



ROCKY MOUNTAIN COLLEGE

Handbook for International Students

The Office of International Programs (OIP)

Director: Austin Mapston

Location: Prescott Hall, Basement

Phone: 406- 657-1026 (Dial 1026 if you call from a campus phone)

Emergency: 406-657-1000 (main campus number, it will advise for emergencies)

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Welcome to Rocky Mountain College!

The Office of International Programs (OIP) is available to assist you with any concerns or questions you may have. Your concerns may include immigration issues such as I-20s and visas, employment, social and cultural differences, taxes and finances, and personal concerns.

The OIP works closely with other RMC offices to coordinate services for you, provide workshops, events and other activities and assists RMC students who want to study abroad.

Your First Two Weeks

By the end of your first two weeks at Rocky, you should have accomplished the following:

1. ___ Check in with the Office of International Programs (OPI) in person or using this form
 [International Student Check-in Form](#)

2. ___ VALIDATION (Repeat at the end of each semester for the following semester)
 Contact: Dianne Capron, Student Records
 Eaton Hall
 PH: 406-657-1016
 email: dianne.capron@rocky.edu

3. ___ Obtained a student ID card
 Contact: Dean of Students Office
 Bair Student Center
 PH: 406-657-1000
 email: donald.laux@rocky.edu

4. ___ Demonstrated proof of adequate medical insurance
 Contact: Austin Mapston, Office of International Programs

5. ___ Updated immunizations, if necessary (at the Health Center in Fortin Center)
 Contact: Student Health Services
 Fortin Education Center
 PH: 406-657-1068

5. ___ Bought/rented texts (keep the receipt if you want to sell your books back!)
 Contact: RMC Bookstore
 Bair Student Center

6. ___ Attended your classes

7. ___ Made changes to your schedule: Due by Friday of the first week of classes
 Contact: Registrar
 Eaton Hall
 406-657-1026

8. ___ Opened a bank account
 Contact: Austin Mapston, Office of International Programs

Safety

Take precautions to minimize the chances that you will become victims of crime.

At home in the residence halls

- Keep your doors locked to prevent theft.
- If you take the screen out of your window on the first floor, you are inviting someone to enter. Do you want to do that?
- Use a solid stick of wood to prevent your sliding window from being opened enough for entry.
- Remember, if someone is breaking College rules in your room, you will be “written up.”

At home in apartments or off-campus housing

- Keep your doors locked.
- Make sure hallways, entrances, garages and grounds are well-lit.
- When you expect to return home after dark, leave a light on inside.
- Know who is at your door before opening it.
- Ask for identification if someone claims to be a police officer or other official.
- If someone comes to your apartment or house and asks to use the phone, tell them you will make the call. **DO NOT** let them into your house.

Away from home

- Walk or jog with a friend.
- Tell someone where you are going and when you will return.
- Don't fight back if a thief asks for money. Give it up rather than risk personal injury. Call the police as soon as possible.
- Be careful about when and where you use ATMs.
- Do not carry large amounts of cash.
- Avoid working or studying alone in a building at night.

Protecting your property

- ❖ Don't lend your keys. Keys can be duplicated.
- ❖ Don't mark your keychain with your name, address or license number. Lost keys can lead to theft.
- ❖ Keep an inventory of items of all valuable personal items.
- ❖ Move valuable items out of easy sight through windows and doors.
- ❖ Lock your vehicle at all times.
- ❖ Copy all important papers, including your passport and immigration papers. Keep the originals in a safe place and the copies in a separate place.
- ❖ Make a record of your vehicle ID and tag number. If your vehicle is stolen, these numbers will be needed to trace the car.
- ❖ Make copies of other important documents that you carry with you, e.g., your driver's license, Social Security Card, and credit cards.
- ❖ Keep the copies in a safe place.
- ❖ Make a list of phone numbers to call if your credit cards are lost or stolen.
- ❖ **Do not** keep your Social Security/Tax ID card in your wallet or purse.

