

# **A GUIDE FOR INTERNATIONAL STUDENTS**

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## **UNIVERSITY PROGRAMS AND SERVICES**

Complete information on programs and services can be found in the PSU Catalog. The Schedule of Courses can be found online on the Pittsburg State University website ([www.pittstate.edu](http://www.pittstate.edu)). Catalogs are provided to new students. Another copy can be purchased at the bookstore. The code of student rights and responsibilities can be found in the back of the schedule of classes. Please read them!!

### **English as a Second Language**

The Intensive English Program is a year-round program that helps international students develop English language skills in classes ranging from beginning to advanced levels.

Students take courses in Grammar, Reading, Listening/Speaking, Writing, and Academic Preparation. Approximately 20 hours are spent in class each week. However, the program is flexible and every attempt is made to meet individual student needs.

For more information, please contact the Intensive English Program at 235-4644 that is located at 120 Whitesitt Hall.

### **Services Available on Campus**

**Activity Calendar:** An activity calendar, “SAC Tracks,” can be picked up in the Student Center on the lower level across the hall from the Student Government Association (SGA) Office. This calendar is useful and lists special events on campus such as movies, guest speakers, visiting musicians, or tournaments.

**Bookstore:** The Follett Bookstore on campus, on the main level of the Student Center, or the Students’ Music and Bookstore across the street from Russ Hall has a list of books you will need for your classes. At the end of the semester, books can be returned for a partial refund if you do not want to keep them.

**Student Government Association (SGA) Office:** SGA is devoted to representing the students on campus. If you have any ideas or concerns about student life on campus let them know. You can also obtain up to 3 free scantrons per visit to the office. Scantrons are the forms used for you to record answers for many of your tests on campus, teachers will let you know what kind and if you need one for a test. Their office is located in the lower level of the Overman Student Center, ext. 4810.

**International Student Association:** Student run organization that is devoted to helping international students integrate into the Pittsburg community. For more information visit the International Programs and Services Office, Whitesitt 118.

**Legal Aid:** If you need legal advice, please consult the Attorney on campus in 207 Russ Hall, 235-4136.

## **Career Planning**

The Career Services Office offers to help students decide on a career, writing resumes, and filing credentials for possible job offers. The Student Employment Office produces daily lists of available part-time jobs on-campus. The Career Information Library also provides videotapes and workshops that sharpen the applicant's skill in applying for and being interviewed for a job. Located in 202-203 Horace Mann, they are eager to help you.

## **On-Campus Jobs**

To get an on-campus job, there are some steps you must take:

- 1) Obtain an on-campus work permit at the International Services and Programs Office, 118 Whitesitt Hall. Proof of enrollment must be provided to obtain the permit. You must then be in the US at least 10 days before the work permit can be issued.
- 2) Then you may go apply for an on-campus job at the Student Employment Office located in 203 Horace Mann, 235-4145.
- 3) After receiving the job offer, you must obtain a letter of employment from that place of employment to be able to obtain a social security number.
- 4) Take your work permit, visa, passport, I-94 card, I-20 or DS-2019, and the letter of employment to Social Security Administration Office at 801 S. Broadway to file for a social security number.
- 5) After 2 business days, you may call 231-5330 or 1-800-772-1213 to ask if a social security number has been issued for you.
- 6) If you have been issued a number, contact PSU Human Resources at 235-4191 and tell them your social security number.

## **Clubs and Organizations**

A list of departmental clubs and organizations is in the back of the "University Directory," along with a list of religious organizations, fraternities and sororities on campus. This directory is free and can be obtained at the Student Center on the main floor at the information desk.

An enjoyable part of your experience as a college student will be reaching out to make new friends. You may feel more comfortable with people from your own country who speak your language. In order for you to grow and expand your horizons, you will want to become acquainted with students from different countries. Joining clubs and participating in activities is a good way to do this.

## **Tutoring**

Tutoring in various subjects is available free of charge. The following list comprises the various tutoring services you can call upon:

Accounting Lab	209 Kelce Center	235-4561
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Biology	218 Heckertt-Wells	235-4741
Chemistry	105 Yates Hall	235-4748
Computer Science-Information Systems Lab	221 Kelce Center	235-4536
Foreign Language-Conversation Partners	428 Grubbs Hall	235-4709
Foreign Language Lab	202 Grubbs Hall	235-4918
Math Lab	223 Yates Hall	235-4400
Music (Self-Tutorials on Computer)	205 McCray Hall	235-4466
Physics Lab	314 Yates Hall	235-4391
Reading Lab	221 Hughes Hall	235-4509
Writing Center	101 Grubbs Hall	235-4693

Another computer lab is located on the 1<sup>st</sup> floor of Horace Mann.

The hours are posted at the beginning of each semester in the labs.

## **NEWSPAPERS AND OTHER SOURCES OF INFORMATION**

**The Morning Sun:** The local daily newspaper. You can buy a copy at some grocery stores, newsstands, and at the Student Center on campus. If you want it delivered to your home, telephone 231-2600.

**The Collegio:** University Newspaper published on campus every Thursday. You may pick one up free of charge from the Collegio boxes located in most PSU buildings.

**Bulletin Boards:** The International Student Bulletin Board is in the hallway near the Office of International Programs and Services. There you will find information about current activities, important information on immigration laws, travel, special tours, vacation possibilities, and special employment opportunities.

Bulletin boards are located in most other campus buildings. Information of interest to students will be posted on these boards. Most academic departments also have bulletin boards where they post information that is important to students. Check these carefully and frequently.

Students can also post information on some bulletin boards. Items posted must be approved. Check with Campus Activities Center in the Student Center, ext. 4975 for information.

**PSUConnect.com:** One of the newest editions to various resources for Pittsburg State University students. This website provides a variety of services for students. Some of these services include: Book Exchange allowing students to trade, buy, and sell various textbooks, Ride Board where students can post if they can give or need a ride, Review Center where students can post or research what other students have said about certain classes, and MarketPlace where students can post and look for various items such as furniture or cars.

