

Carroll College
Helena, Montana, USA



International Student Handbook

2022-23

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Hello!

Welcome to Carroll College. As the Director of Global Education, I will be your advisor while you are a student here at Carroll.

I am available to help with cultural adjustment, community living questions, academic concerns, visa compliance etc.

Should you have any questions, please do not hesitate to contact me. We look forward to welcoming you to the Carroll family!

Go Saints!

Shannon

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Visa and International Student Services
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Life at Carroll College

Carroll is a private, Catholic, liberal arts and science college in Montana's capital city of Helena. With an enrollment of 1,400 undergraduate students, Carroll College has earned top national and regional awards for its academic programs, including its flagship accounting, biology, civil engineering, and mathematics departments. Graduates enjoy excellent job placement nationwide and admission to the most selective graduate schools. For the tenth year in a row, US News and World Report placed Carroll **#1 in their 2020 Regional Colleges West rankings**. With over forty majors to choose from, a robust internship and undergraduate research program along with outstanding student support, Carroll College is an excellent choice for students looking for a safe and friendly, mountain setting on 85 acres (34 hectares) in the Western United States.

Fast facts:

2019-2020 enrollment: 1,210
100% undergraduate (BA, BS, BSN)
Male / Female: 40% / 60%
Average class size: 16
Student: Faculty ratio 12:1
Classes taught by professors: 100%
Classes taught by teaching assistants: 0
Average incoming GPA: 3.67
Average SAT score: 1630
Average ACT score: 24
Average TOEFL score: 88
Average IELTS score 6.5
Countries represented: 16
Total number international students: 22



Points of Pride

High quality faculty: Over 80% have earned a terminal degree (PhD, MFA, JD, EdD) and are very experienced within their field. Many have received teaching awards along with other international research awards and others serve in leadership roles in their professional associations.

Small class sizes: The average number of students in a class is 16; in fact, 82% of our classes have fewer than 25 students. Students are often surprised at how quickly the Carroll professors remember their name and how easily faculty members can be contacted. It is not surprising that our student's rate faculty support as one of the most valuable aspects of attending the college.

Ability to customize the educational experience: Many students find ways to combine their passion for learning into an educational experience that may give them the edge in a competitive job market. The strong liberal arts foundation, our career and internship office, study and service abroad opportunities, and the office of Nationally-Competitive Scholarships provide students the opportunity to identify co-op, research opportunities and internships in the local area, within the US and internationally.

Highlights of Some of Carroll's Outstanding Programs

- ❖ Engineers without Borders (EWB): Carroll's award winning chapter of EWB, a service organization open to students of any major, is currently working on wastewater sanitation projects, earthquake retrofitting and bringing clean water to communities in Uganda and Guatemala.
- ❖ Forensics (debate): The Carroll College Talking Saints have won or shared the Northwest Forensics Conference championship for 30 consecutive years. They compete nationally and globally, with yearly travel to Canada and occasional travel places like to Oxford and Cambridge. Students regularly qualify for the national championships in debate and individual events.
- ❖ The Talking Saints offer scholarships in debate, speech and interpretation and welcome students without experience in fields such as pre-law and communication.
- ❖ IACBE accreditation of Carroll's accounting, finance, and business administration majors.
- ❖ International Contest in Math Modelling: Carroll consistently places in the top tiers of teams around the world in this annual contest. In 2015, Carroll had six meritorious winners along with four honorable mention winners. Over the past 10 years, Carroll has had three outstanding winners, placing them in the top 1% of the world.
- ❖ The Carroll Crazyes, originally started in the 1990's, is a group with a lasting tradition at Carroll. The Crazyes is a group of students who would gather before games to celebrate the tradition of Carroll and its great sports teams. In 2002, the Crazyes developed into the major impact it has now at all home games.

Since the Crazies' revival, the football team has won six national NAIA championships! Volleyball, women's soccer, and both men's and women's basketball have done increasingly well, finishing regionally and nationally.

The Crazies are always looking for more members to fill the stands with gold, and this year hope to pack the stadium and PE Center for every event.



Academic Calendar 2022-2023 and Major US Holidays

August 2022

20	Saturday	Students Arrive
21	Sunday	New Student Orientation Begins
24	Wednesday	Classes begin
31	Wednesday	Last day to add or drop a course without a "W" on your transcript

September 2022

05	Monday	Labor Day, no classes
08	Thursday	Last day of 75% tuition refund period *degree seeking students only
15	Thursday	Last day of 50% tuition refund period *degree seeking students only
16	Friday	Last day to designate a course as pass/fail grading

October 2022

14-18	Fri to Tues	Fall Break
19	Wednesday	Classes Resume
21	Friday	Advising for spring semester begins
31	Monday	Registration for spring classes begins

November 2022

01-03	Mon to Fri	Selection of spring classes begins
04	Friday	Founder's Day celebration
17	Thursday	Last day to withdraw from a class with a "W"
23-25	Wed to Fri	Thanksgiving break
28	Monday	Classes resume

December 2022

01	Thursday	Graduation Applications Due
09	Friday	Last day of classes
12-15	Mon - Thurs	Final examinations
16	Friday	Campus housing closes

January 2023

15	Sun	Campus housing opens
16	Monday	New Spring Student Orientation
16	Monday	Martin Luther King Day
18	Wednesday	Spring Semester courses begin
25	Wednesday	Last day to add or drop a course without a "W" on transcript

February 2023

01	Wednesday	Last day of 75% tuition refund period *degree seeking students only
03	Friday	Last day to designate a course as pass/fail grading
08	Wednesday	Last day of 50% tuition refund period *degree seeking students only

March 2023

01-17	Mon-Fri	Spring Break
20	Monday	Full Semester courses resume
22	Wednesday	Advising for fall semester begins

April 2023

03 - 06	Mon-Thu	Selection of fall classes
07	Friday	Good Friday
09	Sunday	Easter Sunday
10	Monday	Easter Monday
11	Tuesday	Classes resume (MWThF)
13	Thursday	Last day to withdraw from a class with a "W"
28	Friday	Student Undergraduate Research Festival

May 2023

01	Monday	Final senior theses due
05	Friday	Last day of classes
08 - 11	Mon-Thurs	Final examinations
12	Friday	Campus housing closes for non-graduates
13	Saturday	Baccalaureate & Commencement

Course Registration Information

Once the enrollment deposit of \$400 has been paid (does not apply to exchange/sponsored students), you will receive a link to a course selection questionnaire by email. You will be asked a series of questions

pertaining to future career goals and academic coursework. The Carroll College academic advising team takes your answers, reviews your admission file and test scores to create your first semester schedule. You are able to make changes to your schedule in consultation with an academic advisor via email prior to arrival, and through the first week of classes (Drop/Add period).

A full-time course load is between 12-15 credits. Most courses are worth 3 credits, which means they meet three times a week for 50 minutes. Therefore, a 12-15 credit load is usually 4-5 classes. Some classes only meet twice a week, or even once a week, but a three-credit class always meets for three hours. For example, a class that meets twice a week will meet for 1.5 hours each time. A class that meets once a week, usually in the evenings, meets for 3 hours.

All students on F1 and J1 visas must enroll in *and complete* a minimum of 12 credits each semester.

Non-Degree International and Exchange Students

As a non-degree student at Carroll College, course selection can be a bit tricky! Your academic advisor will not know your degree requirements unless you tell them -- so be in close communication with them during the course selection and registration phase.

We recommend that all visiting international students choose a course that examines a specific topic related to the United States and/or Montana. Perhaps a History of the United States, Introduction to Native American Studies, US Literature, US Popular Music, etc. Take this opportunity to learn more about your host culture while you are here!

In addition, most incoming exchange and study abroad students have high levels of English ability, as required for admission. However, reading and writing college-level work, in English, is a different challenge than passing a TOEFL test. We highly recommend that all students take an English Writing course. Your academic advisor can help you find the most appropriate course for your needs and goals.