Safety in the car

- ☒ Check the back seat for intruders before entering.
- ☒ Keep enough gas in your tank for emergencies.
- ☒ Don't offer rides to anyone you do not know.
- ☒ Honk your horn if anyone suspicious approaches your vehicle.
- ☒ If your car breaks down, lift the hood, put on the emergency flashers and wait inside with the doors locked.
- ☒ Don't stop for stranded motorists. You are of greater help to them by calling the police at the next safe opportunity.
- ☒ Keep valuables in the trunk of your car, not on the seats in open view.
- ☒ Always park your car in well-lit areas.

Safety in Cold Weather

Montana is famous for its changeable weather. A nice day can become stormy in a very short time. In the winter, it is especially important to be prepared for the worst kind of weather.

- ✓ Learn how to dress for cold weather
- ✓ In severe cold, especially when the wind is blowing, it is important to cover your head, hands and face
- ✓ When traveling in a car during the winter, be sure you have boots and warm clothing and bring along blankets or a sleeping bag and food you can snack on.
- ✓ You may want to create a winter travel bag to carry these emergency items.
- ✓ Wearing a hat will help keep you warm

What it means to be in F-1 status

Students classified in F-1 status are governed by regulations of the United States Citizenship and Immigration Services Department (USCIS), a division of the Department of Homeland Security.

For purposes of immigration law, your passport must be valid **for 6 months** beyond the period of your approved stay in the US. Check your passport expiration date and get an extension if you need one.

Important to Remember!

1. If you plan to leave the U.S. for any reason, check with OIP before you go to be sure that your I-20 is correctly endorsed.
2. When you have completed your course of studies at Rocky, or if you decide to leave Rocky (and don't transfer to another school), your F-1 student status is ended and you have 60 days to leave the country.
3. If you take part in Optional Practical Training (OPT) after graduation, your status as a student ends when your Employment Authorization Document expires.

Your I-20

You should keep the stamped I-20 that will be returned to you at the port of entry to the US. This is a permanent record of your F-1 non-immigrant status and you will need it for any necessary endorsements and certifications by a Designated School Official (DSO).

A DSO is someone who works for the college, but is also authorized by the U.S. Government to act for the government. Consult the Director of the Office of International Programs for most matters.

DSOs also record other information on the I-20, such as transfers, and employment recommendations. This is also used for re-entering the U.S. after a brief visit outside. Your I-20 only needs to be endorsed once a year.

SEVIS

The Student and Exchange Visitor Information System (SEVIS) is an electronic tracking system used by the U.S. Government to monitor international students and scholars as they enter or leave the country or as significant events occur.

Visa

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The F-1 visa stamp in your passport and your I-20 give you permission to apply for entry into the US. The visa itself has nothing to do with how long you can stay in the US. Do not confuse the validity of your visa stamp as being an indication of your approved period of stay here. The visa must be valid at the time of any entry to the US; it does not have to be valid for you to remain in the US.

Permission to Stay in the US

Permission to stay in the US is indicated on your I-94 electronic departure record, it is available through <https://i94.cbp.dhs.gov/i94/#/recent-search>. It indicates the date and port of entry to the U.S., your immigration classification (F-1, J-1), and the date until which you are allowed to remain in the U.S. If you wish to remain in the US beyond this date, you must apply for an extension of stay.

For most students, this date will be "D/S" (Duration of Status). This means you can remain in the U.S. as long as you are a full-time student with a valid I-20. Beyond that, you can have up to 12 months of authorized Optional Practical Training (OPT), plus 60 days in which to depart the U.S. or apply for a change of status.

Maintaining Your Student Status

Your eligibility for employment, school transfers and program changes depends on your maintaining lawful status. When you enter the U.S., an immigration inspector asks you to read and sign a statement on your Form I-20. Your signature signifies your agreement to abide by the conditions of F1 status while in the U.S.