## FINANCIAL INFORMATION

For your own safety, you should not keep a large amount of cash in your pocket or at home.

**Banks:** There are several banks, savings, and loan institutions in downtown Pittsburg. They are listed in the YELLOW pages of the telephone book. These banks and their branches offer a safe place for students to open checking accounts or to deposit money, which will not be needed for immediate use.

**Checking Accounts:** Checking accounts are useful for paying bills. Canceled checks serve as a receipt.

**Currency:** Penny (1 cent); nickel (5 cents); dime (10 cents); quarter (25 cents); half dollar (50 cents). The most common denominations of paper money are: \$1, \$5, \$10, \$20, \$50, and \$100.

**Money Orders:** Money orders may be purchased for a small charge at post offices, banks, and grocery stores. Send only checks, money orders, or bank drafts through the mail. Never send cash through the mail.

**Traveler's Checks:** Inquire at any bank.

**Check cashing:** You can cash checks at Dillon's, Ron's IGA, and Wal-Mart. There might be a minimal fee for doing so. You will need an identification (ID) card in order to cash a check. If you don't have an ID, you can go to the Driver's License Bureau, 202 E. Centennial C-11A (231-0711), and purchase a Kansas Identity Card that can be used as identification for cashing checks. Their hours are Tuesday-Friday 7am-5: 30pm.

**Credit Cards:** Once you enter college, you may be offered free credit cards. Credit cards are used for purchases without using cash, and are issued by various stores, gasoline companies, banks, and dining associations. You must show adequate guaranteed income in an amount sufficient to cover credit purchases, plus other personal information assuring the creditor of your trustworthiness.

The cardholder's name and a number are stamped on the card. A monthly bill is sent to the cardholder. Lost cards should be reported immediately. It may be advisable for you to use cash (from a checking account), rather than credit cards. **ALL BILLS MUST BE PAID BEFORE LEAVING THE UNITED STATES.**

## PURCHASING INFORMATION

**Credit Buying:** Buying on credit seems like an easy way to get everything you need at once, but it can be very costly. Some stores charge as high as 22% interest. Investigate thoroughly before you sign any purchase agreements.

**Charge Accounts:** Allow you to pay for your merchandise in the month after the purchase. If

you pay the full amount within 30 days, there is no extra charge.

**Installment Buying:** Advertised as “small monthly payments,” this allows you to pay for merchandise over a period of time. Interest is added to the payments.

**Layaway:** You choose an item, pay a part of the total, and have the store hold it for you until it is paid in full. There may or may not be an extra charge.

## MISCELLANEOUS

**Door to Door Salesmen/women:** Salesmen/women may telephone you or come to your door. They may offer “free gifts,” pose as researchers, or ask you a question in return for a prize. Some are honest sales personnel with good merchandise, but if you do not wish to answer questions or see their products, simply say that you are not interested and end the conversation. Be particularly cautious of schemes to “give” you expensive merchandise at big savings. You can also ask the person to show you their sales permit issued by the City of Pittsburg. If they do not have one, they are not legally permitted to sell items door to door.

**Junk Mail:** Also in the category of offers to be wary of are the many letters addressed to “Occupant,” or even to you personally urging you to enter a contest. Sometimes you may be notified that you have already won a prize, and a check is enclosed for several hundred dollars. The check is good, however, only in purchase of an item from the company, and the item is so overpriced that the check amounts to nothing. For example, a check in the amount of \$250 to be applied towards the purchase of a VCR costing \$600 means that you are paying \$350 for a VCR without any knowledge of its quality. A good VCR can be purchased for \$200. Be very wary of offers that seem too good to be true (they probably are not authentic offers).

**Social Security:** To obtain a Social Security card, go to the Social Security Office at 801 South Broadway with your passport, visa, I-94, PSU ID card, I-20, and a letter of employment on the company’s letterhead as well as an official work permit issued by the International Office, 118 Whitesitt. A social security number is often used for identification purposes. Ask for a printed receipt to use until your official card arrives. The phone number to ask general questions is 1-800-772-1213, while the office phone number is 231-5330.

**Time Zones:** The four time zones across United States can be confusing to people who are visiting our country. From October to April, each operates on “Standard Time.” From April to October, all states (except Indiana) go on “Daylight Savings Time.” Clocks are moved ahead one hour in October and moved back one hour in April. Most cities have a “Time Service” number (231-3311 in Pittsburg), which you can call for the correct time and temperature. When the hour is given, it is followed by “Central Daylight Time” or “Central Standard Time” or whatever is correct in the area.

## IMMIGRATION

While in the United States, you are required to follow certain rules and regulations to maintain legal status. The International Office can answer questions regarding your status in the U.S. and clarify the regulations of the United States Citizenship and Immigration Services (USCIS)

Most Pittsburg State University students and scholars have either F-1 student visas or J-1 exchange visitor visas. The visa status of your dependents is usually linked to the type of visa you have.

Foreign students must pursue a full-time course of studies while in the U.S. Undergraduates are required to complete at least 12 hours and graduate students must complete 9 credit hours to maintain full-time status. These regulations apply to students on either F-1 or J-1 visas.

### **Duration of Status**

International students on F-1 student visas are admitted for and/or extended for duration of status. This is noted as D/S on your forms I-94 and I-20 ID and other documents. Duration of status is defined as the period during which the student is pursuing a full course of study in one educational program up to the completion of studies date listed on Admission I-20. Duration of status is conditional upon the student's keeping his or her passport valid for six months into the future, completing the required number of hours each semester of the academic year and making sure that the completion date in item #5 of the I-20 is current.

### **Important Documents for the Student on an F-1 or J-1 Visa**

**I-20:** Certificate of Eligibility to obtain your visa; must be validated each time you travel and plan to re-enter the U.S.

**I-94:** Arrival/Departure Record given to you upon your entry to U.S. This small white card is usually stapled in your passport on the page across from your U.S. visa stamp.

The person holding an Exchange Visitor or **J-1** visa may be in the U.S. as either a student or scholar. The length of the Exchange Visitor's stay is determined by the dates recorded on the DS2019. Students have duration of status but must extend their visas according to the dates recorded on their DS2019 forms. Other categories of exchange visitors have limitations on the length of time permitted to stay.

