AEC Student Handbook

The Applied English Center
204 Lippincott Hall
University of Kansas
Lawrence, Kansas 66045
aec.ku.edu

SPRING 2016
Contents

Welcome 1
Important Phone Numbers 2
Who’s Who at the AEC? 3
Resources for International Students 3
Questions and Problems: Who to see, what to do 5
Courses at the Applied English Center 6
Placement in Classes and Progression through the Program 7
Adjustment Problems 8
AEC Student Activities 10
KU Email Account 10
AEC Class Rules 11
Leaving KU and/or the AEC 12
Information for Non-immigrant Students 13
Health and Medical Care 16
Financial Information 17
Care of Valuables and Personal Safety 19
Getting Around Lawrence 21
Recreation and Entertainment 22
Weather in Lawrence 25
Best Wishes 27
Welcome to the University of Kansas. We have prepared this handbook to help you better enjoy your time at the AEC. We have tried to give you some useful information about your English language classes, the staff of the AEC, and practical matters such as transportation, recreation, and health care in Lawrence. The information is as accurate and up-to-date as possible.

For even more up-to-date information and schedules, be sure to bookmark the AEC website (aec.ku.edu) to see schedules and announcements.

While you are a student at the AEC, you are invited to come in and talk with the cross-cultural advisors and other members of the AEC staff. We will gladly try to answer your questions concerning the AEC, KU, and the Lawrence community.

The AEC Mission Statement:

| Our students are our highest priority.  |
| We are committed to preparing our students linguistically, academically and culturally for university life; providing services to enhance their adjustment and achievement; and advocating for ESL and international students. |

Best wishes for a successful stay at KU!

Sincerely,
The AEC Staff
Important Phone Numbers

*When making a phone call from a campus phone, add an “8” before each off-campus number. For on-campus numbers, just dial “4” and the last four numbers.*

<table>
<thead>
<tr>
<th>Resources for International Students</th>
<th>Emergency Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied English Center .......................... 864-4606</td>
<td>Ambulance, Fire, Police .......................... 911</td>
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<tr>
<td>204 Lippincott Hall</td>
<td>KU Police Department and</td>
</tr>
<tr>
<td>Office of International Student Services ...... 864-3617</td>
<td>Office of Public Safety .......................... 864-5900</td>
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<tr>
<td>2 Strong Hall</td>
<td>Crime Stoppers .......................... 864-8888</td>
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<tr>
<td>Study Abroad Office .......................... 864-3742</td>
<td>Lawrence Police Department</td>
</tr>
<tr>
<td>108 Lippincott Hall</td>
<td>Non-emergency assistance .................. 832-7509</td>
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<td>KU Student Legal Services .......................... 864-5665</td>
<td>Poison Information Center .................. 1-800-222-1222</td>
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<tr>
<td>312 Burge Union</td>
<td>Watkins Health Center</td>
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<tr>
<td>Lawrence Host Family Program .......................... 864-3617</td>
<td>Switchboard .......................... 864-9500</td>
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<tr>
<td>Small World .......................... 841-3645</td>
<td>Headquarters Inc. .................. 841-2345</td>
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<tr>
<td>KU Information Center .......................... 864-3506</td>
<td>211 East 8th Street, Suite C</td>
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<td>News and Information</td>
<td>Personal problem referral for:</td>
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<tr>
<td>Lawrence Journal-World .......................... 843-1000</td>
<td>Birth control/human sexuality information</td>
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<td>609 New Hampshire</td>
<td>Community resource information</td>
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<td>Recreational Activities</td>
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<td>Student Recreation Fitness Center .......................... 864-3546</td>
<td>Domestic abuse</td>
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<td>University Theater Box Office .......................... 864-3982</td>
<td>Drug crisis intervention</td>
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<td>Transportation</td>
<td>Drug information</td>
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<td>KU on Wheels/ Lawrence Transit System (bus) .................. 864-4644</td>
<td>Mental health</td>
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<td>.................................................. 864-7233</td>
<td>Problem pregnancy</td>
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<td>Saferide .......................... 864-3742</td>
<td>Rape victim support service</td>
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<td>Kansas Driver’s License Bureau .......................... 843-9593</td>
<td>Suicide prevention</td>
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<td>I-70 Visitors Center .......................... 864-4644</td>
<td>Sexually transmitted infection</td>
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<tr>
<td>1035 N. 3rd Street, Suite 122</td>
<td></td>
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<tr>
<td>Taxi Services</td>
<td>Directory Assistance</td>
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<tr>
<td>Ground Transportation Inc .......................... 842-8294</td>
<td>Campus Phone Numbers</td>
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<tr>
<td></td>
<td>From On Campus .......................... 0 (Operator)</td>
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<td></td>
<td>From Off Campus .......................... 864-2700</td>
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<td>Personal Problems</td>
<td>KU Counseling and Psychological Center .......................... 864-2277</td>
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<tr>
<td>KU Counseling and Psychological Center .......................... 864-2277</td>
<td>2100 Watkins Health Center</td>
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<td>2100 Watkins Health Center</td>
<td>Applied English Center</td>
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<td>Cross-cultural Advisors .......................... 864-4606</td>
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<td>Directory Assistance</td>
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<td>Campus Phone Numbers</td>
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Who’s Who at the AEC