To maintain your status, you must:

1. remain enrolled full-time at the institution you are authorized to attend
2. maintain a 2.0 or better grade point average
3. hold a valid, current I-20
4. maintain a passport that is valid for at least 6 months into the future
5. have appropriate authorization for any work and not be employed for more than 20 hours per week while classes are in session
6. Inform the OIP of any change of address. The DSO will update your SEVIS record.

The Office of International Programs can assist you with the following as the need arises:

- Change of Non-immigrant Status
- Change of Educational Program or Degree
- Extension of Program of Study
- Transfer of schools
- Reinstatement of F-1 status

Full Course Load

As international students, you are required by law to take a “full course load”: 12 credit hours per semester.

If you fall below 12 credit hours by dropping courses or by being dropped by the professor for poor attendance, you become “out of status” or illegal.

Violating status is a very serious matter and may result in your having to leave the country.

The only way to drop below the 12 credit hour requirement is to discuss your situation with your academic advisor **and** the OIP.

If you have nearly completed the requirements for your degree and do not need to take a full load, you are exempt from this regulation, but check first with the OIP.

Special Benefits Available to F-1 Students

These benefits are available to those students who maintain status. If a student is in violation of status by:

1. working without permission,
 2. dropping below 12 credits without permission, or
 3. dropping below the 2.0 grade point average,
- s/he is no longer eligible for these benefits until reinstated to F-1 status.

Curricular Practical Training

Curricular Practical Training (CPT) is defined as an "alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." That means that you qualify for CPT as long as it is "an integral part of an established curriculum." CPT can be either part-time or full-time employment.

Eligibility: You must have completed **nine months** in F-1 status.

What you need to do:

If you have an opportunity through the Career Planning and Placement Services bring a description of the position and the memo from the Director of Career Planning and Placement explaining your program to the OIP.

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If your opportunity is not through the Career Planning and Placement Services, obtain a memorandum from your academic adviser stating that the CPT is an integral part of an established curriculum. It should also include a brief description of how the training will be used toward the completion of your course of study. Have your academic advisor contact the OIP for assistance.

Along with the memo from your academic advisor, bring a letter to the OIP from the employer indicating the job description, the starting and ending dates of employment, and whether the employment is full-time or part-time.

Do not start working until you have authorization from the Office of International Programs

Optional Practical Training

You may be authorized for temporary employment through Optional Practical Training (OPT) while you are still pursuing your course of study and/or after you have finished your degree.

OPT must be directly related to your major area of study. The total amount of time you may spend engaging in Optional PT is 12 months. You may be authorized for optional practical training:

1. during your annual vacation and other times when school is not in session if you are currently enrolled and eligible and intend to register for the next semester;
2. while school is in session, provided that practical training does not exceed 20 hours a week;
3. after completion of course requirements (can be full-time);
4. after graduation (can be full-time).

Eligibility: You must have been in F-1 status for at least **one academic year**.

To request permission to engage in OPT after having completed your course of study, you must apply during a 120-day period beginning 60 days before completing your course of study and extending 60 days past the completion date. Consult the OIP for steps to follow to apply for OPT.

IMPORTANT:

1. Employment through Optional PT will automatically be terminated if you transfer to another school.
2. Processing times for EADs vary from one USCIS district to another. Be sure to allow enough time for this. EAD processing may take 90 days or longer at some locations.
3. **If you have received 12 months or more of full-time CPT, you are ineligible for OPT.**

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4. If you are applying for OPT after completing your course of study, you must have the following in your possession if you are traveling outside the US and want to re-enter the U.S. to start or resume your practical training:
 - a. a current Employment Authorization Document (EAD);
 - b. an I-20 endorsed for re-entry by the OIP within the last six months;
 - c. a valid F-1 visa.

If you do not have these, you may not be allowed to enter the US in F-1 status and you may not start or continue OPT. Please make your travel plans carefully and consult with the OIP well in advance of your departure from the U.S.

You must have an EAD in your possession before beginning to work.

On-Campus Employment

All foreign students are eligible to work on-campus if jobs and funding are available. You should check with the Financial Aid and Career Services offices for job listings.