**Passport:** To renew your passport, send it to the nearest consulate of your country. The exact address can be obtained by contacting the International Student Services Office. For those countries without Consulates, the Embassy is used for such matters.

You may have questions about regulations pertaining to travel, extension of stay, practical training, employment, dependents' visas, changes of nonimmigrant visa status or other types of visas. Please do not hesitate to consult with the International Program & Services Office for further information regarding immigration issues.

## **Extension of Stay**

The date of expiration of your stay is given on the Temporary Entry Permit (Visitor's Permit Form I-94), a separate white slip of paper attached to your passport or your I-20 ID. This is not your visa. The visa (stamped in your passport) may be allowed to expire as long as you remain in this country. You remain in legal status as long as the date in item #5 of the I-20 is not expired.

Students on "J" (exchange) visas are required to make application for extension of stay up to 60 days before the expiration date of stay. The student must complete a full course of study each semester, keep the passport valid at all times, make progress towards the degree, not work without permission, and generally remain in good standing.

All forms for requesting such an extension are available in the office of International Programs and Services, 118 Whitesitt Hall.

The address of the U.S. Immigration Office in Kansas City, Missouri is:

### **U.S. Immigration and Naturalization Services**

**9747 N. Conant Avenue**

**Kansas City, Missouri 64153**

**Phone: (800) 375-5283**

### **Transfer Students from another US University**

The procedure for notifying Immigration of a transfer of schools is handled by the foreign student advisor at the new school. However, you are required to notify the International Student Services Office before you leave Pittsburg State University.

### **Regulations for Employment**

**On-Campus:** International Students are allowed to work on-campus up to 20 hours per week. Once the student has located a place to work on-campus, the student must obtain an on-campus work permit from the International Programs and Services Office.

**Off-Campus:** International Students may be able to work off-campus after completing at least one academic year at Pittsburg State University. To work off-campus legally, the student must complete paperwork for one of the following:

**Off-Campus Employment due to Economic Hardship**

**Curricular Practical Training**

**Optional Practical Training**

More complete information for each type of application can be found on the information rack outside the International Programs and Services Office, 118 Whitesitt Hall.

## **HEALTH**

## Health Care

A medical doctor is available to be seen at the Student Health Center from 8:00 a.m. to 4:30 p.m., Monday through Friday. If you feel sick and desire medical attention, you should go there. They also offer a number of free or discounted services such as physical examinations and immunizations. They will refer you to a specialist if you need one. For emergency transportation and assistance, you should dial 911.

## Illness

The emergency room at Mt. Carmel Medical Center provides emergency care 24 hours a day. These services can be very expensive, even with health insurance. Go to the Student Health Center first. If you want to go to a private doctor, consult the back page of this handbook. Call the doctor's office to make an appointment and *be on time*. If the doctor is called away from the office and you need to leave to keep another appointment, ask the receptionist for another day and time. You should fill out an insurance form if you want to claim coverage or to be paid back for the medical services you have received. You can pick up one from the Health Center. Fill it out, sign it, and send or take it to the doctor for his signature. You will be notified about the payment by your insurance company and of any possible remaining balance to pay. For more information concerning health insurance, contact Kathy Grotheer in the Intensive English Program Office, 120 Whitesitt, 235-4644.

## Health Insurance

All international students at Pittsburg State University are required to have hospitalization insurance. If you have health insurance already, you will have to show the policy to the Insurance Clerk, located 120 Whitesitt Hall so it can be evaluated. If the coverage is equivalent to the PSU policy, it will be accepted.

## Dental Care

Look in the Yellow Pages of the telephone book under Dentist or ask a friend to recommend one. It is important to discuss the expense with the dentist before the work is done. Dental expenses are high and are not covered by student health insurance.

## Family Doctors Who See Students for Referrals

Carlson, M.D.	909 E. Centennial	231-1650
Huerter, M.D.	909 E. Centennial	231-1650
Gellender, D.O.	2724 N. Joplin	231-7190
Orender, D.O.	1201 E. Centennial Ste 1	231-9873
Parsi, M.D.	1510 N. Broadway	235-1377
Vanann, ARNP	1510 N. Broadway	235-1377
Shaw, OBGYN	2002 Windsor Drive	230-0044

## **EMERGENCY TELEPHONE NUMBERS**

Ambulance	911
Fire	911 or 231-1870
Pittsburg Police Department	231-1700
University Police	235-4624
PSU Health Services	235-4452
Crawford County Sheriff	620-724-8274
Pittsburg Safehouse for Battered Spouses Mt. Carmel Medical Center	620-231-8251 or Toll Free 1-800-794-9148 231-6100

For emergencies on campus, call the International Affairs Director, (235-4681) or University Police (231-4610 or 235-4624).

If you live in the residence hall, you should notify your Hall Director if an emergency situation comes up in your hall.

## **COMMUNICATION SERVICES**

### **Telephone Service**

When you arrive and want to make a telephone call home to let them know you have arrived safely, you have two options: you can purchase a calling card or you can make a phone call from a public “pay” phone. You will need to have coins available to use in the pay phone. There are pay phones in the Student Center, first floor.

**Calling Cards:** You can purchase them at a local gas station or store, like Wal-Mart or Ron’s IGA, for a certain number of minutes at a discounted rate. They can also be purchased for less at the website, [www.cards4sale.com](http://www.cards4sale.com). With these calling cards you get an access number and a unique pin number to dial before you dial your destination number. Instructions are usually on the card.

**Calling Collect:** If you do not have sufficient coins, you may try placing a long distance call in one of these ways:

1. You can dial “O” and tell the operator you want to place an international “COLLECT” call. This means the person receiving your call will pay for it. (Some overseas calls cannot be made in this way).

2. After you have dialed “O”, tell the operator you want to make an overseas call, which should be billed to a third number in the United States.
3. You can place a call using your telephone credit card.
4. If you have a friend here, you might make arrangements with him to use his phone and pay him for the phone call.

