



## Special points of interest:

- Calendar of events on last page

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## From the Desk of the Advisor

Carol Solko-Olliff

I hope everyone had a great break and you are rested and ready to start the spring semester. A *special welcome* to all new students, we are glad you are here at FHSU! The staff in the Division of Student Affairs and the Office of International Student Services (Sheridan Hall 208) is available to assist you. If you have questions or need help, please know you are always welcome to stop by! We want you all to have a successful semester and experience. You may speak with either me, Karen McCullough or Marnie Kohl.

### PLEASE READ THE WEEKLY EMAILS AND MONTHLY NEWSLETTERS.

The weekly email and monthly newsletter are an important way we try to keep in touch with you, but more importantly to share valuable information with you that may help you avoid making a costly mistake.

- Each Monday you will receive an email that contains information about weekly events, deadlines and important information. This email will be sent out by Marnie (mkohl@fhsu.edu).

At the beginning of each month you will receive a newsletter that will also come to you by email. You can always access it at the international website: [www.fhsu.edu/international/newsletter](http://www.fhsu.edu/international/newsletter)

**Please pay attention to these emails as they contain important information.** Students who come to our office with questions most times would already know the answer, if they had only read their newsletter or the weekly email. Of course if you need further clarification we certainly want you to ask. Relying on your friends advice is sometimes not the best option as each student's situation is unique to them.

Just a reminder that Immigration law requires all international students to enroll and remain in a full course load which constitutes 12 credit hours for undergraduate and 9 hours for graduate students. It is also important to note, that only one virtual class can count toward full time enrollment AND if it is your last semester and you plan to apply for OPT, you cannot be a virtual only class. If you or your advisor has questions about this, please contact our office. Also, if it becomes necessary to withdraw from a course, which will put you below full time status, you must see me or Karen. Checking before you drop a course will alleviate problems for you and your immigration status.

Also, remember that while school is in session, you are only allowed to work 20 hours per week on campus and Chartwells. Please do not let work interfere with your academic course work. We will again monitor the number of hours students work during the spring semester.

Please get involved on campus and in the International Student Union. If you like sports, the Intramural Department has lots of activities you can become involved in. If you like music and theatre, checkout the Encore Series and Music Department as there is a great performing arts calendar, which is very affordable for students. The monthly newsletter tries to highlight activities both on campus and in the Hays community as well as Marnie's weekly emails. These activities are a great way to take a break from your studies and relieve some stress!

Have a great semester and if you have any questions, please do not hesitate to call, e-mail or make an appointment to see me.

## Writing Assistance Center



Remember that the Writing Center is an excellent place to write or to go for feedback on any kind of writing. Located in the basement of Forsyth Library (FL20), it features a computer lab and trained writing consultants. Drop by or call ahead for an appointment (628-4106), preferably well before the due date of your paper. The Writing Center will be open the following times: 9:00am-5:00pm Monday-Thursday, 6:30pm-8:30pm Monday through Wednesday evenings, and 9:00am-12:30pm Fridays. It is FREE!!

## Graduate Student Rotary Scholarship

Rotary District 5670 is once again providing an opportunity for graduate students to apply for a scholarship for the next 2013-2014 academic year. I would encourage **all** graduate students who have at least one full year starting fall 2013 of academic courses to look into

this opportunity. If you are interested in applying for this scholarship, or would like additional information, you can access the application at the following web site: <http://www.fhsu.edu/international/Scholarships/rotary>

**DEADLINE for applications is Friday, January 25th.** An interview is required, and will be held on a Saturday, February 16<sup>th</sup>. Additional details will be provided once completed applications have been reviewed and students have been selected for interviews.