Many short-term international students choose to take introductory level coursework (100-200) in classes that are not available at your home institution. This is a great chance to round out your academic experience by studying something very new.

Other students will find that they need to take a few upper-level classes to fulfill degree requirements from the home university. You will find that many upper level classes (300-400) require that you have completed specific classes prior to enrolling (prerequisites). We will need to work closely together to determine if your previous academic coursework meets these requirements. When you complete your Course Selection Questionnaire, please be as specific as possible with detailed reasons why you want to enroll in a specific class, and which classes on your transcript you believe meet the requirements. You will be asked to supply course syllabuses for prerequisite courses, translated into English.

Degree-Seeking International Students

To earn the Bachelor of Arts or Bachelor of Science* degree from Carroll College, the following requirements must be met:

1. Completion of the [Carroll College Core Curriculum](#) (the Core) for the bachelor's degree;
2. Completion of all program requirements in the major and minor (if one is taken);
3. Completion of 122 semester credits, only 2 of which may be physical education activity courses (HPE 101, HPE 102 or [LAS 102](#)); and
4. Achievement of a minimum cumulative 2.0 grade point average in
 - All courses taken,
 - The requirements in the major, taken as a unit,
 - The requirements in the minor, taken as a unit, and
 - The Core, taken as a unit.

*NOTE: The only Bachelor of Science degrees offered at Carroll College are in Nursing and Civil Engineering.

Tips for Academic Success

- ✓ American professors want students to respect their knowledge and opinions, but generally prefer discussion and debate over respectful silence.
- ✓ Although most faculty members encourage critical thinking from students, the manner in which criticism is expressed is important. Show respect by acknowledging your professor's point of view and then offering your own for consideration.
- ✓ Regular attendance at all classes and good note-taking skills will help you be a successful student.
- ✓ Ask your instructor for clarification if you do not understand. Within reason, ask that important points are repeated if they are presented too fast for you to comprehend or to write down.
- ✓ Pay close attention to instructions given at the beginning of the course about how the class will be conducted and how grades will be determined. Understand how to use Moodle!
- ✓ Expect to receive a "syllabus" for each course. The syllabus outlines the course objectives and the material to be covered and lists due dates for assignments, examination dates, texts to be purchased or obtained from the library, and the professor's name, office location, and office hours. Keep the course syllabus for the duration of the course.
- ✓ A class or workshop on academic writing can help you produce written assignments that meet accepted standards. The Saints Success Center has more information about this (BO 102).
- ✓ The US grading system is as follows (some professors might use a slightly different scale)

Excellent Performance	A (95-100%)	A- (90-94%)
Good Performance	B+ (87-89%)	B (84-86%)
Adequate Performance	B- (80-83%)	C+ (77-79%)
Marginal Performance	C (74-76%)	C- (70-73%)
Poor Performance	D+ (67-69%)	D (64-66%)

Very Poor/Unacceptable

D- (60-63%)

F (0-59%)

- ✓ Be sure to get help at the midterm if you have a grade of “C” or lower
- ✓ Some undergraduate students may seem very uninterested in their education or appear to do very little studying. They may be very casual about attending class or keeping up with their studies. Do not be deceived into thinking that such behavior is compatible with academic success. In the United States, students who do not perform as expected may be asked to leave the institution.
- ✓ Be sure to take the final exam! Unless your professor specifically tells you that you do not have to take the final exam, you **MUST** take the exam. The final exam is often 50% of your grade.

International Student Support Services

Global Education Moodle Site

All international students are enrolled in the Global Education Moodle Site, where you will find helpful resources, including Cross-Cultural activities and articles, information about American culture, tips for understanding American English idioms, Academic Integrity Policy, Sexual Harassment Definition and Policy, and standards of best practice for hosting international students.

Your international academic advisor will use this Moodle Site to contact you about upcoming events or to direct you to specific resources. We encourage you to visit the site and fully explore all the resources for International Students:

Resources for International Students

American Culture & Values

- Handbook for Cross-Cultural Roommates
- The Values Americans Live By
- Guide to American Customs and Etiquette
- Common American Sayings and Where They Come From
- Montana Facts and Trivia
- Three Surprises for International Students at US Universities
- U.S. Holidays and Customs to Know

Codes of Conduct

- Carroll College Student Handbook 2020-2021
 - Includes Student Code of Conduct, beginning on page 6
- Carroll College Academic Integrity Policy
- 10 Types of Unoriginal Work - Plagiarism

- In the United States, Sexual Harassment Includes These Behaviors
- What Constitutes Sexual Harassment in the US?
- Sexual Misconduct - Definitions

Cross-Cultural Roommates Handbook

Living in a very small space, with a stranger, is difficult under any circumstance. When you add those stresses to the fact that the two people living together are from different cultures, with different values and behaviors, sometimes the roommate “situation” can be a challenge (for both roommates)! Of course, your RA is always available to help you and your roommate create healthy expectations and honest communication with each other. However, if you find your cross-cultural journey in shared living space is challenging, we do have a Guide for Students with International Roommates. Your advisor is also available to talk -- just email sackeret@carroll.edu or create an appointment on Handshake for an appointment or to get a copy of the handbook.

Academic Integrity and Plagiarism

Why is Academic Integrity so Important to Carroll College?

The principal benefit of attending college is to learn to think critically and independently about the world. Traditionally, colleges have provided a liberal education so that students may be “liberated” from the opinions of others—in other words, the classes you take train you to think for yourself. The most important purpose of a Carroll College education, therefore, is undermined by improper use of others’ ideas and work. It is also true that the broader academic community relies on the creation and exchange of original work. When you enrolled at Carroll College, you entered this world; consequently, you are obligated by its rules. While you are not always expected to make original contributions to the scholarly community, you are always required to fully acknowledge the influence of others’ ideas on your own work. To that end, you ought to be familiar with [Carroll’s Academic Integrity Policy](#). We expect you to adhere to these practices so that you might learn to formulate and express your own judgments about the world.

What Constitutes Plagiarism?

What constitutes plagiarism can be difficult to understand. There are three common ways in which a student knowingly or unknowingly may commit plagiarism.¹

1. Not using quotation marks
2. Not citing a source

¹ The following model is based on one developed by the University of Guelph. “Academic Integrity at the University of Guelph.” The University of Guelph http://www.academicintegrity.uoguelph.ca/plagiarism_sample.cfm (Accessed August 21, 2009).

3. Paraphrasing too closely

Let us begin by working from a common original source:

“Cuba’s political system, like other communist-party states, is based on a unitary concept of politics with the vanguard of the party at its core. Although separation of powers among branches of government or competition among parties plays no meaningful role in Cuban politics, the legitimacy of the political system and accountability to the governed are crucial issues in any country, and ones that the PCC has not solved. The effort to make *conciencia* and popular democracy the bases of legitimacy and accountability has clearly failed. A situation in which leaders are accountable to no one but themselves has all but depleted the legitimacy once conferred by the revolution.” (Perez-Stable 2007, 356).

Quoting directly: always employ full citation and quotation marks.

- *Plagiarism:* ...Cuba does not possess a vibrant political party system, but like other communist-party states, is based on a unitary concept of politics with the vanguard of the party at its core.....
- *Correct:* ...Cuba does not have a vibrant political party system, but “like other communist-party states, is based on a unitary concept of politics with the vanguard of the party at its core” (Perez-Stable 2007, 356).

Paraphrasing: always employ full citation and refer to source within text.

- *Plagiarism:* ...Cuba does not possess a vibrant political party system. It is a one-party state that centralizes politics by giving power to political elites within the party.
- *Correct:* ... Cuba does not possess a vibrant political party system. According to Perez Stable, It is a one-party state that centralizes politics by giving power to political elites within the party (Perez-Stable 2007, 356).