If you live in the residence halls and have a telephone in your room, you cannot make long distance calls on it. You must apply for a credit card and with this you can make long distance calls from your room. To obtain a credit card, call one of these companies:

AT&T 1-800-222-0300  
MCI: 1-800-444-3333

Southwestern Bell: 1-800-246-0001  
Sprint: 1-800-767-7759

Remember that you can never accept collect calls from your residence hall phone. If you live off-campus, you may have a telephone installed by calling the Southwestern Bell Telephone Company (1+574-0532). There will be an installation charge and a monthly base charge. In addition, there are several optional services you can choose to receive at additional costs.

## **International Calls**

Call the long distance operator to find out the cheapest rates for the country overseas that you wish to call. (Refer to previous page for numbers). A directory is given with each telephone. Information for emergency calls, long distance rates, etc., is in the front of the directory. The Yellow Pages is the classified section of the telephone directory.

### **Dialing Direct:**

To place an international call, dial:

The International Access Code: 011

The Country Code

The City Code

The Local Number

The “#” button if you have touch-tone service. This will speed your call along.

### **Operator-assisted Calls:**

To place an operator-assisted international call, dial:

The International Access Code: 01

The Country Code

The City Code

The Local number

The “#” button if you have touch-tone service. This will speed your call along.

After the call is dialed, the operator will come on the line to ask for information such as the name

of the person you are calling or your credit card number. After dialing any international call, allow at least 45 seconds for the ring to start.

**For Example:**

To place a dialed direct call to Frankfurt, Germany, dial:

International Access Code	Country Code	City Code	Local Number
011	+ 49	+ 611	+ Number

**Additional Assistance:**

Dial “O” (operator) if you need assistance:

1. To obtain overseas telephone numbers you do not know
2. To call countries that cannot be dialed direct
3. To get City Codes that are not listed

**Codes for Some Countries and Cities:**

<b>Bangladesh</b>	<b>880</b>	<b>Indonesia</b>	<b>62</b>	<b>Pakistan</b>	<b>92</b>
<b>Brazil</b>	<b>55</b>	<b>Israel</b>	<b>972</b>	<b>Paraguay</b>	<b>595</b>
Rio de Janeiro	21	Jerusalem	2	<b>Peru</b>	<b>51</b>
<b>China</b>	<b>86</b>	Tel Aviv	3	Lima	1
<b>Germany</b>	<b>49</b>	<b>Japan</b>	<b>81</b>	<b>Spain</b>	<b>34</b>
Berlin	30	Tokyo	3	Madrid	1
Bonn	228	<b>Korea</b>	<b>82</b>	<b>Taiwan</b>	<b>886</b>
Munich	89	Seoul	2	<b>Thailand</b>	<b>66</b>
<b>Hong Kong</b>	<b>852</b>	<b>Malaysia</b>	<b>60</b>	<b>United Kingdom</b>	<b>44</b>
<b>India</b>	<b>91</b>	<b>Mexico</b>	<b>52</b>	Belfast (N. Ire.)	232
		Tijuana	668	Edinburgh (Scot.)	31
		Mexicali	656	London (Eng.)	171

You can also look up more country and city codes at this website:

[www.the-acr.com/codes/cntrycd.htm](http://www.the-acr.com/codes/cntrycd.htm)

Public telephones (pay phones) are located throughout the city. On campus public telephones are located in the library, student center, and Russ Hall, as well as many other campus buildings.

**University Voice Mail**

**Meridian Mail:** Is an electronic voice messaging system that gives you an easy, fast, and

dependable way to communicate with people. Meridian Mail is as convenient and easy to use as a telephone answering machine. A pre-recorded voice tells the caller you are not home and that a message can be left. A voice mail message may be left following 4 unanswered rings.

**Message Waiting:** Meridian Mail has a message waiting indicator feature that notifies you when you receive a new message. When a message has been received, you will hear a broken dial tone when you pick up the receiver.

**To hear your message:**

1. Dial 6100 (this will access you into the meridian mail system)
2. Enter your voice mailbox number followed by a pound (#) sign
3. Enter your password followed by a pound (#) sign
4. Follow operator directions

**To delete your mail:**

Enter 76 following the message.

Be sure to delete mail. Computer memory is limited; therefore, mail must be deleted for the system to function properly.

**To exit voice mail:**

Enter 83 and hang up the phone or just hang up the phone.

**Password/Confidentiality:** Current laws consider voice mail as postal mail. Your voice mail mailbox belongs to you and only you. The password protects that privacy. The first use of your mailbox may be gained by entering your mailbox number as your password. You will then be prompted to enter a new password. A password must be at least 8 digits in length. Use the letters associated with the numbers on the phone to conveniently design and remember your password. The password may be changed at any time by entering 84 once in voice. Remember that the password must be at least 8 digits in length.

**Consequences of Misuse:** the University voice mail administrator maintains detailed logging of all voice mail activity. Misuse of the voice mail system will result in disciplinary action by the Residence Life Office that could lead to loss of voice mail services to your mailbox as well as eviction from the residence halls. Advice: Do not Attempt to Hack the System!!

**Contact Person:** Questions concerning the use of the Meridian Mail system must be directed to your Hall Director.

## **Cell Phones**

There are a few places within Pittsburg that you can purchase a cell phone with a plan. Some of these are US Cellular located at 2400 N Broadway, 232-3200, Alltel located at 428 4<sup>th</sup> St, 231-5191, and Sprint at 1310 S. Broadway, 231-4434. There are more services available, research to find the best plan for you. You can find other services in the phonebook located under 'cellular'.

## **Telegrams and Cablegrams**

For service, dial toll-free 1-800-325-6000. (Look under Western Union in the white pages of your telephone directory). You can also go to Ron's IGA and Dillon's Food Store to send one.

## **Postal Service**

The U.S.A. is divided into Zip-Coded postal zones. The Zip Code for Pittsburg is 66762. It should be used as part of your return address whenever you send letters or packages. People who write to you should include the Zip Code in your address. Limited postal services are available at Dillon's and Ron's supermarkets.