To be eligible to work, you must be in status as an F-1 student (12 credits and at least a 2.0 grade point average) and you must have a Social Security/Tax ID Card. To obtain a Soc. Sec. card, you must first have a job and have signed an offer of employment with the Human Resources office.

You can obtain such a card at:
The Social Security Administration Office
Federal Building at 2900 4th Ave. North
Billings, MT 59101

F-1 students who are maintaining status may work part time (20 hrs.) on campus while classes are in session. F-1 students may work up to 40 hrs. per week when classes aren't in session: winter break, spring break, summer break and other academic breaks

Off-Campus Employment

Do not work off-campus without approval from the Office of International Programs.

Working off-campus requires special authorization and is available only in certain situations, such as "severe economic hardship" after entry into the United States.

Employment Due to Severe Economic Hardship

If other employment opportunities are not available or are insufficient, a student in F-1 status may request off-campus work

authorization based upon severe economic hardship caused by unforeseen circumstances beyond the student's control.

Eligibility:

1. You must have been in F-1 status for one full academic year;
2. You must be in good standing and carrying a full course of study;
3. You must demonstrate that acceptance of employment will not interfere with carrying a full course of study;
4. You must demonstrate that on-campus work is insufficient and/or unavailable.

IMPORTANT:

- 1) The employment authorization may be granted in one-year intervals up to the expected date of completion of your current course of study. USCIS may renew the authorization only if you are maintaining status and good academic standing and continue to document severe economic hardship.
- 2) Permission to work will be granted for a maximum of 20 hours per week while school is in session. You may be employed full-time during holidays and vacation periods provided that you intend to register for the next term.

You must have an EAD in your possession before beginning to work.

Taxes-

The OIP offers a tax clinic once a year, usually at the end of March, and all foreign students are invited to come and get assistance in filling out the required forms.

If you work off-campus under any of the programs explained later in this handbook, you should talk with OIP about how to fill out certain tax forms for your employer, or you may end up losing money to the U.S. and Montana State governments that you would rather keep. You are responsible for fulfilling your legal obligations.

Be aware that some scholarships are taxable. These include amounts over and above the cost of tuition and fees. For example, you will be taxed on a room/board grant. Exchange students are excluded from taxes unless they work. Contact the OIP for more information.

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Cultural Adjustment and Academic Performance

If you have difficulty adjusting to a new culture, you may lose your energy and motivation for learning, so it is important for you to know that you will encounter periods of time when you feel very homesick for friends and family, for familiar food and places to go.

You may grow tired of people misunderstanding your pronunciation, and you may become irritated by the way some U.S. Americans behave. At times you will feel like being alone, or with people who speak the same language even if you wouldn't normally want to be with these people. When you encounter these feelings, you are experiencing **culture shock**.

Culture shock is that difficult time in the process of adjusting to a new culture when you feel isolated and frustrated with the new culture. You should also know that this period of time is just a time of change as you learn how to live in the new culture. Signs of culture shock:

- When you find yourself spending more and more time with other foreign students and find that you all complain about the U.S., Americans and/or their behaviors.
 - This is quite natural to do, and sometimes it is helpful to “blow off some steam.”
 - If it becomes a regular occurrence, then you are probably entering culture shock.
- When you find yourself becoming more and more irritated with people of the host culture and you try to avoid contact with them.
- When you experience several episodes of stomach pain, headaches, constant tiredness, lack of concentration.
- When you feel isolated and lonely for longer periods of time.

These are all indications that you are experiencing some real changes as you live in the new culture. They indicate that you are adjusting.

Some of these feelings are painful, but if you give yourself some time and try to be patient with the behaviors of people in the new culture, you will come to a deeper understanding of yourself and others.

Remember: You came to Rocky to learn and culture shock is part of the learning process.