Paraphrasing too closely, even while crediting the source: even if proper citation is employed, you must employ original language when paraphrasing

- *Plagiarism:* Perez-Stable (2007, 356) has observed that the legitimacy and the accountability of the system are problems that the Cuban Communist Party (PCC) has not yet solved.
- *Correct:* ...Perez-Stable (2007, 356) has observed that the Cuban Communist Party (PCC) has struggled to establish the legitimacy of the government and satisfy demands that the Cuban government be accountable to the people.

The bottom line: because plagiarism constitutes such a serious offense, it is your responsibility to understand what it is and how to avoid it. One way of preventing plagiarism is, when in doubt, to quote directly from the source and offer full citation. Yet because professors rarely want you to submit a series of quotations in lieu of your own thoughts, you generally must do the hard work required to formulate your own thoughts, which may be informed by, but should not be dependent on, the work of others. Finally, please note that these policies apply to all sources for academic work, including websites, television, and newspapers.

For social science subjects (political science, economics, psychology) please adhere to the Chicago Manual of Style for all citations. The complete Chicago Manual of Style may be located at the ARC. A brief guide may be found at: <http://www.csuchico.edu/lref/pols/APSA.pdf>

Here is how the above work (Perez-Stable, 2007) would be cited in a bibliography:

Perez-Stable, Marifeli. 2007. "Cuba." In *Introduction to Comparative Politics*, ed. Mark Kesselman, William A. Joseph, and Joel Krieger. Boston, MA: Houghton Mifflin.

Please note that the humanities (English, theology, philosophy, history) use the Modern Language Association way of citing texts. Your ENWR 102 texts and other required books outline these important differences.

Community Living Information

Housing

Community Living is committed to ...

- ❖ Creating a safe and healthy living and learning environment.
- ❖ Creating and sustaining an atmosphere of experiential learning that challenges and supports the development of intellectual, interpersonal, physical, and psychological formation of students.
- ❖ Creating residence hall communities that reflect the values and mission of the College

Carroll College is committed to being an engaged residential learning community. Living on campus is an important and vital aspect to Carroll College, **so Carroll students are required to live on campus during their freshman and sophomore years.**

All non-degree international students (study abroad and exchange) are required to live in campus housing. By living on campus, you will become more engaged with college life. Research shows that students who live on-campus report greater overall satisfaction with their education, better access to college resources, improved academic performance, and more participation in campus activities. The education of students is significantly enhanced by the connection of learning in and out of the classroom.

Carroll is pleased to guarantee housing for all international students in our co-educational residence halls, which are designed to accommodate the living needs of today's college students on both a personal and academic level. Guadalupe, St. Charles and Borromeo halls separate the male and female students by wing and /or floor. Trinity Hall, for upper-classmen, is suite-style apartment living. Each apartment is for men or women only, but is not separated by floor or wing. For married students, or students with small families, unfurnished apartments are also available on a full year lease basis.

International students who remain in Helena over the winter and spring breaks are allowed to remain on campus at no extra charge. They might be moved to a different hall (in which there will be a staff member in residence), but students who make arrangements ahead of time are allowed to remain on campus. You must apply for this option with your residence director.

The halls provide a wide variety of services close to home including computer network ports and cable TV hook-ups; for those who want to work away from their rooms, the campus is wireless. Each hall has a computer lab with the latest software where students can work on class projects without leaving their residence hall.

Basic room amenities for each student include a closet/wardrobe, a single bed, a dresser, a desk and a chair. Shared restrooms and shower facilities are available on each floor in Guadalupe, Borromeo, and St. Charles. Suites in Trinity include a kitchen and seating area along with 2-4 sleeping rooms, a shared bathroom with a toilet, a sink and a shower. Common areas in each hall include a kitchen, laundry facilities and recreational lounges. For those who are interested, chapels are located in each hall, offering mass and other Campus Ministry events and services throughout the week.

Each residence hall is staffed by a team of Community Advisors (CAs), who are trained Carroll College students dedicated to building community. A CA lives on each residence hall floor and is available to provide advice, guidance, and leadership. Peer Ministers are student staff for Campus Ministry and live with the students to provide spiritual support for students who are interested.

A non-denominational prayer room is located in All Saints' Chapel, upstairs off the balcony.

Campus Security is available from 19:00 to 07:00 every day. During the school year, the security dispatch desk is staffed 24 hours a day and is located in Our Lady of Guadalupe Hall. Residence hall entrances are locked at 23:00 every night.

What You Should Bring to Carroll

- Family photos
 - US electrical outlet converters (at least three); or buy appliances such as a hair dryer when you arrive.
 - Bed sheets, blanket, comforter, and pillow (the beds are 72 inches/183 cm long)
 - Towels, face cloth
 - Personal items such as soap, aspirin, first aid supplies, shampoo, toothpaste, toothbrush, and razors, can be purchased in town, but please bring a small supply with you.
- *Please note that former exchange students have donated their linens, so that we can provide exchange students and sponsored students (those who will not obtain a degree from Carroll) with a bedspread, sheets, towels and a pillow for their semester or academic year.*
- *All other students should bring one set of sheets with them. There will be an opportunity to buy additional linens during the week of orientation.*

What You MAY NOT Bring to Carroll

- Toaster ovens
- Hot plates
- Electric skillets
- Oil corn poppers

- Space heaters
- Candles
- Fuel canisters
- Camp stoves
- Incense and burners
- Firearms and ammunition
- Paintball guns
- Hunting knives
- Pets (except for fish. If it breathes air, it cannot be in the building.)

For more housing and meal plan information, please see: <https://www.carroll.edu/campus-life/housing-dining>

Postal Address and your Carroll College Email Account

Carroll College provides each student living on campus with a mailbox. These mailboxes are assigned in early August. In order to receive your mail and packages in a timely manner, please provide your complete address to your friends, family and any merchant who will be shipping items to you. **Please do not use the words *PO Box* or *Box*, as merchants cannot ship to PO Boxes.**

Your Carroll Mailing Address

Your Full Name
 Saints Central 250XXX
 1601 N Benton Ave
 Helena, MT 59625-0002
 USA

Carroll assigns all students a Carroll College email account. Information about your Carroll College email account will be sent to you in mid-summer, in the Registration Confirmation Packet. With this account, you can login to “Self Service” to view your invoice (statement of charges), your course schedule and your 4-year academic plan.

Carroll College only uses your Carroll College email account for all official business. Please note that it is your responsibility to check your Carroll email account daily. Professors, the business office, the registrar’s office and the international office use this method to communicate important information that often includes deadlines and other critical announcements.

Meal Plans

Because dining with friends is an integral part of your college experience, Carroll offers a variety of **meal plans**. Whether it's a quick bite on the go or a casual sit-down with your friends in the St. Thomas Aquinas Commons (known as the STAC), a meal plan makes it easy to refuel and reconnect. Finding your favorite foods on campus is easy. We are proud to offer a dining program complete with signature brands and menu selections that include just about every item you can imagine.



Different **Meal Plans** offer options for numbers of meals, access times, flex dollars. Please submit the meal plan card with your housing form as soon as possible. Students who do not select a meal plan will automatically be placed in the *All Access Plan*.

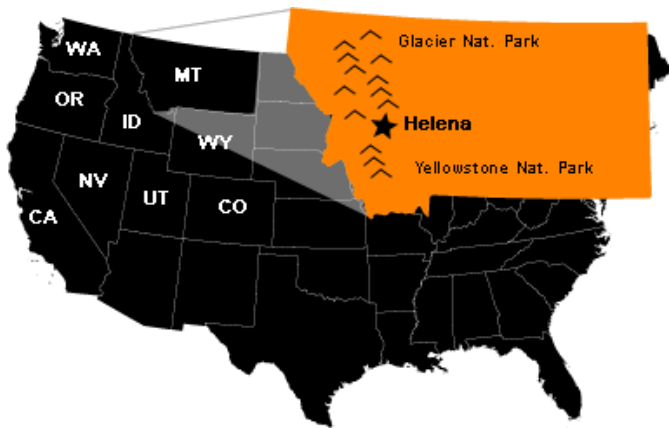
Students with dietary restrictions and/or allergies are encouraged to meet with the food service manager during the week of new student orientation so that reasonable accommodations can be made.