Administrative Staff
Joe Potts, Interim Executive Director
Deborah Osborne, Director
Margaret Coffey, Senior Associate Director for Special Programs
Mary McGuinness, Senior Associate Director for Business Operations
Liz Byleen, Associate Director for Academic Affairs
Sandra Issa, Associate Director for Student Services
Howard Pollock, Testing Officer
Aaron Huerter, Admissions Coordinator
Doris Gasper, Office Supervisor and Enrollment Officer

Cross-cultural Advising Staff
Rebecca Boguski
Elizabeth Gould
Sandra Issa
David Kapusta-Pofahl
Kay Ornella
Ann Tilson

Resources for International Students

Office of International Student Services
2 Strong Hall 864-3617 iss.ku.edu
This office offers counseling and help for international students enrolled at KU and the Applied English Center. If they do not know the answer to your questions, they will tell you where you can find the answer.

Admissions of International Students
If you are an AEC student whose I-20 was issued by the Applied English Center and you wish to study for a degree at KU, you must apply for admission to KU. If you are an undergraduate student, you should speak with the Office of International Student Services.
Undergraduate Admissions:
45 Strong Hall
864-2616

If you are a graduate student, you will need to talk with people in the department in which you wish to study.
Graduate Admissions:
Department chairperson or Director of Graduate Studies of the various departments and the graduate studies office of the various schools.
Office of Study Abroad
108 Lippincott Hall 864-3742 studyabroad.ku.edu
This office works with KU students wishing to study overseas and with international students on university exchange programs who come to KU to study.

International Student Association
iss.ku.edu/international-student-association  or rockchalkcentral.ku.edu/organization/isa
This campus organization serves as the mother organization for all the national organizations on campus (such as the Chinese Student Association or the Malaysian Student Association). It sponsors the Festival of Nations and the International Banquet each year. The International Club is a good way to meet other people from your country, other international students, and American students interested in international students.

Legal Services for Students
312 Burge Union 864-5665 legalservices.ku.edu
Student Legal Services provides advice and consultation for KU students on legal matters, including review of leases and other legal documents, immigration problems, and legal research. Services are provided by an attorney and/or law students. Telephone for an appointment.

Lawrence Friendship Family Program
International Student Services 864-3617 iss.ku.edu/lawrence-friendship-family-program
This Lawrence organization serves international students by putting them in contact with Lawrence families. This gives the students the opportunity to take part in U.S. family life and to share their own customs and lifestyles with Americans. If you are interested, contact the Office of International Student Services. The Host Family Program does not operate during the summer session.

Small World Program for Wives and Children
2415 Clinton Parkway 841-3645 iss.ku.edu/small-world
This Lawrence organization helps international women, usually wives of international students. English classes, craft workshops, and preschool care are a part of a regular program of activities. Small World has meetings on Tuesday and Thursday each week at 2415 Clinton Parkway. Call the number listed or International Student Services for more information. Small World does not have meetings during the summer session.