When you experience culture shock (and all international students do), it is a good idea to visit the OIP. The OIP can help you deal with some of the problems you are having. You can also try the following suggestions:

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- 1) Find a place on campus or in Billings where you can feel relaxed.
 - a. Spend a half-hour there three times a week or so.
 - b. Maybe it is a coffee shop, the swings in the park next to Rocky, or you might just like to walk.
- 2) When you feel irritated or frustrated, calm yourself and become an observer.
 - a. What are the people doing that irritates you?
 - b. What can you learn about them?
 - c. Can you see how to do something differently?
- 3) Take care of your health.
 - a. Don't drink alcohol to escape.
 - b. Get rest, eat food you like, and exercise enough to make you feel good.
- 4) Try not to judge others too quickly.
 - a. They behave differently because they are from a culture different from yours.
- 5) Try to be flexible. Try new things, new activities, new foods, and try to make new friends.

Everyone goes through culture shock at one time or another, to one extent or another. When you live through the difficult time of culture shock, you grow to new levels of understanding and ability.

Cultural Differences in the Classroom

Your professors may have expectations that may be very different from those you would find in your native country. It is also important to understand that all professors are individuals and have individual styles and rules about assignment deadlines, attendance, and so on. The statements below are general ones. Be sure you get to know each one of your professors' styles and expectations.

Since Rocky is a small college, professors expect to get to know their students. You will notice that they will greet you outside of the classroom and may dress and behave very informally.

One way for you to adapt successfully to college life is to get to know your professors. They will do quite a lot to help you if you establish a good relationship with them. Here are some ways to establish a good relationship with your professors:

- 1) It is very important to come to class on time and to attend all classes. Many professors take attendance and base grades in part on attendance and participation.
- 2) Come to every class prepared to participate.
- 3) Complete your assigned readings and work before coming to class.
- 4) If you know that you will need to miss one or more classes, you must tell your professor.

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- a) Find out from classmates what assignments were made, so that when you return you can hand in the assignments.
 - b) Or, you should visit the professor as soon as possible.
- 5) If you do not understand everything that was discussed in a class:
- a) First, try to get help from a classmate.
 - b) If no one can help you, visit the professor and explain what you didn't understand.
 - c) Professors have office hours during which you can discuss problems.
 - d) Many professors will offer tutorials (private study sessions) for students who are having trouble.
 - e) Others will find students who can tutor.
 - f) If you can't get help from classmates or from the professor, tell the OIP.

Academic Honesty

It is appropriate to get help from other students in order to understand how to complete an assignment, but it is not to copy someone else's work – papers , assignments, tests, quizzes, etc. – and submit it as your own.

- This is "cheating."
- If you are caught cheating, the professor may simply give you an "F" grade for that assignment or for the whole course.

Another kind of cheating is called "plagiarism." Plagiarism is when you take complete sentences or sections from another writer and let it appear as if they are your words.

This can be difficult to avoid, especially for students who use English as a second language, but it is very important that you learn how to avoid plagiarizing.

This topic should be discussed in your writing classes, but if it is not, speak to one of your professors about it so that you understand how to avoid it. There is a severe punishment for plagiarizing.

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Insurance Information

Health and Medical

Students are required to show proof of adequate insurance or will be required to purchase insurance. If students do not have proof of adequate medical insurance by September 15, they will be billed for insurance purchased for them by Rocky Mountain College.

Medical insurance is a necessity in the United States. The state of Montana and Rocky Mountain College require all international students to buy health insurance. This requirement is waived only if you are covered by another insurance plan that offers the same or better coverage. The OIP can help you purchase a plan if you don't have one.

Steps to Take if You Need Medical Help

Medical Care in the United States is very different from that of other countries. One of the main differences is the high cost. Be aware that even with medical insurance, you might have to pay a fair amount of money for your health care. To minimize the costs that will end up being billed to you, follow these simple instructions.