## Scholarship Information

Do you have at least one more academic year at FHSU to complete your degree? If the answer is yes, you might want to think about applying for scholarships for the next academic year 2013-2014. A variety of scholarships are offered at FHSU. Visit the website and submit applications online at <https://secure.fhsu.edu/scholarship>. You would need to create your account first and then start to apply for the scholarships that you may be qualified to. **The final deadline for applying for the scholarships is February 15, 2013.**



## Tax Information: W-2 & 1042-S Forms

1. Tax return workshops will be held in March to help students with completing an income tax return. We are currently working on a schedule for the workshops. The location, times, and dates will be sent to you in an email. Please be watching for this information.
2. You may be receiving a W2 form from your employer, a 1042-S if you received a scholarship, and/or a statement of your interest income from your bank. Not everyone will have all of these forms. **Please keep them and do not throw them away.**
3. If you worked in 2012 and did not receive a W2 form or you received a scholarship in 2012 but did not receive a 1042-S, you will need to check with Marnie in the International Office in Sheridan Hall 208 to see if she has a form for you.
4. If you worked for Chartwells in 2012 and did not receive a W2, please visit with the Chartwells office in McMIndes Hall. The International Office does not receive W2's for students who worked for Chartwells.
5. If you would like help completing your income tax return, you must attend one of the workshops. We will not be able to help students individually in the office.

## Address Updates and Student Status

All International Students should inform the International Student Office (Sheridan Hall Room 208) of any address or phone number changes. It is very important that we have your current information at all times.

The U.S. I.C.E. (U.S. Immigration and Customs Enforcement), requires us to maintain student records in SEVIS (Student Exchange Visitor Information System). This program requires all schools that issue I-20's and DS-2019's, to report all international students enrolled at their school, the number of credit hours, current address, phone number and if the student is in status with immigration. For this reason **it is very important for you to remain in status and always have your current address and phone number on file with the International Student Services Office.** If you have had an address change, please let our office know as soon as possible.

**Also, please be advised that while you may be allowed to enroll in “less than fulltime” schedule with approval of the International Office in your last semester, this is an exception that is strictly monitored and reviewed by Immigration. You are not allowed to have numerous “less than fulltime” semesters; this is typically a one time semester allowance to be used truly during your last semester. Be sure when you request a “less than fulltime” enrollment exception, that it is truly your last semester and you can provide verification of this from your academic advisor.**

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## International Emergency Telephone Number

The International Student Services Office has a cell phone that can be called after normal office hours or on the weekend for emergency purposes. We would ask that if you

have questions that can be answered during normal office hours that you call the office number at 785-628-4276. If an emergency situation such as sickness, problem or

an accident happens outside of office hours, please use the cell phone number 785-259-0005 and someone from the ISS will try to assist you.

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## Graduate School Deadlines

Here are some deadlines that the Graduate School would like you to know about:

- Intent to Graduate form must be filed by January 28 if you plan to graduate this spring.
- Comprehensive Exam deadline to sign up is February 25.
- Comprehensive Exam results are to be turned in by April 22.
- Thesis/Field Study final title due April 8.
- Thesis/Field Study final copy is due April 29.
- Oral exam reports over thesis is due April 29.

Please contact the Graduate School at 628-4236 if you have any questions regarding deadlines or you can visit the following website for deadline information

<http://www.fhsu.edu/academic/gradschl/deadlines/>

## International Student Union (ISU) Membership

All new international students and returning students that have not signed up yet are welcome to be a part of the International Student Union (ISU). ISU hosts events and activities and provides the main basis for international students to meet other international students as well as American students. Activities for the spring semester are International Spices, planned trips to various places of interest (reduced cost for paid members), and other activities. As a paid member of ISU, you will have the above benefits. We encourage you to be a member of ISU and get involved in these activities. It will help you get adjusted to an environment different from your own country more quickly. The cost for one semester is \$4. Come to the International Office in Sheridan Hall 208 to sign up.



## Speakers Bureau

Area elementary and high schools are interested each semester in having international students come to their school and talk about their country, culture and experiences. If you receive a call or email from Marnie asking you to be a speaker, please accept the invitation. Speaking to these groups is very easy, so don't be nervous. Students always have lots of questions, so most times a rehearsed speech is not necessary. This is a great way to "educate" Americans about other parts of our world.

