a timely manner.

- Time Consciousness

Note: Be on time. Generally “being on time” means to arrive 5 minutes early! Being late:

If late for about 5 minutes a simple apology will do. After 10-15 minutes a phone call is required to notify and apologize to the person or people you’re meeting with.

Meet deadlines, unless otherwise excused.

c. RSVP - Acronym for french phrase “Répondez s’il vous plaît,” which simply means:

Please Respond. Throughout the year invitations to events, meetings, and clubs will

be sent out. The importance of each can be determined by the type of event or

invitation sent. Nevertheless, it is polite for you to respond whether or not you will attend the event and any other details the RSVP asks for. Many times this will guarantee you a

seat, meal, and or any other accommodations; so please respond!

## 2. Manners

a. Keep distance when conversing with someone. Some may naturally step back if they feel uncomfortable with the closeness.

b. It is proper to ask questions when confused or when you don’t understand something.

c. These should be used by you to show respect.

“Pardon me/Excuse me”: typically used by a person who:

1. Gets close to you or accidentally touches you/bumps into you.

2. Sneezes or Coughs

3. Doesn’t understand or hear what was said.

d. “Please/Thank you”:

Used in any occasion no matter how small the act of kindness may be.

3. Individualism: As mentioned before, American culture teaches people from childhood that all are created equal. People expect to be treated as individuals and not as a

member of a party, class, or group. They also don't like to depend on others. Americans strive to be independent and self-sufficient.

### **THE MIDWEST:**

**1. Land** - Most of the region that makes up the Midwest is flat, but it is also made up of the following landforms: the Great Plains, Central Lowlands, Mississippi River, and Great Lakes. The states that form this region are: North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, and Ohio. In the early 1800's people from the eastern side of the country migrated to this region in search of farmland. Wheat, oats, and corn were among the things that were harvested, so much so that it became known as the nation's "breadbasket." Today one may also observe the harvesting of soy, flax, sorghum, grapeseed, and alfalfa among other crops.

**2. Seasons** - While you study at Morningside you will experience all 4 seasons: Summer, Fall, Winter, and Spring. Be advised that Iowa has extremes of both hot and cold weather just as the rest of the Midwest region of the country does. The following is the sequence in which you will experience each season and what it will potentially look like. June, July, and August make up our **Summer** season. This season is known for the humidity and heat it brings. Daytime temperature can near 90 °F (32 °C) and sometimes exceed 100 °F (38 °C). **Fall** will follow soon after in the months of September, October, and November. Fall is the season when the farmers harvest their grain, and the leaves change color and fall to the ground giving the campus a nature makeover. What makes this season interesting is that the weather can be hot, cold, snowy, rainy, or perfect throughout this season. **Winter** will then arrive at the end of your first semester and will continue on through the beginning of your second semester, which include the months of December, January, and February. To give you an idea of how cold it may get-temperatures have been known to drop well below freezing, even dropping below -10 °F (-23 °C). The wind lowers the real feel, so keep that in mind when determining what you will wear. Finally we have **Spring** in the months of March, April, and May. Spring ushers in the severe weather season.

On average Iowa has about 50 days of thunderstorm activity each year. Morningside's Director of Safety and Security will notify everyone on their emails about things to look out for with changing weather and about practical ways to remain safe during the various seasons. Please sign up for the weather text alerts on the Morningside Emergency Notification System (ENS) at this link; <https://campusweb.morningside.edu/ens/>. Doing so will keep you up to date with severe changes in the weather.

**Important Note:** Because winters are very cold you will need proper clothing, especially a winter coat. Near the end of fall there are various sales on winter coats. If you do not own one you will need one! The international Student Advisor will be emailing everyone and taking students to the places where they may purchase one. You may set up an appointment with him as well.