- 1) Anytime you feel like you need to consult a doctor or a nurse, go to the Rocky Health Center.
 - a. They will determine how serious your illness is and, in most cases, they will be able to help you. If they think you need the help of a doctor they will refer you to one.
- 2) In case the nurse at the Student Health Center is not available and you think you need some help right away, go to one of the clinics at Life Care at St. Vincent Hospital or at the Billings Clinic.
- 3) For questions concerning birth control, call Planned Parenthood, Intermountain; **406-656-9980**.
- 4) In case of a serious accident or an emergency, when you need help immediately, call:
 - a. **8-911** from a campus phone; **911** if you're off campus or from a cell phone

DO NOT CALL 911 UNLESS IT IS A VERY SERIOUS EMERGENCY

Cars and Auto Insurance

Cars can give you freedom to go where you want when you want, but they also are a cause of great worry and trouble. They require a great deal of responsibility on your part.

If you buy a car, buy a used one from a reputable dealer. Ask friends and professors who are familiar with the Billings dealerships. Keep in mind that you will have to leave your car here while you go back home for visits, and you will also have to sell it when you leave.

As soon as you buy a car, you must get auto insurance. There are three kinds of insurance: liability, collision, and comprehensive.

- Liability is basic insurance and the least expensive. If you cause an accident, liability insurance will pay for damage and medical expenses of the persons who were hurt.
- Collision insurance will pay for damage to your car in an accident.
- Comprehensive insurance will pay for damage to your car that happens because of theft, vandalism, or things like hail or other unexpected non-collision types of events.

You should buy your insurance from a well-established insurance agent who represents a reputable company. If the agent listens to you carefully and explains things clearly, this is a good sign.

You are not obligated to buy insurance from someone who is unhelpful. You should also understand auto insurance is very expensive, especially for people between the ages of **18** and **25**.

Other Campus Services

Mail, Photocopying, Fax Service

Mail Room

Bair Student Center

406-657-1033

Contact: Kelsey Dwyer

M – F, 7:30 a.m. – 5:00 p.m.

Student mail is delivered to the Bair Family Student Center and placed in their mailboxes by the Mail Room staff. Each student is assigned a mailbox where his/her mail is put out after it's been sorted in the Mail Room.

Some packages and mail are too large for the mailboxes. When a package for you is received, the Mail Room staff will write your name on the white board in front of the Mail Room to inform you that they are holding a package for you. After you pick up the package be sure that you erase your name from the white board.

If you are expecting something valuable or very important to you, please let the Mail Room staff know. They will watch for it and notify you as soon as possible that it has arrived.

If you want your mail forwarded to you during vacations, you must leave a forwarding address with the Mail Room.

Other services provided by the Mail Room are:

- ~ stamps
- ~ express mail service
- ~ faxes
- ~ preparation of packages
- ~ distribution of messages, letters, flyers on campus
- ~ photocopying

Important: Any time you change addresses, you must notify the Mail Room, Student Records and the OIP. When you leave for vacation, you must notify the Mail Room staff if you want the mail forwarded to your permanent (home) address, or held for your return. If you do not leave these instructions, the staff will return your mail to the sender.

Health Services

Student Health Services

Conner Hall, south of the main campus at 2411 Village Lane.

Monday through Friday: 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 3:30 p.m. ***At this time walk-in service is NOT available. Please call 406.657.1068 to schedule an appointment.**

Closed during college recognized holidays, weekends, during the summer, and winter breaks. Please note, occasionally it may be necessary to adjust office hours due to extenuating circumstances. Any changes will be posted at the Student Health Services entrance in advance.

RMC Student Health Services is staffed by a licensed physician and students enrolled in the Physician Assistant Program. Student Health Services offers a wide range of confidential services with examinations and primary care for illnesses and minor injuries free of charge to RMC students.

Resources for Solving Problems

Whenever you call an office and you get voice mail, be sure to leave your name and a telephone number that can be used to call you back.