**Location of Post Offices:** The Main Post Office is at 702 North Locust; the University Post Office Station is at Whitesitt Hall, PSU. The University Post Office is open Monday through Friday 8:00 a.m.-12:00 noon and 1:00 p.m.-4:00 p.m.

**Stamps:** May be purchased at any post office. Stamp vending machines are in some businesses, including Wal-Mart.

**Mailing Letters:** Letters with correct postage may be mailed at post offices, or put in any of the blue-painted mailboxes throughout the city. Collection times are posted on the boxes.

**FAX:** Facsimile machines are available on campus for the use by students. They are located at the library and the president's office, and the International Programs & Services Office for a small fee.

**Mail Delivery:** Mail is delivered once each day, except Sunday and legal holidays. Your mailbox must have your name on it.

**Special Delivery:** Mail requires a fee plus regular postage.

**Registered Mail:** Important mail should be registered. For an additional small fee, a return postcard will notify you of its arrival at its destination.

**Mailing Packages (Parcel Post):** Rates within the US are determined by the weight of the package and the distance it is going. No letters or messages may be included in the package, but a letter with its own postage, may be attached to the outside of the package. For packages mailed to cities within the U.S.A., the measurements are 130 inches total, anything over 108 inches requires an extra fee, and 70 pounds.

**For Overseas Packages:** Consult the post office on campus for regulations between the US and the country to which the package is to be sent. It is wise to get this information before buying anything to send home. You may find that there are prohibitive custom duties, or the postage cost is so great that the purchase is not worth it. The package must not be larger than 130 inches total length plus girth (the measurement around the package) anything over 108 inches requires an extra fee. It varies from country to country, if it is to be sent out of the US, what the maximum weight it can be, anywhere from 22-70 lbs. Again check regulations.

**Books:** May be sent for much lower rates than other packages. The parcel must be marked clearly “Books.” No message may be included.

**Insurance:** For a small additional sum, you may insure packages against damage or loss. The package must be very securely wrapped before the post office will insure it.

**Packages Too Large For Parcel Post Within The US:** May be sent by United Parcel Service (UPS) from the Physical Plant on campus. Regulations for packages include: proper labeling to sender and return local address; no masking tape or string; use filament tape. For details on size and weight or any other questions you can visit their website at [www.ups.com](http://www.ups.com). For UPS service, take your packages to the office supply window at the Physical Plant.

## **TRANSPORTATION**

### **Hitchhiking**

Hitchhiking is illegal in many places in the U.S.A. and generally unsafe. You may see people attempting to hitchhike by signaling a motorist they want a ride (with a thumb up), but it is not the best way to get a ride. It is illegal in Pittsburg to hitchhike (or thumb a ride). *Never* pick up a hitchhiker unless you personally know them, it is very dangerous.

### **Buses**

Jefferson Bus Lines, 105 S. Broadway (230-0062), has regular service schedules going out of town.

### **Air Travel**

Look under the Yellow Pages in the phone book for the name and telephone number of travel agencies that can take care of your travel arrangements.

### **Automobiles**

Operating an automobile in America is expensive. The cost may average as high as \$75 per month or more for gas and insurance. When calculating the cost of buying a car, you should add in the cost of buying liability insurance, vehicle plates, and registration. **DO NOT DRIVE UNTIL YOU HAVE ARRANGED FOR LIABILITY INSURANCE AND LICENSING.**

**Driver’s License:** Written, visual, and driving tests are required. They are given at the **Drivers License Office located at 202 E. Centennial, C-11A (231-0711)**, Tuesday through Friday, from 7:00 a.m. to 11:00 a.m. and 2:00 p.m. to 5:00 p.m. Before taking the tests, you will want to study the Kansas Manual for Motorists, which describes Kansas’s motor laws. A copy may be obtained free from the Kansas Drivers License Office. When you make an application for a license, you

will need to take your passport and another photo I.D.

**Liability Insurance:** Liability insurance is necessary by law to protect you from serious financial responsibility in case of an accident resulting in injury to other people. Other types of car insurance protect you against damage to your car: fire, theft, etc. Before buying, consult more than one insurance agency, and compare cost and coverage. Rates will vary according to the grade of risk, which is applied to you, and the amount of deductible, which you will pay. Read the insurance policy carefully, and ask the insurance agent any questions you may have about wording and the protection it provides for you. Insurance agencies are listed in the Yellow Pages of your telephone book under “Insurance.”

**Buying a Used Car:** Used cars may be bought from reputable dealers who guarantee the car, or from individuals advertising in the classified ad section of the newspaper. Bargaining is an acceptable procedure in buying a car.

***Be Cautious!*** Used cars sometimes have unseen mechanical defects which are expensive to repair, and which the seller may not tell you about. Pay a garage mechanic to examine the car before you buy.

**Buying a New Car:** See Yellow Pages in telephone book under Automobiles-New. Shop around. Take time to go to more than one dealer, and find out what models and prices are available. The price for which a new car can be bought is usually far below the list price.

If you have to borrow money to pay for the car, compare the interest rates offered by several sources, such as the dealer or banks.

**Vehicle License:** First the title must be obtained from the seller. If the seller is an individual, he will sign over the title in the presence of a “notary public” that affixes an official seal that you both have signed in front of him. You then need to take your title to the motor vehicle department at the courthouse in Girard, Kansas to buy license plates and to get your certificate of registration. If you bought the car outside the state of Kansas, you will need to have it inspected by the Sheriff’s Office in Girard.

**Parking Fines:** Most parking areas on campus require a permit for parking. Parking tickets will be given to vehicles parked in these areas without the designated permit (blue, orange, brown, or red). The cost for a parking permit is included in your student tuition and can be obtained from the University Police and Parking Services Office in Shirk Hall.

**University Traffic Fines:** University parking fines may be paid by placing the ticket envelope with payment in one of the yellow boxes located on parking signs around campus, or in person at the University Police Office. After 8 days, the penalty for unpaid campus traffic violations (tickets) is increased and a hold will be placed on a student’s records when tickets have not been paid.