## Tiger Transport



A FREE Van transportation service taking students throughout Hays each Wednesday, Friday, & Saturday. The times Tiger Transport runs is 2:00– 7:00 pm on Wednesday & Friday, and Saturday 2:00—9:00pm. Tiger Transport will pick up students on campus in the Wiest Hall parking lot. Stops include: The Mall and Wal-Mart. Pick ups are at the beginning of every half hour and the route is repeated every half hour. For more information about Tiger Transport, please visit the website, <http://www.fhsu.edu/international/Tiger-Transport/>

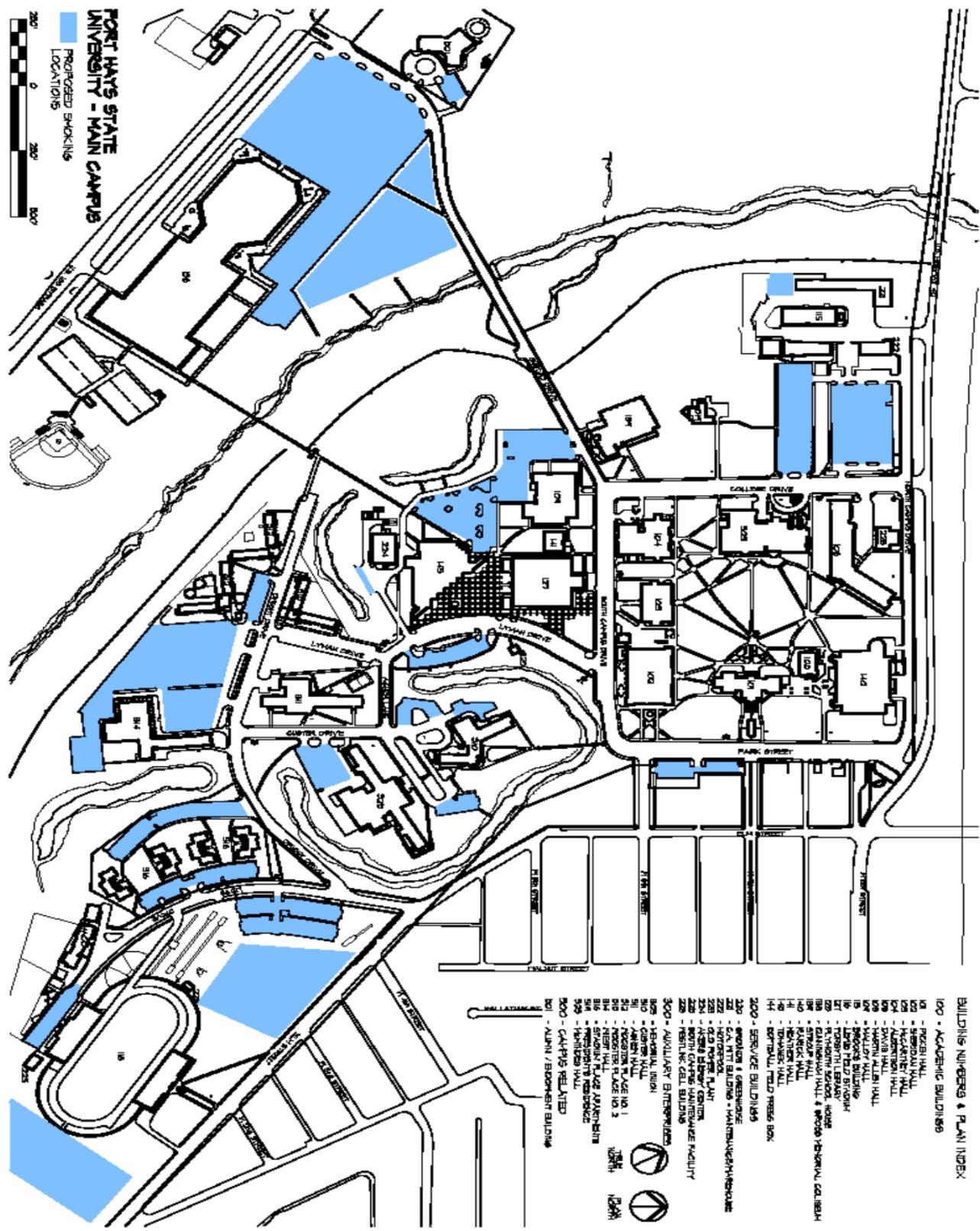
## Smoking Policy

Smoking and the use of tobacco products are prohibited in all Fort Hays State University buildings and facilities. Smoking is only permitted in designated parking lots on the FHSU campus. A map showing the parking lots that have been designated as smoking areas is on page 5. Places where

smoking is allowed are **shaded in grey**. Smoking is prohibited in all other areas on FHSU's campus that are not clearly marked as a designated smoking area.