At every meal, there are always gluten free and vegan options. At lunch and dinner, there is a sandwich and salad bar as well.

Living in Helena

Life in the Capital City

Helena is the capital city of Montana and is located in the Southwestern part of the state. Ideally situated between Glacier National Park and Yellowstone National Park, Helena is the gateway to acres of recreational opportunities. Helena is home to about 35,000 people in the “metro” area and approximately 60,000 total in the surrounding areas. Many people who live in Helena work for the local, state or the federal (US) government.



Helena is big enough to have a vibrant arts and culture scene, yet small enough that you see people you know as you go around town. Carroll College is located in the heart of Helena. Students can easily walk downtown from campus to restaurants, clothing stores, coffee shops, theaters, civic events and outdoor activities.

Helena is located near many Montana highlights. Yellowstone National Park is a 3.5-hour drive to the South and Glacier National Park is a 3.5 hour drive to the North. Bozeman and Missoula are

each a 1.5 hour drive, and both Great Falls and Butte are about 1 hour away. Billings (the largest city in Montana) is about a 3.5 hour drive to the east. World class skiing in Big Sky is about 2 hours away.

With over 30 student clubs, there is much for students to do outside the classroom. Carroll's CAMP (Carroll Adventure in Mountaineering Program) organizes various inexpensive or free trips throughout the year including horseback riding, camping, rock climbing, skiing and more! Students without any experience can learn from one of our very experienced staff members and other students.

Security

The City of Helena is one of the safest communities in the United States based on national statistics. The safety of students, faculty and staff is extremely important to the entire campus community, which actively participates in making the College a safe and healthy living and learning environment. All residence hall entrances have full-time personnel and the campus is well lit at night.

Carroll College contracts with a private security company, Securitas, to provide security officers who patrol the campus grounds, buildings and parking lots to safeguard the Carroll community and property nightly from 19:00-07:00. All residence halls are locked each night at 23:00; access is only granted to students who live in that building.

Transportation

The Helena Regional Airport (HLN) is about 10 minutes away from Carroll College. Direct flights to Helena come from Denver, Colorado (United Airlines); Salt Lake City, Utah and Minneapolis, Minnesota (Delta Airlines); and Seattle, Washington (Horizon /Alaska Airlines).

Taxis and Busses

There is no Taxi Queue at the airport. You may call for a taxi, or use Uber and/or Lyft. New international students are met at the airport on the official arrival days at the start of the new semester. There is no charge for this service.

There is limited bus service to Helena, but there is a bus that runs Monday – Friday and goes to Walmart and Target among other places. Carroll’s central location means that it is easy for students to walk or bike to the downtown area.

You will find that you do not need a car when attending Carroll. Though some international students do have cars, the majority do not. Students rely on their friends to get to places to which they cannot walk. Carroll’s close proximity to downtown means that students can walk or ride a bike to the movies, restaurants, coffee shops, arts, and theaters.

Driver's License

- Any student or scholar who will live in Helena for more than six months can apply for a driver’s license.
- The duration of the driver’s license will be **based on the program end date** on the I-20 or DS-2019.
- Please note that a Montana Driver’s License is **required** of a long-term resident, **if** he or she owns a vehicle and/or drive regularly (after three months, people without a Montana license will be fined for not having it, if stopped by the police).
- If your stay in Helena is fewer than six months, you will not be able to get a driver’s license.
- If you have an International Driver’s License, this can be used in lieu of a Montana License for one year for people who cannot apply for the state license or for those who do not own a vehicle and only occasionally drive a car.
- For the driving part of the driver’s license, all students **must make an appointment**.

How to Make an Appointment

Call 406-444-3933 and identify yourself as a “NON-CITIZEN” so that they know you will be bringing in different documents and that you do not have a Social Security card.

Location of DMV

[Department of Motor Vehicles](#)

2100 11th Ave
Helena, MT 59601
(406) 444-3933

What to Take

- Passport
- I-20 or Ds-2019
- Proof of address (a bill, a letter from the bank, letter from the Residence Life office.)
- The license fee cost is \$40.50 (this is subject to change, so please be sure you ask!)—cash only

What to Expect

- A written examination
- an eye test
- a driving test (the car must be provided by the person taking the test)
- The results are made known within minutes of completing each step.

Car Insurance

Important: State law requires that anyone who owns a car must have liability insurance.

Driving, especially in winter can be hazardous. Road surfaces may look dry, but can be actually very, very icy. Anytime you are driving in other than dry conditions you must be extremely careful of your speed and know the condition of the roadway.

Important: Seat belts are mandatory for ALL passengers including driver.

DO NOT DRINK AND DRIVE

Montana's (and the whole of the United States) legal drinking age is 21. Driving under the influence of drugs and /or alcohol (D.U.I.) is against the law and costly. If the police arrest you, you will spend time in jail, have to appear in court, be fined several hundred dollars, and it will affect your status as an International Student.

State of Montana Identification (ID) Card

Although not required, we recommend that students and scholars who are not planning to drive get a Montana ID card. With this ID card, you will not have to carry your passport around and can prove your identity at any time. It can be obtained at the Motor Vehicle Department and it costs \$8.00 (cash only—please verify the price). Please bring your passport, I-20 or DS-2019 and a proof of address.

Banking

Helena offers a variety of banks and credit unions. The most widely known US banks with branches in Helena are:

Wells Fargo—350 N Last Chance Gulch 406-447-2000

US Bank—302 N Last Chance Gulch 406-447-5215

First Interstate Bank— 25 E Lyndale Ave · (406) 457-7151

There is an ATM located on campus, but it is not serviced by any of the above banks. For convenience of international wire transfers, Carroll recommends that students use one of the banks listed above. During the week of orientation, Carroll assists students in opening accounts at US Bank.

Telephone

Carroll's campus is completely wireless so students who have **phones with internet access** will be able to text, FaceTime and Skype with their families using the Carroll network. This is a great option for students who will only be on campus for a semester or a year.

Students who wish to purchase a smartphone when they arrive will be given the opportunity to do so during the week of new student orientation. There are many plans, but international calling can be very expensive, so we recommend a text/data plan rather than a voice plan.

The primary wireless carrier in Montana is Verizon. AT&T has limited coverage and Sprint/T-Mobile has hardly any coverage.

For students attending Carroll for a semester or year, we recommend that you either have a SIM card that works on the AT&T or Verizon networks or that you purchase a tracphone/prepaid phone after arriving in Helena.

Living in the Rocky Mountains

Recreational Opportunities

Located near the base of Mt. Helena, the College sits on a lovely, tree-filled 85-acre (34.39 hectares) campus. Students are often surprised to see deer roaming about as they walk to class, meals or on-campus events. For those who want to get off campus, Helena offers quick access to almost any sport you can imagine, all the way from golfing to fishing, hiking, kayaking, snowshoeing, skiing, snowboarding and more! There is much to see and do.

Helena's art scene is one of the reasons it is referred to as the "Best Small Arts Town in the West." Visiting the [Holter Museum of Modern Art](#), [The Archie Bray Foundation](#), or one of the many art galleries located in the downtown area makes for a fun-filled day.

The majestic [Cathedral of St. Helena](#), houses a fifteen-bell carillon and exquisite stained glass windows. Musicians can enjoy a concert with the [Helena Symphony](#) and theater lovers can see a production at the [Montana Shakespeare Company](#) or at the [Grandstreet Theatre](#).