Testing Services
The TOEFL, GRE (Graduate Record Exam) and other examinations are often required by some American colleges and universities for admission of international students. You can get more information about these examinations at the Testing Services Center in Watkins Health Center, www.testing.ku.edu. (Note: TOEFL scores cannot be used instead of the AEC Final Exam scores for students enrolled in AEC courses. AEC students must take the AEC Final Exam.)
University Senate Standing Committee on International Students
The University Senate is part of the government of the university. The University Senate makes rules and regulations affecting the entire university community. Its International Student Committee studies and makes recommendations on all affairs affecting international students at KU. If you are concerned about rules of the university, you should talk with the chairperson of this committee. The AEC director can tell you how to contact the chairperson.

Questions and Problems: Who to see, what to do

Applications to the AEC
Do you have a friend or relative who wants to study at the AEC? See the admissions coordinator at the AEC (or write to aec@ku.edu), or go to the website at aec.ku.edu.

Applications to Colleges and Universities
Do you want to apply for admission to KU or another college or university? See the AEC cross-cultural advisors, undergraduate international admissions (the Office of International Student Services), or the appropriate graduate department chairperson.

Attendance Questions
Have you been absent from your class? Talk to your instructor first, the AEC cross-cultural advisors second.

Classes
Do you know what books to buy for your classes? Do you know which assignment is due tomorrow? Do you understand the material that was presented in class? See your instructors first, the AEC cross-cultural advisors second.

Class Schedule
Are you having problems with the times that your classes meet? See the AEC cross-cultural advisors.

Grievance/Compliant Procedures
Do you have complaints about services at KU? See the AEC cross-cultural advisors for a list of offices or committees to study your complaint. Do you have complaints about an AEC course or about the AEC? Make an appointment with an AEC cross-cultural advisor.

Immigration
Do you have questions about your passport, visa, I-20, or I-94? See the AEC cross-cultural advisors or the Office of International Student Services.

Personal Problems
Do you have questions concerning health, housing, family, recreation, or transportation? Are you concerned about your social or personal adjustment? See the AEC cross-cultural advisors.
General Information

If you have general questions concerning KU or Lawrence, you can always call the Information Center at 864-3506. The Information Center will answer your questions or listen to you. At some times during the day, there will be a person there to talk with you—other times of the day, there will be an automated answer.

For information concerning international students, the Office of International Student Services in 2 Strong Hall (864-3617) will be glad to help you.

Courses at the Applied English Center

Five Levels of Instruction

The AEC provides five levels of instruction in English for students of other language backgrounds. Your placement in these levels is based on your performance on the AEC Entrance and End-of-semester (ITP-institutional TOEFL) exams and your course grades. Change of level (to a higher level) recommendations may be made to the director based on diagnostic tests and all other work at the start of each term.

Two Areas

At each level, there are courses in these two areas:

- Listening, Speaking, Grammar for Academic Purposes
- Reading, Writing, Grammar for Academic Purposes

In addition, Support Courses are offered at levels 1-3 and Elective Courses are offered at levels 3-5.

Conversation Groups

All students are invited to participate in conversation groups that are offered several times a week. You can attend once or several times a week, depending on your interest in practicing conversational English. The groups are informal discussions between international students and American students and are not required or graded. Information about these groups is provided through email and also by Listening and Speaking instructors early each semester. You can also ask about Conversation Groups at the front desk of the AEC office.

LEO: Learning English Online

LEO: Learning English Online is the AEC’s computer laboratory in 226 Fraser. Work in the computer lab is required in many AEC courses. The AEC believes that the work you do in LEO will help prepare you for your university academic requirements. Go to the AEC website and click on Resources (top of page), and then click LEO Lab (left side of page) for more information about learning English online and for the weekly lab schedule of workshops.
Placement in Classes and Progression through the Program

Placement in AEC Classes
We work very hard to make sure that every student is correctly placed in AEC courses and levels. At the beginning of each semester, instructors watch the work from all students very carefully. We give diagnostic tests that help us know the abilities of all students, and those tests can show that you should be in a higher level. Instructors will talk with their course coordinator about change of level, and coordinators will make change of level recommendations to the director. The director makes all change-of-level decisions based on student performance.