**Locking Your Car:** Lock your car when leaving it and carry the keys with you. If you are locked out of your car, call the police; they will open your car for you.

**Winterizing Cars:** Before cold weather arrives, you should have your car “winterized” at the service station. The attendant will add anti-freeze to the radiator and check to make sure the oil is light enough to circulate in cold temperatures. If your car does not have all season tires, you may wish to buy snow tires for winter driving.

## **Gorilla Cab**

Taxi service located in Pittsburg. Costs \$5 a ride for pickup to destination to drop off for anywhere with in the Pittsburg or Frotenac area. The cost is extra out of that area. Pittsburg State students can buy a pass at a discounted rate of 10 rides for \$35. For more information, you can call their cell phone number at (620) 687-9421.

## **Motorcycles**

Both a driver’s license and vehicle license are required for motorcycles and motor scooters. They must be purchased at the motor vehicle department at the courthouse in Girard, Kansas. Drivers and passengers under 18 years of age are required by law to wear helmets. These laws are strictly enforced.

### ***Safety***

Safety Tip to Remember: Driving Right Is Right! This reminder is especially necessary for those who come from countries where cars are driven to the left side of the street.

**In Case of an Accident with Your Car:** Above all, do not leave the scene of the accident. The United States has very stiff penalties for “hit and run” drivers. Exchange names, addresses, and insurance information with the other party. Contact your insurance company if you intend to file a claim.

## **Bicycles**

No license required. Be sure to have a lock and chain for your bicycle so that it will not be stolen. Bicycle racks are located on campus near each building. Bicycles parked in other areas may be picked-up by the Campus Police. If your bicycle is stolen, report it to the Campus Police because they recover a number of bicycles each year. In addition, Don Smith, the pastor of Campus Christians rents out bikes to students. His number is 232-9280.

## **WHAT TO DO IN PITTSBURG**

Even though Pittsburg is not a big city, people can enjoy a variety of activities on-campus as well as off-campus. What makes the difference is finding good friends to have fun with. Some places of interest in Pittsburg and on campus are:

### **On-Campus**

**Racquetball & Tennis Courts:** If you like to play racquetball, PSU has courts available. You need to reserve the court ahead of time, however, by calling extension 4673 (Intramurals) between 3:00-4:00 p.m. any day. The racquetball courts are open from 6:30-9:30 p.m., Monday through Friday. On Saturday and Sunday, the courts are open from 1 p.m. to 5 p.m. You can reserve the court two or three days in advance, if you wish. Tennis courts are available on a first come, first serve basis. They are located beside the Weede Building.

**Swimming:** An Olympic-size swimming pool is open to students from 6:30-7:30 a.m. and 3:30-5:30 p.m., Monday through Friday; on Mondays and Wednesdays between 7:00-8:30 p.m. in the fall and Mondays and Thursdays between 7:00-8:30 p.m. and on Saturdays and Sundays 1:00-4:00 p.m. The days for evening swim time vary each semester, so you need to check with the Physical Education Department, ext. 4665.

## Off-Campus

**Hunting and Fishing:** Restricted by law. You must purchase a license from a local bait shop; John's Sport Center, Wal-Mart or the area where you are fishing. Fines for hunting or fishing without a license can cost \$70-\$79.

### Fun Places:

Name	Location	Phone Number	Other Information
Aquatics Center	708 W. 9 <sup>th</sup> St.	232-3483	Opens May 28, Hours 1-5pm, Fee of \$3.25, Pool, Waterslides, Diving Boards, Sand Volleyball Courts
Four Oaks Golf Course	Lincoln Park, 12 <sup>th</sup> St. & 69 Hwy	231-8070	
Holiday Lanes Bowling	2406 N. Broadway	231-2222	\$3 per game, \$1.50 to rent shoes, some nights there are specials
Lowe's Skateway Roller Rink	2719 N. Joplin, behind Wal-Mart	231-5688	Wed 7-9pm \$3 admission, Fri and Sat 7-10pm \$5, Sat 1-3pm \$4
Memorial Auditorium	503 N. Pine	231-7827	Various concerts, plays, shows, and exhibits are held here.
Mini-Golf	Lincoln Park, 12 <sup>th</sup> St. & 69 Hwy		
Pittsburg 8 Movie Theater	Meadowbrook Mall, on Centennial Ave.	232-2255	Student Discount with ID, \$5.25
YMCA	1100 N. Miles	231-1100	Gym/Workout Center, Fee

### Parks:

Name	Location	Amenities
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Deramus	1502 N. Michigan	Basketball Court Little-league size baseball fields
Lakeside	402 W. Washington	Tennis Courts Lake with ducks
Lincoln	710 W. 9 <sup>th</sup> St., access on 12 <sup>th</sup> St. also	Tennis Courts Basketball Courts Baseball/Softball Fields Batter's Boxes Horseshoe Pits Bocci Courts Fishing Pond Aquatics Center Four Oaks Golf Course (12 <sup>th</sup> St., see above) Driving Range Mini-Golf (12 <sup>th</sup> St., see above) Concerts are sometimes held at the park.
Rotary	4 <sup>th</sup> and Chestnut	Basketball Court Baseball/Softball Field
Schlanger	6 <sup>th</sup> and Stilwell, access on 4 <sup>th</sup> St. east of Joplin St.	Tennis Courts Basketball Courts Sand Volleyball Courts Skate Park Sledding Hill
Wilderness	907 W. McKay	Trails Fishing Hours: April-October 7am-8pm November-March 8am-5pm

**Other Sites of Interest:**

Name	Location	Phone Number	Description
Big Brutus	Miles West of K7 & K102 Jct. & 1/4 Mile South Near West Mineral	(620) 827-6177	World's second largest electric mining shovel. <a href="http://www.bigbrutus.org">www.bigbrutus.org</a>
Crawford County Historical Museum	Between Atkinson Road and 20th Street on Highway 69 Pittsburg, KS	(620) 231-1440	Indoor/Outdoor exhibits.
Museum of Crawford County	Street (Highway 57) and Buffalo Street Girard, KS	(620) 724-8592	Exhibits located in St. John's Episcopal Church, <a href="http://skyways.lib.ks.us/towns/Girard/museum.html">skyways.lib.ks.us/towns/ Girard/museum.html</a>

**SHOPPING INFORMATION**

**Downtown:** You can find many kinds of specialty stores, department stores, hardware stores,

used bookstores, restaurants, coffeehouses, and other places of interest. The hours vary from place to place, but are usually from 10:00 a.m.-5:00 p.m., Monday through Saturday.