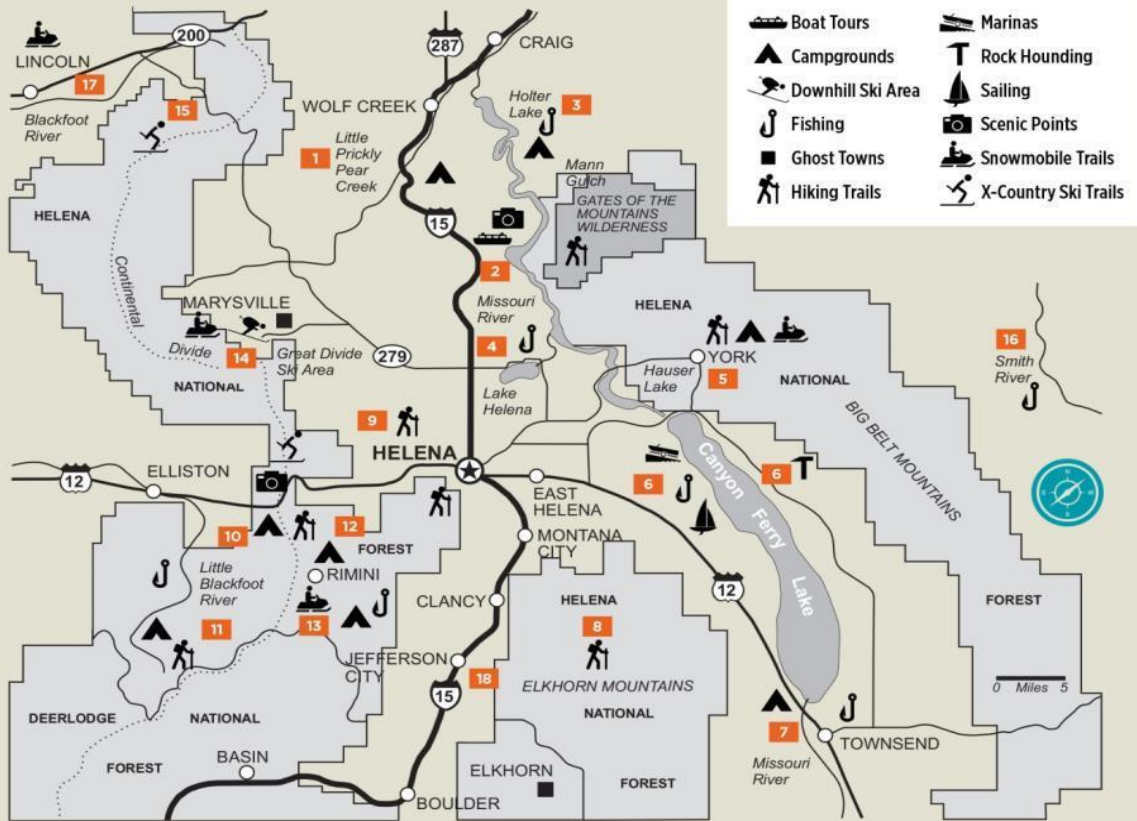
Helena life is fun and friendly. There are many restaurants and small bistros that offer a wide range of cuisines and many of them host live rock, jazz, blues and country music bands. The [Myrna Loy Center](#) offers Carroll students discounted tickets to movies and excellent theater, dance, and musical productions. The [Helena Civic Center](#) (just a few blocks from Carroll) brings ballet, plays and symphonies to town.

The [Montana Historical Society](#) offers a taste of Montana history plus priceless works by Western artists. Jazz festivals, rodeos, art shows, sled dog races, micro-brew reviews and a host of other public events occur throughout the year. The Montana Historical Society is also home to *The Magazine of Western History*, the most widely circulated magazine of its kind.

Finally, Helena is literally the gateway to nature's playground; if students enjoy the great outdoors, they will never be bored—and it's all so close! [Mount Helena City Park](#) is one of the nation's only city parks that contains an entire mountain!

75 miles of trails are just minutes away from campus, and opportunities for fishing, skiing, mountain biking, mountain climbing, hiking, kayaking and rafting all less than an hour away! With miles and miles of places to explore students will never run out of things to do.





- 1** **Wolf Creek Canyon** offers camping and fishing along Recreation Road.
- 2** **Gates of the Mountains** offers boat tours along the historic Missouri River, featuring stops at Meriwether Campground near the site of the tragic 1949 Mann Gulch Fire.
- 3** **Holter Lake** has camping and fishing along the eastern shore.
- 4** **Lake Helena** is a popular, year-round fishing and bird watching area.
- 5** **The Helena National Forest** surrounding the town of York has snowmobile and hiking trails as well as Vigilante Campground.
- 6** **Canyon Ferry Lake** is the center for water sports in the Helena area, offering complete boating services, campgrounds, and both public and private marinas.
- 7** **The Townsend Area** offers boating and fishing on Canyon Ferry Lake and the Missouri River.
- 8** **The Elkhorn Mountains** have scenic mountain trails and the ghost town of Elkhorn.
- 9** **Spring Meadow State Park** within the Capital City itself offers swimming, hiking, and fishing. **Mount Helena City Park** has six miles of hiking trails, plus access to the Mount Helena Ridge National Recreation Trail.
- 10** **MacDonald Pass**, 20 miles west of Helena, offers camping, cross-country skiing and hiking along the Continental Divide National Scenic Trail.

find your way

- 11** **The Little Blackfoot River** near Elliston offers camping on the Helena National Forest and excellent fishing along the river.
- 12** **Rimini**, an old mining town, offers snowmobile trails in winter, and camping and picnicking at Moose Creek Campground and Tenmile Picnic Area.
- 13** **Park Lake**, 15 miles southwest of Helena, is popular for fishing and camping during the summer months.
- 14** **Great Divide Ski Area** offers down-hill skiing above the historic gold mining town of Marysville.
- 15** **Stemple Pass**, 30 miles northwest of Helena, has the finest cross-country and telemark skiing in the Helena area.
- 16** **The Smith River** is popular for its fine trout fishing and is 60 mile, three-to-four-day flat trips. Permit required.
- 17** **Lincoln and the Blackfoot River** valley are a popular gateway to the vast Bob Marshall-Scapegoat Wilderness complex. The area is renowned for its snowmobile and hiking trails.
- 18** **Tizer Botanic Gardens and Arboretum** includes thousands of plants and several theme gardens. Located 18 miles south of Helena on exit 176 on I-15.

Average Temperatures

Living in the Rocky Mountains means that temperatures can fluctuate dramatically; with little humidity year round, Helena is very arid. The climate is characterized as mostly dry and sunny throughout the year. In the fall (September – October) and spring (April-May) the days are warm, but start and end with cool mornings and evenings. The winter months can be cold and snowy, but usually offer very sunny days. The summer is hot and dry. Students should arrive with a warm coat, a hat, gloves and warm socks. Other clothing such as boots can be obtained in Helena for reasonable prices.

	Jan	Feb	Mar	Apr	May	Jun
Average high in °F/°C:	33/5.5	39/4.0	48/9.0	58/14.5	67/19.5	76/24.5
Average low in °F/°C:	13/-10.5	17/-8.0	24/-4.5	32/0	41/5	49/9/5
Av. Precipitation in inches/mm:	0.35/8.9	0.31/7.8	0.59/15	0.98/25	1.85/47	2.05/52
Average snowfall in inches/mm:	6/152	5/127	6/152	4/102	1/25	0/0
	Jul	Aug	Sep	Oct	Nov	Dec
Average high in °F/°C:	86/30	85/29.5	73/23	59/15	43/6.0	32/0
Average low in °F/°C:	54/12	52/11	43/6.0	33/5.5	22/-5.5	12/-11
Av. precipitation in inches/mm:	1.18/30	1.18/30	1.1/28	0.67/17	0.47/12	0.39/10
Average snowfall in inches/mm:	0/0	0/0	1/25	3/76	5/127	7/178

Living in a Host Culture

What to Expect

Anticipating future events and possibilities makes it easier to deal with them when they happen. For example, it helps to anticipate your initial departure and plan ways to maintain relationships with people at home while you are away. Be sure to allow ample time to say goodbye to all the people who are important to you, and plan how to keep in touch. This assures people that you will continue to care about them.