Start of Semester: Arrive Early
You should arrive several days before classes begin so that you can test (if necessary), enroll in classes, buy your books, and be ready to start the semester. Students who start classes late will miss important work in the first days of classes, including diagnostic tests. Diagnostic tests and other work related to change-of-level cannot be made up.

Progression through the Program
All students in Levels 1-4 must take the ITP (institutional TOEFL) test at the end of each semester. Your placement for the next semester is determined, in part, by your grades. If you earn an A or B in a class, you automatically move up to the next level. If you earn a D or F in a class, you must repeat that class. If you earn a C in a class, your placement for the next semester will be determined by your performance on the ITP. Students who earn an A, B, or C in their classes and score high enough on the ITP may move up more than one level.

Level 5 Courses
Students who earn an A or B in a Level 5 class will have completed their proficiency requirements in that skill area. If you earn a C, D, or F in a Level 5 class, your performance on the ITP will determine if you have passed, or if you will have to repeat the Level 5 class.

Probation
Students who do not meet the course or attendance requirements for the semester will be placed on academic probation for the following semester. You can be placed on probation for the following reasons:
- You missed 15% or more of your combined classes.
- You earned a D or F in any of your AEC courses (core courses, support courses, or elective courses).

Being on AEC academic probation means that you will have to meet certain requirements for your courses for the following semester. If you do not meet these requirements, you will be dismissed from KU. See a cross-cultural advisor for more details.

AEC Final Exam
At the end of spring semester, you must take the institutional TOEFL (ITP) at the scheduled day and time. There are no early or late tests.
You will receive a grade of satisfactory or unsatisfactory for this exam, which will appear on your transcript (satisfactory means that you are not required to take further AEC courses, unsatisfactory means that you must still study in a course or courses at the AEC).

We also use this exam to certify to the university when your English is proficient enough for full-time KU coursework, provided you have been admitted to the university.

Receiving your End-Of-Semester Report

It is important for you to receive your End-of-Semester Report before you leave Lawrence, then you will know your courses for the next semester. Students who are on AEC Academic Probation are required to stay to get their End-of-Semester Report.

Class Grades

AEC level 1 - 3 course grades of (A, B, C, D, F) are official university grades and will appear on your KU transcript and may influence your acceptance to other programs at the university or to other colleges or universities. They do not count towards any degree offered by KU and are not included in your KU grade point average.

Credit hours for courses at level 4 and 5 do count toward undergraduate degrees in the College of Liberal Arts and Sciences, the School of Architecture, and the School of Business. AEC instructors assign letter grades for level 4 and level 5 courses, but your official university grades for these courses will be credit or no-credit. To receive a grade of credit for one of these courses you must earn at least a grade of A, B, or C in the class.

Adjustment Problems

New Students

Most international students experience some adjustment problems during their first months in the United States. You may feel homesick and miss your family, friends and hometown very much. American classes, your instructors and fellow students may seem very strange. The food, climate and pace of life in the United States may be very new to you. Language problems may make you feel lonely and isolated. These are all problems that most international students have had and that many Americans have while living overseas. Remember that you are not alone.

Overcoming Adjustment Problems

There are many things you can do to overcome adjustment problems. Don’t just stay home.

1. Find a place where you feel comfortable (the library, the cafeteria, a friend’s room) and spend a little time there every day.
2. Plan certain times during the week or day when you don’t think about your studies or problems; have some fun!
3. Begin a regular exercise program. Walking one or two miles a day helps you feel healthy and relaxed.
4. Talk things over with friends, classmates, AEC cross-cultural advisors, and people in the Office of International Student Services.
5. Maintain regular life patterns. For example, eat meals at regular times, sleep regularly and exercise regularly.
6. Attend social functions, concerts, or sporting events. Meet some people and talk with them about activities you might like to participate in.
7. Contact your own nationality club on campus if there is one. The AEC cross-cultural advisors or the Office of International Student Services can help you contact other students from your country.