**Shopping Center:** (The Meadowbrook Mall): South of the campus on Centennial Ave. There are department stores, specialty stores, a beauty shop, several restaurants, and a movie house. Mall hours are 10:00 a.m.-9:00 p.m. Monday through Saturday and Sunday 12:00 noon-5:00 p.m. A movie theater with 8 different screens is also in The Meadowbrook Mall. You may phone 232-2255 for show times.

**Campus Area (Plaza):** Across from campus: Barbershop, cleaners, used bookstore, and coffeehouse. Hours vary.

## **INTERNATIONAL FOODS AND GROCERIES**

**Abarrotes Canales:** Mexican groceries, 401 E. 4<sup>th</sup> St., 231-7477.

**Bamboo Palace:** Chinese Foods, 1301 N. Broadway, 231-1692.

**Café Del Rio:** Mexican and American foods, 202 E. Centennial, 232-5895.

**Castaneda's:** Mexican groceries, 306 S. Broadway, 232-3389.

**El Charro:** Mexican foods, 3102 N. Broadway, 232-5763.

**Hunan Garden Restaurant:** Chinese and American foods, 808 N. Broadway, 231-4840.

**Lotus Chinese Restaurant:** Chinese foods, 4060 Parkview Dr., Frontenac, 232-5856.

**Thai Orchid:** Thai foods, 1014 S. Broadway, 232-5763.

**Any Grocery Store:** Many kinds of meats are already packaged, but you can ring the bell on the counter for the butcher to cut a special piece that you want.

**Frozen Foods:** Exciting variety, but you must remember: **DO NOT REFREEZE THAWED FOODS!**

## **TYPES OF STORES**

**Specialty Stores:** One type of product or service. For example: cameras, furniture, books, shoe repair, or eyeglasses.

**Department Stores:** Almost everything needed for household and personal use except food.

**Supermarkets:** Complete selection of food (meats, vegetables, fruits, bakery goods, dairy

products) and a variety of small household items.

**Discount Houses:** Almost everything except automobiles.

**Variety Stores:** Sewing and school supplies, toys, cosmetics, and a wide variety of small items. Many have lunch counters.

**Drug Stores:** Prescriptions filled by licensed pharmacists. Also cameras, cosmetics, magazines, greeting cards, sanitary goods, baby needs, small appliances, and many other articles. Some have lunch counters.

**Hardware Stores:** Carpentry and garden tools, cooking utensils, tableware, electrical supplies, appliances, toys, radios, clocks, and other small items.

## **Sales**

Stores advertise “**SALES**” with prices reduced in order to encourage people to buy. You may find lower prices on regular merchandise, seasonal or soiled items, or goods with a small defect (seconds). Some items may not save you any money at all. Evaluate your purchase and compare

**Trying on Clothes and Shoes:** Clothing and shoe sizes in the U.S.A. may be different from that in your country, so it is a good idea to try on an item in the store before buying. If you do take the item home and find that it does not fit or that it is defective, you should return it immediately to the store with the receipt. Bathing suits, underwear, and hosiery may not be returned if you take them home.

**Evaluation of Your Purchase:** Before buying anything, compare prices and quality. Even within one store, items may vary in size, quality, and price. The prices in the department stores are sometimes as low as prices at discount stores.

## **THE PITTSBURG COMMUNITY**

### **Kansas**

“People of the South Wind” is what Kansas means. Named after the Kansa Indians, Kansas became a state in 1861. Sometimes Kansas is nicknamed the “Sunflower State” because of the many sunflowers, which grow here. The seeds are dried, salted, and eaten as a snack (you can buy them in many stores

### **Pittsburg**

The 2000 census showed a population of 19,243. Pittsburg’s elevation is 945 feet above sea level, with a mean annual rainfall of 42 inches. The industries in the area include coal mining, agriculture, and manufacturing. Some of the products manufactured are paper, hams, bacon, plastic pipe, clay products, chemicals, and wallboard. Pittsburg has one daily newspaper, five

radio stations, (which includes the KRPS FM station at PSU), and is served by three television stations. The city has an area of 9.4 square miles or 6500 acres. Pittsburg was named after her sister city, Pittsburgh, Pennsylvania, for the coal industry existing here. For other information about Pittsburg visit the website, [www.pittks.org](http://www.pittks.org)

## **Climate**

**Fall:** The months of September, October, and November are a transition period between summer and winter. This is usually a pleasant season with many beautiful days, and bright colored leaves as the trees change color. The days are often warm and nights cool. Occasional rain may be expected.

**Winter:** Winter is drier and colder, with considerably less sunshine. Snow usually comes in January, but does not last long.

**Spring:** The Pittsburg area is especially beautiful during the spring months: March, April, and May. Spring rains are common, usually in April. Days are warm, but the nights are often cool.

**Summer:** Summers are often quite warm. June may still be pleasant, but July and August may have temperatures reaching 100 degrees Fahrenheit.

**Storms:** During the spring, summer, and fall months, violent windstorms called tornadoes are possible. You may hear an announcement on the radio or TV of a “Tornado Watch.” This means that the weather conditions are such that a tornado might develop. If a tornado is sighted nearby, a siren will give a tornado warning and an announcement will be made on TV and radio of the warning. This means you should seek shelter immediately. You should go to the basement if possible, or to an area in the house away from the windows, such as a hallway. If you are in an automobile, drive away from the path of the tornado. Other storms may occur, such as ice storms or blizzards. It is best to stay indoors, if at all possible, during such storms, for driving becomes very dangerous as the roads become icy and slick. Never stand under trees or tall objects during electrical storms. Try to find shelter immediately.