Planning to stay in touch does not require a promise to write or telephone on a strict schedule, but it does help to establish a realistic interval between communications. You will be extremely busy getting settled and learning about your new environment, so it is essential that long periods between communications not alarm your family and friends at home.

Some surprises always await you when you arrive in a new place. People may walk and talk more quickly, traffic patterns may be confusing, and buildings may look different than expected. Such differences are easy to see and quickly learned. The housing arrangements at your university or college, the manner in which classes are taught, registration for courses, and other procedures may seem strange or very confusing. The international student office is often the best place to go for help with such matters.

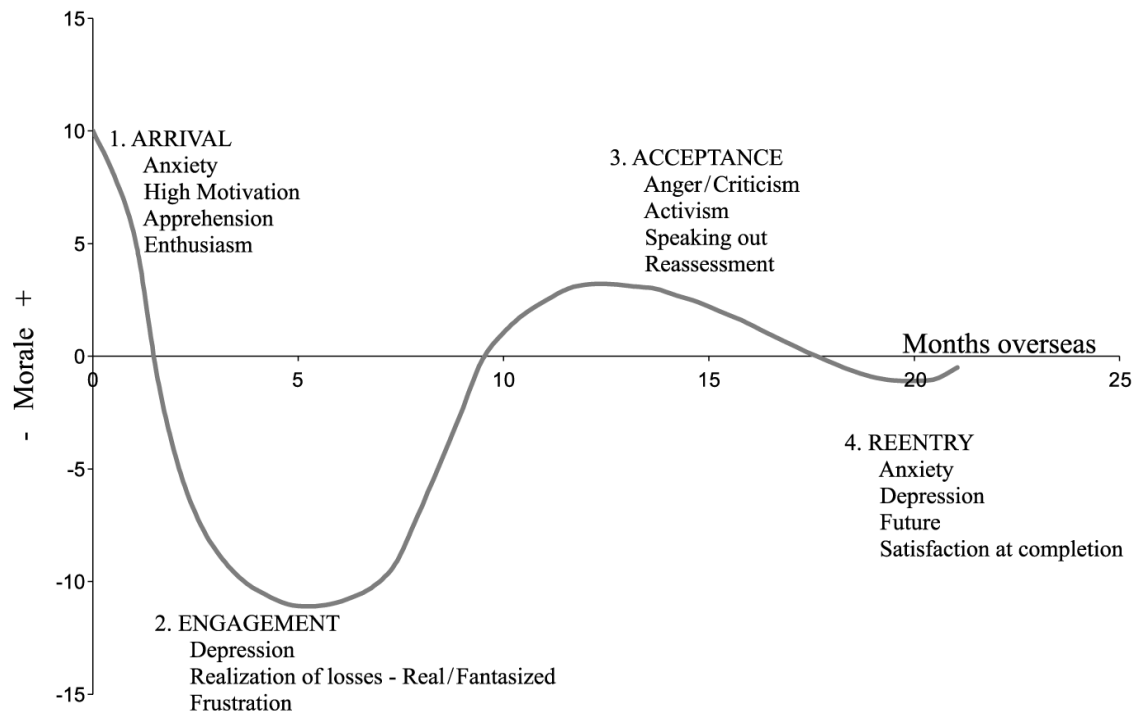
Studying abroad means making big changes in your daily life. Generations of students have found that they go through a predictable series of stages as they adjust to living abroad.

At first, although the new situation is a bit confusing, most students also find it to be exhilarating, a time of new experiences, sights, sounds, and activities. With so much to absorb in the new culture, the initial period of settling in often seems like an adventure. During this time, you will tend to look for and identify similarities between your home culture and your host culture. You will find that people really are friendly and helpful. The procedures are different, but there are patterns, things that you can learn and depend on. You may classify other aspects of the culture that seem unusual or even unattractive as curious, interesting, or “quaint.” There will be many opportunities to meet people off campus; such opportunities can be rewarding, but they also present an expanded array of cultural puzzles.

Your “cultural comfort level” will vary over time as you move in and out of your home culture.

Culture Adjustment

Gradually, as you become more involved in activities and get to know the people around you, differences—rather than similarities—will become increasingly apparent to you. Those differences may begin to seem more irritating than interesting or quaint. Small incidents and difficulties may make you anxious and concerned about how best to carry on with academic and social life. As these differences emerge, they can be troubling and sometimes shocking. However, culture shock does not happen all at once. It is a feeling that grows little by little, as you interact with other students, faculty, and people in the community.



Menninger's morale curve

Is It Culture Shock?

For many this gradual process culminates in an emotional state known as “culture shock,” although it is seldom as dramatic as the term implies. The common symptoms of culture shock are:

- Extreme homesickness
- Desire to avoid social settings that seem threatening or unpleasant
- Physical complaints and sleep disturbances
- Depression and feelings of helplessness
- Difficulty with course work and concentration
- Loss of your sense of humor
- Boredom or fatigue
- Hostility toward the host culture

Students are sometimes unaware of the fact that they are experiencing culture shock when these symptoms occur. There are ways to deal with this period of culture shock, so it helps to recognize that culture shock may lie behind physical symptoms and irritability.

Coping with Culture Shock

The most effective way to combat culture shock is to step back from an event that has bothered you, assess it, and search for an appropriate explanation and response.

Try the following:

- Observe how others are acting in the same situation
- Describe the situation, what it means to you, and your response to it
- Ask local residents how they would have handled the situation and what it means in the host culture
- Plan how you might act in this or similar situations in the future
- Test the new behavior and evaluate how well it works
- Decide how you can apply what you have learned the next time you find yourself in a similar situation

Throughout the period of cultural adaptation, take good care of yourself. Read a book or rent a video in your home language, take a short trip if possible, exercise and get plenty of rest, write a letter or telephone home, eat good food, and do things you enjoy with friends. Take special notice of things you enjoy about living in the host culture.

Although it can be disconcerting and a little scary, the “shock” gradually eases as you begin to understand the new culture. It is useful to realize that often the reactions and perceptions of others toward you--and you toward them—are not personal evaluations but are based on a clash of cultural values. The more skilled you become in recognizing how and when cultural values and behaviors are likely to come in conflict, the easier it becomes to make adjustments that can help you avoid serious difficulties.

Will I Lose My Own Culture?

Sometimes students worry about “losing their culture” if they become too well adapted to the host culture. Do not worry: It is virtually impossible to lose the culture in which you were raised. In fact, learning about the new culture often increases your appreciation for and understanding of your own culture. Do not resist the opportunity to become bicultural, that is, able to function competently in two cultural environments.

Just as culture shock derives from the accumulation of cultural clashes, so an accumulation of small successes can lead to more effective interactions within the new culture. As you increase your ability to manage and understand the new social system, practices that recently seemed so strange will become less puzzling. Eventually you will adapt sufficiently to do your best in your studies and social life and to relax and fully enjoy the experience. And you will recover your sense of humor!

What Students Say About Culture Shock

“We always warned new students about the three-month blues; it seemed about that time that we all felt what we eventually realized was culture shock.” *A student from India*

“I expected to learn about the United States; I was surprised how much I learned about myself and my country.” *A student from Colombia*

“Yes, I missed my family, especially my sisters, but we wrote letters and kept in close touch. After a while, I did not think about it all the time. I know they will be eager to see me when I get home. *A student from Jordan*

“I was so grateful to my host family. They were kind to me when I criticized their country. They patiently helped me get through the time when I was so sad and so angry.” *A student from Nigeria*

“I thought people from places like India and Japan would have culture shock but not me. I thought Americans are a lot like us Germans. It won’t be so different. But I was wrong, I had culture shock too, and it was probably worse because I was so sure it would not happen!” *A student from Germany*

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Health and Wellness Information

In a life-threatening emergency, please call **9-1-1 from any phone**. Otherwise, we encourage you to use the on-campus wellness center.