**Personal Freedom**
In the United States, students often have a lot of personal freedom. They may choose their own friends, their own living arrangements, their own activities, and their own schedules. Each individual has the right to live in an environment in which he or she feels comfortable. If you experience problems in your residence hall with roommates or other people, or on campus or in town, come to the AEC office to discuss your feelings or problems with an AEC cross-cultural advisor or go to International Student Services.

**Religious Freedom**
Each individual has the right to his or her own religious and philosophical ideas. If you feel that an instructor or other person in the university community is trying to influence your religious ideas against your wishes, you have the right to say, “No, thank you. I do not want to talk about religion.”

If you want to talk about pressures you feel from members of groups, you can talk with the AEC cross-cultural advisors or a member of the Office of International Student Services.

You may find that many Americans do not want to discuss religion at all or only in very general terms. Some Americans will appear to be uncomfortable if you ask them direct questions about their religion or if you try to share more than general information about your religion with them. Many Americans believe in tolerance for other people’s religions, but are not interested in changing to a new religion. In fact, most Americans, even those who are very religious, will not share their personal religious beliefs with anyone outside of their families because they do not want others to feel that they are trying to influence their religious choice. This is a way of showing respect for all the different religions that coexist in the United States. It is helpful to keep this in mind if the subject of religion comes up in conversation with Americans.

**AEC Cross-cultural Advisors**
The AEC cross-cultural advisors are available in the AEC office to talk with you about any concerns or problems that you may have during the semester. The cross-cultural advisors are prepared to discuss matters of attendance, cultural adjustment, health, family, academics, and other matters of personal concern. The cross-cultural advisors want to help you in any way possible to make your stay here a comfortable and rewarding one. You may make an appointment with an AEC cross-cultural advisor by phoning the AEC office (864-4606) or by stopping by the office.
AEC Student Activities

Each semester the AEC participates in several student activities throughout the semester. Student activities are a great way to make new friends and get involved in the university and the community while practicing your English. We participate in activities to enhance your experience of living and studying abroad as well as giving you opportunities to practice your English in the “real world”. If you want to improve your English skills, it is important to take your English outside of the classroom.

There are many kinds of activities, such as visiting museums, playing sports, attending local cultural events, and celebrating American holidays.

How do you find out about activities? Go to conversation groups and the leaders will give you a flyer about upcoming activities. Also be sure to watch your email. Activity announcements are sent out to your KU email address. You can also click the link to activities on the AEC website (aec.ku.edu), check the AEC Conversation Group Facebook site (go to Facebook and search for “Applied English Center Conversation Groups”), or check the bulletin board in the hallway outside the AEC office.

Here are the guidelines that you need to follow to participate in activities:

1. Some activities are free and some cost money. Check the flyer for this information.

2. Some activities have a limit of how many people can go. Check the flyer for this information.

3. If an activity is cancelled, due to rain or not enough students, we will send you an email.

4. You may need to purchase tickets before an activity. If you would like help, a conversation leader at conversation groups will be happy to help you any time.

5. A great way to prepare for these activities and practice the vocabulary you learn from them is to attend conversation groups on the first floor of the Kansas Union.

If you have questions about an activity, email Tiffany Learned, AEC Education Program Specialist, at tlearned@ku.edu. You can also talk to the conversation leaders at conversation groups for information and details.

KU Email Account

All students are required to have a KU email account, or to register a current email account with KU. You will receive important information from KU through email. You can go to the following website technology.ku.edu and click on Accounts to register your email account. If you need help doing this, please come to the front desk at the Applied English Center.

You will receive an eBill through email telling you how much money you owe for tuition and fees, and when and how you must pay. You must have a KU email account, or have your
email account registered with KU to receive this information. Be sure you check your email often.

**AEC Class Rules**

**Attendance Requirements**

Attend classes regularly. If you expect to be absent, you should notify your instructors. If you are absent, you should ask your instructors about the information you missed. You should ask your instructors about the possibility of making up missed assignments. Different instructors may have different rules about making up missing assignments, so be sure you understand the rules for each class.

Arrive at class at least a few minutes before the class begins and stay in class until the end of class. If you expect to be more than 10 minutes late for class, or if you expect to leave class more than 10 minutes early, or if you expect to miss more than 10 minutes of the class at any time, you should tell your instructor in advance. You will be counted absent.