### ***Life in a Cold Climate***

If you come from a country where the weather is warm most of the time, you may feel you should stay inside during cold weather. However, it is good for you to go out and exercise. You may need to buy a warm coat, gloves, snow boots, and a muffler to keep you warm.

## **Public Schools**

**Elementary Schools: Kindergarten through 5th grade**

**Middle Schools: 6th, 7th, and 8th**

**Senior High: 9th through 12th**

Kansas’s law says that all children between the ages of 7 and 16 must attend school. Most

Pittsburg children begin at the age of 5 or 6 in kindergarten. To be admitted in September, the child must be five years old before September 1.

Public schools are free to all children, but you will have to buy some supplies. Call the **Board of Education (231-3100)** to ask which school your children should be enrolled in. Then telephone the recommended school and make an appointment to register your children. Take their passports and health records (immunizations, records of communicable diseases).

Parochial schools are listed in the Yellow Pages of the telephone book under school. The Board of Education will refer you to special schools (public) for children with mental or physical handicaps.

**Identification for Small Children:** Each child should know his home address and telephone number when he starts school. A card with this information printed on it may be pinned to the clothing of a very small child, or carried by an older one who does not yet understand English. He should know the way to school and the way home.

**Leaving:** Before you leave Pittsburg, notify the teacher of your expected date of departure. The school will give the children report cards and certificates of attendance.

**Parent-Teacher Organization (PTO):** PTO offers you a chance to meet your children's teachers and the parents of his classmates. You may visit your child's classroom and see some of his and other children's work. The children bring home written notices of meetings.

## **Library**

You will enjoy the Pittsburg Public Library, 308 N. Walnut (231-8110). You may register at the library by showing identification bearing your name and your Pittsburg address. In addition to books, the library lends records, videotapes, and has an attractive children's room. You can also visit their website at [skyways.lib.ks.us/library/pittsburg](http://skyways.lib.ks.us/library/pittsburg).

## **Places of Worship**

You will be welcomed in the churches in the area, and they will be happy for you to participate in their programs. You can find the address in the Yellow Pages of the telephone book under Churches.

## **Service Clubs**

The Rotary Club, Lions, Kiwanis, Optimists, and Altrusa are all interested in international students. If you would like to attend one of their meetings, telephone the International Affairs, Director (235-4680) and he will arrange an invitation for you.

# SOCIAL CUSTOMS

## **Informality**

In some homes, the atmosphere is quite formal. In others, it is informal, and you may sit at the kitchen table to eat dinner. Informality is not a slight or discourtesy, but a way of taking you into the warmth of the family circle.

Few American families have servants. If the American wife is not employed, she may spend many hours doing volunteer work (unpaid work that contributes to the welfare of the community). Because her life is so busy, her home may have many laborsaving devices and members of the family may help her with the housework. If you offer to help, they may accept and offer you a dishtowel. However, they may be so organized, they simply say "No, thank you, but come talk to us while we work." They want you to feel at home.

## **Dietary Restrictions**

When you are invited to a home where food will be served, your host may not think to ask if you have dietary restrictions. In any case, food and drink are offered to please you. You are the guest, so it is all right to say "No, thank you," if you cannot eat some of the food. No further explanation is needed but if you want to explain, people are interested.

## **Gifts**

You are not expected to bring a gift to your host. If you would like to bring something, it is all right for a small, family gathering, but not for a large party.

## **Tipping**

Customs vary, but in general:

Restaurant bills	12-15% of total
Taxi fares	15%
Courtroom attendant	25 cents
Porters/Bellboys	50 cents per suitcase
Hair Stylists	50 cents for shampoo/set; 10% for permanent wave

You are not expected to tip servicemen who repair telephone or appliances, gas station attendants, supermarket carry-out boys, barbers, clerks in shops, delivery men, ushers in theaters, mailman, etc. You do not tip in the Student Center on campus.

## **What to Wear**

Your own national dress (toub, sari, kimono, etc.) is appropriate for many occasions. For picnics, barbecues, or "cookouts," you would want to wear informal attire such as casual blouses, skirts, slacks, jeans, or shorts. For other occasions, women may wear informal dresses, and men wear suits.

## **Invitations**

Invitations should be answered promptly. If you cannot accept, the simple explanation that you cannot come is enough. It is better to refuse an invitation than to accept and then fail to go.

If you accept an invitation, make sure of the place and time and make a note of your host's telephone number. It is important to let him know if something happens that you cannot go, or if you will be unavoidably late.

## **Being On Time**

You may know that Americans emphasize punctuality. Being on time for business and social appointments is very important. Public ceremonies, such as weddings, funerals, church services, etc., start promptly at the stated time. One should arrive a few minutes early. When invited to a meal, you should arrive at the time suggested by the host (neither earlier nor later). If you are going to a party, you can be a little more flexible about arrival time, particularly if it is stated: from 3:00 to 5:00 p.m. or 7:00 to 10:00 p.m. That means you can come anytime within those hours.

## **Telephoning**

Except in emergency, it is best not to telephone American families before 9:00 a.m. or after 10:00 p.m.

## **Thank You**

Courtesy calls are not customary here, but a telephone call or a note of thanks is welcome. If you have been an overnight guest, a prompt note of thanks is appreciated.

## **Friendship Groups**

International Friends of Pittsburg (IFP) was founded in this area to share home and community life with international visitors. Members of IFP are volunteers who give freely of their time. They want to get to know you and to help you enjoy your stay at Pittsburg State University. The International Friends families sponsor activities and have several services to help you. They entertain students in the homes, and include them in family activities such as: picnics, concerts, Scouts, school meetings, sightseeing, family reunions, and other events in which they are interested.

During the first month of each semester, International Friends of Pittsburg sponsors a reception honoring new international students and their families by hosting a diner. This is a great chance for you to make new friends and get acquainted with people from the community.

If you would like to participate in this program, come by the International Programs and Services Office in Whitesitt Hall or contact Cynthia Pfannenstiel at [cynthia@pittstate.edu](mailto:cynthia@pittstate.edu).