The Wellness Center

Carroll's Wellness Center offers quality health care to Carroll students (mostly free of charge). You can get your flu symptoms checked, you can get your immunizations completed, or you can meet with a counsellor to discuss problems you may be having as you transition from home to college. Please do not wait until you are feeling overwhelmed or sick before you make plans to visit them. The sooner you address your health issues, the easier it is to get your life back on track!

The Wellness Center is open from 9:00 AM – 12:00 PM and 1:00-4:00 PM Monday through Friday. However, it is closed for school holidays and during the months of June and July.

The Wellness Center is located on the ground floor of Guadalupe Hall. For appointments, call (406) 447-5441.

Weekly Clinic with Nurse Practitioner

Students who may need further evaluations or prescriptions can see the Nurse Practitioner, Denise Smigaj, FNP. She takes appointments every Tuesday afternoon between 1:00-5:15 PM. Please call (406) 447-5441 for an appointment and keep in mind that appointments fill up quickly.

Confidentiality

Visits to the Wellness Center staff are confidential. This means that communication between all staff and client is privileged and safe-guarded, i.e., information is not released to anyone

(parents, employers, or authorities) without your written permission, per the legal standards of the State of Montana concerning Privileged Communication (37-23-301) and the ethical code of the American Counseling Association.

Nearest Pharmacy and Hospital

The name of **the nearest pharmacy** is CVS and it is located next to Van's Thriftway, which is across the street from Carroll College: 526 Euclid Avenue 406-442-2196.

Helena's hospital, St. Peter's, offers a full array of services. It is located at 2475 E Broadway. The phone number is 406-442-2480. It is about 4 miles from the campus.

Required Immunizations

Please note that the State of Montana **requires** all students to submit proof of required immunizations:

1. MMR (Measles, Mumps and Rubella) —2 doses
2. DPT (Diphtheria, Tetanus, Pertussis)—Minimum of three shots plus the Tdap booster within the past 10 years
3. Polio—series of three love oral polio doses—one after the 4th birthday
4. Meningitis—one vaccination within the past 5 years
5. Tuberculosis Tb or PPD skin test—required within one year of attendance

Carroll College also recommends these additional vaccinations:

1. Hepatitis B—series of three vaccinations
2. Flu Vaccine
3. Pneumococcal Vaccine
4. Chicken Pox (or being aware of the dates that you had chicken pox)

Required Medical Insurance

Carroll requires all students to carry **medical insurance** and we recommend the following **minimum** insurance coverage:

- Lifetime maximum: \$300,000 (some companies offer up to \$1,000,000)
- Per event maximum: \$200,000 (some companies offer up to \$500,000)
- Medical evacuation: \$50,000 (some companies offer an unlimited amount)
- Repatriation of remains: \$25,000 (some companies offer up to \$250,000)

Students must also consider the following:

- Deductible: this is the amount per event that a student is required to pay. J1 visa holder's deductibles must not exceed \$500 per accident or illness.
- Co-insurance, which is the amount that you pay for any treatment
- Network coverage, which offers less expensive treatments by seeing a network doctor or going to a network hospital.
- Will the coverage apply to you while in your home country or just the US?
- If you are going to play competitive sports, will this plan cover you?
- What are the exclusions, meaning what will the company NOT pay for?

The following is a partial list of international student insurance companies, but Carroll does not endorse one company over any other.

- www.isoa.org
- www.intlstudentprotection.com
- www.compassstudenthealthinsurance.com
- www.culturalinsurance.com

Immigration and SEVIS Information

This section summarizes some of the most important rights and responsibilities you have as an F-1 or J-1 student studying in the United States. It will answer many of the most common questions regarding F-1 or J-1 status. If you have additional questions regarding United States Citizenship and Immigration Services (USCIS) regulations, please contact the Global Learning Office, Borromeo Hall 110. Please DO NOT obtain immigration information from your friends or relatives.

Immigration Documents

Passport

Your passport is your official document which proves your citizenship. You must maintain a valid passport at all times (unless you are exempt from passport requirements). If you lose your passport, you must apply for a replacement immediately from your home country's embassy or consulate. You should apply for a new passport six months before your current passport expires. Your passport must always be valid for 6 months after your expected date of graduation. Your passport will also show your current US immigration status.

Visa

The visa is permission to come to the United States and apply for entry—it IS NOT proof of immigration status while in the US. Your visa is located in your passport and has an expiration date. **If your visa expires, you may continue to stay in the United States as long as your I-20**

or DS-2019 and passport are valid. The only time you need to renew your visa is when you need to leave and reenter the United States (see 30-day visa rule below regarding travel to Canada and Mexico). Please note that Canadian citizens, but not landed immigrants, are exempt from the F1 visa requirement, but Canadian citizens must possess a valid passport at all times. If your visa expires before the end of your official program date, you do not need to reapply for a new visa unless you plan to leave and re-enter the US.

I-20/ Ds-2019

The form I-20 (for F1) or form DS-2019 (for J1) is issued to you so that you may apply for an F1 or J1 visa. It indicates your length of stay, degree program, financial information and off-campus work authorization (if any). You should read and clearly understand the material on page two of the form. If you lose your form, you must request a new one from the International Admission Office immediately. Should you need to extend your stay in the US to complete your program, you must apply for an extension prior to the program end date on your I-20 or DS-2019. You must be in status in order to qualify for an extension. You will most likely have different forms during your career as a student. You should keep copies of all of your forms in a safe place as you may be required to produce them when applying for a benefit.

I-94

The electronic I-94 arrival/departure card is used by Immigration Services to track when you arrive and leave the country. It indicates your current immigration status. I-94 cards are no longer issued, but many employers still require I-94 information. To obtain your I-94 number, please have your passport ready and go to: <https://i94.cbp.dhs.gov/I94/#/home#section>.

Maintaining F-1/J-1 Status

SEVIS

SEVIS stands for “Student & Exchange Visitor Information System” and is a database used by the U.S. Department of Homeland Security to track international students and visitors in F-1, J-1 or M-1 status. The International Admission Office uses this database to update your student status each semester. This is why it is so important to inform the International Student Office whenever your situation changes. If we are unable to verify your status, we may have to terminate your record within SEVIS. If this happens, you will have to apply for reinstatement or leave the country and come back in with a new I-20 or DS-2019.

Course Load

You must register for and complete a minimum of 12 credits per semester. The only exceptions to this are when you need fewer than 12 credits to complete your program that semester, or if you request and are granted permission from the International Admission Office in advance.

You must request and obtain permission from the International Admission Office before you withdraw (officially or unofficially). If you drop below 12 credits, you will be out of status. One on-line or distance education class may count for up to three credits towards your full course of study.

Transferring or Taking Courses from a Different School

If you wish to obtain a degree or certificate from your current school, but want to take courses temporarily at a different school, you should consult with the International Admission Office to determine if any procedures must be followed to authorize the study. If instead, you wish to cease study at your current school and transfer to a different school, you must follow proper transfer procedures. Consult with the International Admission Office BEFORE you transfer, to submit a written request to transfer your SEVIS record.

Changing Major or Education Level

If you complete an associate level program and wish to study for a bachelor program or change your major, you should come to the International Admission Office, after meeting with your academic advisor, to request a new I-20 or DS-2019 listing the new educational level and/or major.

Change of Address

You must report any change of address, name and phone number to the International Admission office within ten days of the change. This is a USCIS requirement and is a deportable offense! Please do not forget to tell us your new address! Even if you only change rooms in the residence hall, this must be reported to the International Admission Office.

Length of Time You May Remain in the United States

You may remain in the United States until the program completion date of your I-20 or DS-2019 provided that you maintain your status. In your passport, you should see a stamp near your F1 or J1 visa page that notes the date you entered the US and a designation that reads D/S. This stands for *duration of status*. If you require more time to finish your program, you will need to request an extension from the International Admission Office. This request must be done prior to the expiration date on the I-20/DS-2019. If your form expires, you will have to request reinstatement from the USCIS. Once you finish your course of study, students in F-1 status have 60 days before they must leave the country unless they have another authorization such as a new I-20 from a different program, OPT work authorization, etc.