The AEC expects that you will attend every class session, except in cases of serious illness or emergencies. Missing classes can hurt your progress in learning English. Moreover, excessive absences are disruptive to the class and can cause extra work for the instructor. You are expected to schedule personal appointments outside of class time.

If you have a prolonged illness or other situation that causes you to have a large number of absences, you should make an appointment to see a cross-cultural advisor. Your absences will not be excused, but your circumstances can be documented on your file.

If you miss more than 15% in all of your classes combined, you will be put on probation at the end of the semester.

**Excused Absences**

The AEC does not excuse absences for any reason except for mandated (required) religious observances. If you have a long illness or other situation that causes you to have a large number of absences, you should make an appointment to see a cross-cultural advisor. Your absences will not be excused, but your reasons can be written in your file.

The University of Kansas and the AEC have a policy about absences due to mandated religious observances (i.e., a religious holiday). An absence for a religious holiday will be excused. Your instructors will tell you about this on their course policy sheet. If you have questions about being excused because of a religious holiday, please talk to Doris in the AEC office.

**Homework and Assignments**

Homework is an essential part of the AEC program. You are expected to complete all homework and other class assignments on time.
Active Participation

Classroom exercises and activities are important in developing your skills in English. Participate actively in class. Ask and answer questions as your instructor allows and join in discussions and activities. The language of the classroom is English. Speak English in and outside of class as much as possible.

KU Rules for Students

The University of Kansas has rules about student behavior. You should look at these rules so that you know about your rights and your responsibilities as a university student. If you have questions about something, please make an appointment to talk to an AEC cross-cultural advisor.

Article 2, Section 6: Academic Misconduct

policy.ku.edu/governance/USRR#art2sect6

This part is very important. It explains a very important idea at any American university: academic misconduct. Misconduct means doing something bad or wrong. For example, if a student copies work from another student, or does the class work for another student, they can be in a lot of trouble.

This is the whole reading that includes the part above (academic misconduct):

Code of Student Rights and Responsibilities

policy.ku.edu/code-student-rights-and-responsibilities-student-code

Asking For Extra Help

Your AEC instructors are available to help you outside of class and can meet with you to discuss your classwork. You should find out from each instructor the times he or she will be in the office. You can then make an appointment to meet with your instructor during his or her office hours to discuss any problems you are having in that particular class.

Leaving KU and/or the AEC

If you are currently enrolled or if you have pre-enrolled for next semester, and you do not plan to (or cannot) return to KU, please talk with Doris in the AEC office about disenrolling. This is very important because:

- You are not automatically disenrolled (removed) from your pre-enrolled courses if you do not return to KU or the AEC.
- You will be billed for your courses and fees even if you are not here and you do not attend any classes.
- You will receive a grade of F in all of your classes.

If You are Currently Enrolled and Must Leave During a Semester

If you are at KU on a visa and you must leave, you must

A. talk to an advisor at ISS, AND
B. talk to Doris at the AEC Office to complete a withdrawal form.
Tuition and fees are established by KU and may change each semester. For updated information on tuition and fees, you may visit the AEC office or go to KU’s website at registrar.ku.edu. If you enroll in classes and then need to drop a course or withdraw from all your courses, you may still owe some money for the course(s). Please contact the AEC office or go to the KU website (registrar.ku.edu) for more information on refund deadlines.

If You are Pre-Enrolled for Next Semester and Will Not (or Cannot) Return
If you are at KU on a visa and you pre-enrolled for next semester, and then you decide that you will not return (or you cannot return):
   A. If you are in Lawrence, come to the AEC Office and talk to Doris.
   B. If you are not in Lawrence, call the AEC or send an e-mail addressed to Doris Gasper at dgasper@ku.edu.

Tuition and fees are established by KU and may change each semester. For updated information on tuition and fees, you may visit the AEC office or go to KU’s website at registrar.ku.edu. If you enroll in classes and then need to drop a course or withdraw from all your courses, you may still owe some money for the course(s). Please contact the AEC office or go to the KU website (registrar.ku.edu) for more information on refund deadlines.