<i>Problem</i>	<i>Person to Contact</i>	<i>Location</i>	<i>Phone</i>
Immigration, employment questions, personal concerns, almost anything	Austin Mapston, Director of International Programs	MK Basement	657-1026
Room, roommate, any housing problems or questions	Your resident assistant, hall director or Housing Director, Shaydean Saye	Your Resident Assistant (RA) and Hall Director are in your residence hall. Director of housing is in the Bair Student Center.	657-1051
Study skills, difficulty with classes	1) Your professor 2) academic advisor 3) the OIP 4) Assistant to the Academic Vice President	The Academic Vice President's office is in M-K 312.	657-1127
Registration, drop/add classes, transcripts, graduation	Student Records	Eaton, Room 11	657-1026
Fee payments	Business Office, Student Accounts	Eaton	657-1010
Harassment of any type	Dean of Students	Bair Student Center	657-1018
Illness or minor injuries	Health Service, by appointment only open from 8:30 am to 12:00 p.m. and 1 – 3:30 p.m. weekdays	Fortin Education Center	657-1068
Career planning and placement, internships	Career Office Director, Lisa Wallace	Bair Student Center	657-1039
Spiritual needs, counseling, activities	Chaplain, Kim Woeste	Bair Student Center, basement	657-1098
Counseling	Campus counselor, Cynthia Hutchison	Fortin Education Center	657-1049

End-of-Semester Processes

Refer to this at the end of each semester.

1. If you are leaving the U.S., take your I-20 to the OIP to be sure the travel signature is valid for the year. Do this two weeks before classes end, or before you leave the country.
2. If you live on-campus, follow checkout procedures for your residence hall.
 - a. If you have questions about checkout procedures contact your Resident Advisor or Resident Director.
3. If you live off-campus and you are leaving Billings, be sure that your bills are paid and that you have notified the U.S. Post Office to hold your mail. Notify your landlord that you will be leaving and for how long you will be gone.
4. If you live on-campus, give the Mail Room your forwarding address, or ask them to hold your mail.
 - a. For more information, visit Kelsey Dwyer in the Mail Room.
5. Make sure all bills and fees are paid before the end of the semester.
6. Sell back books you won't need.
 - a. Check with the Bookstore for accepted titles.
7. Return all borrowed books and articles to the Library.
8. Reapply for financial aid, if you need it.
 - a. Visit Jessica Francischetti, Director of Financial Aid, Prescott Hall for more information.
9. Sign up for a new room and roommate, if you know who you want to stay with.
 - a. Inquire with your Resident Assistant or Resident Director for more information.

End-of-Study Departure Checklist

Once you have completed your studies, use this checklist as a way of making sure that your departure from RMC is as easy as it can be.

- Close all bank accounts. Make sure you get a final statement showing that the account has been closed.
- If you live off-campus, notify your landlord 30 to 45 days before you move out of the apartment or house. Make sure you follow the landlord's guidelines.
- If you live off-campus, notify the telephone, electric and gas companies to discontinue service on the date that you leave the apartment/house. Check with your landlord for guidelines.
- Leave a forwarding address with the Mail Room if you live on-campus, or with the Post Office if you live off-campus.
- Pay all outstanding bills including credit cards, library fines, college fees, traffic fines, etc.
- Return all borrowed articles and books.
- Give away items you won't take with you to friends, or to charitable organizations like Friendship House, Montana Rescue Mission, or the Salvation Army.
 - Contact the Office of International Programs for more information
- If you have bought a car, sell it and be sure to have the title transferred to the new owner before you leave. If this isn't possible, sign a "power of attorney" form and leave it with the friend who will sell your car for you. Do not leave license plates on the car.
- If you are going to mail or ship some belongings back to your home, compare costs among various shipping companies.
 - Contact the Mail Room for quotes and more information.
- Call your consulate or embassy to check your country's customs and currency restrictions. Decide whether to change your U.S. currency here or at home.
- Reconfirm your flight plans and be sure to ask your airline in advance what services and restrictions apply, including the restrictions for carry-on luggage and checked baggage. **Print two copies and keep all important documents in your carry-on luggage.**
- If you plan to return to the U.S. in the future to study in a new program, you will need to obtain new entry documents just as you did to begin your program here.