Students in J-1 status have only 30 days before they must leave the country unless they have another authorization such as a new DS-2019 from a different program or academic training work authorization.

You may remain in the United States and will be considered to be maintaining lawful F-1/J-1 status during holidays and vacation periods observed by Carroll College, including annual vacations, provided (1) you are eligible and intend to register for the next school term (the term immediately following an annual vacation), and (2) the "completion of studies" date in form I-20 or DS-2019 will not be reached before you resume study.

Employment

On-campus Employment

You may be employed at Carroll College in any job on campus. You may **NOT** accept on-campus employment without prior written clearance from the Global Learning Office. The office will provide you with a verification of your legal status for employment purposes and assistance to obtain a US Social Security Number.

Social Security Number

If you do not already have a US Social Security Number, you will need to have a job offer from an on-campus or off-campus employer before you can apply. You will also need authorization from Career Services and/or the Global Learning Office. Information regarding obtaining a social security number can be found on page 33.

Off-campus Employment

With appropriate authorization, you may work off campus, but this requires prior approval from Career Services and/or the USCIS. There are several types of authorization as outlined below.

F1 Students Only: Economic Hardship Work Authorization

If there is an unforeseen change in your financial situation, you may be eligible to apply for a Severe Economic Hardship Work Authorization from the USCIS. You must have completed at least one academic year of schooling before you can apply. See Career Services for more information.

Practical Training (CPT/OPT) or Academic Training

Curricular Practical Training (CPT) is work, which is directly related to your field of study. Most F-1 students are eligible to apply for Curricular Practical Training (CPT) before completion

of studies, and/or Optional Practical Training (OPT) during or after a program of study. You may request 12 months of OPT at each program level (Associate's, Bachelor's, Master's, or PhD).

Please note: OPT after completion of studies must be requested before you complete your studies. The best time to complete this request is typically 6-8 weeks prior to expected graduation.

J-1 degree seeking students may apply for academic training to be done following their academic program. The program sponsor must approve this well in advance of the program completion date. Please consult your program sponsor within 90 days of the completion of your program if you are interested in applying for academic training.

Important Note: On-campus and off-campus employment must not exceed 20 hours per week while school is in session, but may be full-time when school is not in session or during your annual vacation period (off-track). Check your hours worked to ensure you do not go over the 20-hour limit. The Carroll College workweek begins Saturday and goes through Friday evening. This is not the same as your pay period.

Travel

Travel Within the United States

You may travel freely within the United States provided you maintain your lawful F-1 or J-1 status and have your valid Passport, I-20/DS-2019 and I-94 in your possession.

Travel Outside the United States and Returning to Carroll College

If the travel authorization on the third page of your I-20 or at the bottom of the first page of your DS-2019 is expiring, you should bring the following documents to the International Programs Office before departing the United States: (1) your valid Passport, (2) your I-20/DS-2019, and (3) your I-94. In most cases, you must have a valid visa to return to the U.S. The travel authorization is valid for one year if you are a current student and six months if you are on post-completion OPT (F-1) or Academic Training (J-1). Contact the International Admission Office if you have questions.

Travel Outside the United States Returning to a Different School

In addition to the requirements above, you must obtain a new I-20 or DS-2019 from your new school BEFORE you attempt to re-enter the United States. Entering this country using an old document from a school you do not plan to immediately attend can cause serious problems with the USCIS.

Thirty-Day Visa Law

If you travel to Canada, Mexico, or adjacent islands for fewer than 30 days you may be eligible to re-enter the U.S. even if the F-1 visa in your passport has expired, provided you have a valid Form I-94, passport and I-20 or DS-2019. **If you apply for a visa during these 30 days and are denied, you may not re-enter the U.S. but must return to your home country and obtain a new visa.** The 30-day rule does not apply to students that are out of status.

Further Information

Additional information is available from the Global Learning Office. We offer information, counseling and assistance on all federal regulations related to maintaining your student status. We advocate for you, so please come see us with any questions regarding your stay in the US or at Carroll. It is better to check rather than fall out of status.

Working on Campus and Getting a Social Security Card

Location of the local Social Security Administration (SSA) Office

Social Security Administration
Federal Building
10 W 15th Street, Suite 1600
Helena MT 59626

Please note that the social security card is not a permit for off-campus employment.

It is about a 10-minute walk from campus. The hours are M, T, Th, Fri 9:00 AM – 3:00 PM and Wednesdays from 9:00 AM – 12:00 PM (noon).

PLEASE NOTE THAT YOUR SOCIAL SECURITY CARD APPLICATION WILL NOT BE PROCESSED UNTIL YOU HAVE DONE THE FOLLOWING:

1. Obtained an on-campus job (this is required to obtain a SS card).
2. Had your supervisor complete the ON CAMPUS WORK PERMISSION FORM. This form is found on the CC website or you can email sackeret@carroll.edu for a copy.
3. Registered for and PAID ALL FEES for the upcoming semester.
4. Update ALL your addresses with the international student advisor.
5. Brought your ON CAMPUS WORK PERMISSION FORM to the Global Learning Office/DSO.
6. Obtained a letter from the PDSO or DSO to present to the Social Security office.

When you apply for your social security card, you must visit the office in person and present the following:

- Valid passport
- I-94 information. Please see the SEVIS/immigration section for information about how to obtain your electronic I-94 number information.
- A letter from the PDSO stating that you are allowed to work on campus
- I-20 for F-1 students
- DS-2019 for J-1 students
- Receipt of payment to Carroll College or for full-time registration
- Your complete postal address. If you live on campus, please see section 13 for information regarding your campus address.
- Social Security card application: you can download this from the web at: <http://www.ssa.gov/online/ss-5.pdf> or obtain one at the Social Security office in Helena
 - For question # 3 check “LEGAL ALIEN ALLOWED TO WORK”
 - For question # 8 write “N/A” unless your mother has a US Social Security Card
 - For question # 9 write “N/A” unless your father has a US Social Security Card
 - For question # 17 check “SELF”
 - Do not forget to sign your application!

The SSA will verify your status using the SEVIS system. If you are not registered for classes and have not paid ALL your fees in full, your application will be rejected!

Once you have submitted everything to the SSA in Helena, there is no way to telephone the USBCIS or SSA to inquire about the status of your application. If you change your address during the waiting period, you must notify the SSA in Helena AND UPDATE IT with the international student advisor. It is best to notify the SSA of any address changes in person. DO NOT USE THE INTERNATIONAL ADMISSION OFFICE ADDRESS.

Please understand that if you do not follow ALL of the above instructions, your application will be rejected and there is nothing that Carroll College can do for you.

Important Contacts

International Student Advisor (PDSO, ARO)

Director, Global Education

Shannon Ackeret
sackeret@carroll.edu
+1-406-447-4469
Borromeo Hall 110

International Admission (DSO, RO)

TBD – see Shannon Ackeret

Academic Advising Center

Cheri Long
chlong@carroll.edu
+1-406-447-5404
Borromeo Hall 105

Career Services and Internships (DSO,ARO)

Laurie Rodriguez
lrodriguez@carroll.edu
+1-406-447-5465
Borromeo Hall 101

Tutoring

<https://www.carroll.edu/academic-services/tutoring>

Accessibility Services

Kevin Haddock
khaddock@carroll.edu
+1-406-447-4376
Borromeo Hall 115

Campus Housing

+1-406-447-5509
Borromeo Hall 131

Student Billing

Traci Schmaus
tschmaus@carroll.edu
+1-406-447-5429
O'Connell Hall - Business Office
<https://www.carroll.edu/business-office/saints-student-account-center>

Wellness Center

Kerri Rigsby
kripsby@carroll.edu
+1-406-447-5438
Guadalupe Hall - Basement