You cannot smoke outside of the library or any building on campus. You can smoke in the parking lots behind the

Memorial Union, parking lot behind McMindes Hall, parking lot behind and to the west of Wiest Hall. Please review map for all areas OK to smoke in. If you get caught smoking in a prohibited area by FHSU campus police, they will issue you a ticket and you will have to pay a fine.



**FORT HAYS STATE UNIVERSITY - MAIN CAMPUS**

PROPOSED SHOKINS LOCATIONS



**BUILDING NUMBERS & PLAN INDEX**

- 100 - ACADEMIC BUILDINGS
- 101 - PICKER HALL
- 102 - BERGDAHL HALL
- 103 - ALBERTSON HALL
- 104 - ALBERTSON HALL
- 105 - SWAN HALL
- 106 - HANSON ALLEN HALL
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- 199 - HANSON ALLEN HALL
- 200 - CAMPUS WELDED
- 201 - ALUMN / RESIDENT BUILDING

## Community Connections Events

Community Connections is a chance to take a break, get out and meet new people while having fun and being creative. Community Connections begins at 5:00 p.m. on designated Fridays in the Fellowship Hall at 2900 Hall Street (The Center for Life Experiences). It is a time for building friendships between different generations and cultures within our community. You also will meet many other diverse FHSU students and community members as well. Dinner is also served. So come, relax, re-energize, and re-connect, not only with students but with others within the community.

- ◇ February 22 - Birthdays Around The World
  - ◇ May 4 - Ice Cream & Pizza—End Of The Year Celebration @ Jarod & Amanda Tippy's house
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## T.I.G.E.R.S. Series Workshops

Kelly Center T.I.G.E.R.S. Series Workshop Schedule  
Tie Into Great Educational Resources and Strategies!

Wednesday Nights at 5:00 p.m.  
Memorial Union - Stouffer Lounge

This Semester's Workshop Theme: Join in the Success Game - Live!  
Strategic Workshops to Help You Level Up

February 6, 2013  
Assessing Your Academic Options  
Using Personality to Explore Majors and Careers

February 20, 2013  
Video/Skype Job Interviewing  
How to Create a Winning Presence

March 6, 2013  
Your Guide to Healthy Relationships  
How to Spot a Player

April 3, 2013  
Stress and Time Management  
Effective Ways to Save Your Game

**January & February 2013**

**FORT HAYS STATE  
UNIVERSITY**

International Student Services  
Sheridan Hall 208  
600 Park St  
Hays, KS 67601

Phone: 785-628-4276  
Fax: 785-628-4113

E-mail: [international@fhsu.edu](mailto:international@fhsu.edu)

**We're on the Web!**  
[www.fhsu.edu/international](http://www.fhsu.edu/international)

S	M	T	W	T	F	S
Jan 13	14	15	16 FHSU Women's & Men's Basketball @ 5:30pm & 7:30pm	17 FHSU wrestling @ 7pm Gross Coliseum	18	19
20	21	22	23	24	25	26
27	28	29	30 FHSU Women's & Men's Basketball @ 5:30pm & 7:30pm	31	Feb 1 FHSU wrestling @ 7pm Gross Coliseum	2 FHSU Women's & Men's Basketball @ 2pm & 4pm
3 FHSU wrestling @ 1pm Gross Coliseum	4	5	6 FHSU Women's & Men's Basketball @ 5:30pm & 7:30pm  ~Tigers Series Workshop @ 5pm in Stouffer Lounge	7	8	9 FHSU Women's & Men's Basketball @ 2pm & 4pm
10 Celebration of Diversity @ FHSU	11	12	13 DMV Workshop @ 3pm & 3:45pm Prairie Rm—Must sign up	14 FHSU wrestling @ 7pm Gross Coliseum	15 FHSU Scholarship Deadline	16
17	18	19	20 Tigers Series Workshop @ 5pm in Stouffer Lounge	21	22 Community Connections @ 5:00pm	23
24	25	26	27 FHSU Women's & Men's Basketball @ 5:30pm & 7:30pm	28		