If You are Leaving After a Semester and You are NOT Pre-Enrolled
If you are not pre-enrolled for next semester, and you want to leave KU/the AEC and you plan to leave the United States and not return, you do not need to do anything. If you plan to leave KU/the AEC and go to another US university (i.e., transfer), make an appointment to talk to an advisor at ISS.

Questions about Leaving KU/the AEC?
This information is complex and can be confusing. If you plan to leave KU/the AEC and you aren’t sure what to do, stop by the AEC office and talk to Doris, or make an appointment to see a cross-cultural advisor.

Information for Non-immigrant Students

International Student Services
If you have any questions or problems regarding your visa, passport or other immigration documents (e.g., I-94 or I-20), see the Office of International Student Services (ISS). You can also speak with the AEC cross-cultural advisors in the AEC office.

Enrollment Requirements
If you were admitted to the United States on a student visa (F-1) or an exchange visitor’s visa (J-1), you are required to be enrolled as a full-time student during the fall and spring semesters. Full-time study means at least twelve (12) hours of credit for undergraduates and nine (9) hours of credit for graduate students. Although students who have been enrolled during the spring semester are not required to enroll in any summer classes, study of English at the AEC in the summer session is recommended so that English requirements can be completed as soon as possible. If you choose to enroll in summer courses at KU, you must enroll in any AEC courses that are required. Of course, students who have been admitted to the AEC or KU for the summer
session OR who are completing their program of study in the summer session are expected to enroll for that term.

**Passport**
You should keep your passport current at all times. You should apply to renew your passport at least 6 months before it expires. You will need to contact your home country embassy or consulate for details on how to do this if you do not plan to travel home and get a new one in your home country.

**Expiration of Visa**
You may have a single-entry or multiple-entry visa for the United States. It does not matter if this visa expires while you are in the U.S., but if you plan to leave this country and then return, you will need to obtain a new visa if yours has expired.

**Form I-20 (if you are in F-1 or F-2 status)**
If you entered the U.S. on an F-1 student visa, you were sent a Form I-20 by the AEC or the University; if you have dependents who came on an F-2 visa, they will have a Dependent I-20. The Form I-20, like the visa stamp, is used for entry into the United States. At various times each year, universities must report to the Department of Homeland Security whether or not students who were given I-20s are enrolled in full-time study.

The I-20 is a document of eligibility to attend the institution that sent it to you. It shows your SEVIS number, which is the number of your personal record in the SEVIS database; this database is a permanent record of all your transactions under the immigration laws and regulations. You must have your I-20 for any re-entry into the U.S. after a temporary absence while you are a student. If you transfer to another university or change your course of study at the University of Kansas, you will need a new I-20 and other information, which ISS can provide.

**Form DS-2019 (if you are in J-1 or J-2 status)**
The same information given above for Form I-20 also applies to Form DS-2019 which is issued for J-1 exchange visitors/students and their J-2 dependents EXCEPT the DS-2019 is issued for participation in a program by the program sponsor rather than to attend a specific university. The program sponsor may be an agency, a US government department, or the school that you are attending.

**Employment**
You were granted a student visa on the basis that you have sufficient money to study in the United States.

**F-1 Students**
F-1 students are permitted to work on campus without any special permission. Off-campus employment options are limited and ALWAYS require special permission from either ISS or the US government. F-1 students must have completed a minimum of one full academic year (fall and spring semesters) before they are eligible to work off campus.
**F-2 Dependents**
F-2 dependents are not allowed to work.

**J-1 Exchange Visitors/Students**
J-1 exchange visitors/students may work only if they have written permission from their program sponsor.

**J-2 Dependents**
J-2 dependents may apply to the US government for permission to work; forms are available from ISS.

**Form I-94 Card / Entry Stamp**
When you entered the U.S. you received 1) an entry stamp without a white card or 2) a small white card with an entry stamp.

*Entry Stamp (no white card) - Most common*
This means your arrival and departure information is stored electronically. You should go to [www.cbp.gov/i94](http://www.cbp.gov/i94) and print out a copy of your I-94 entry information. **You should carry the printout with you at all times.** It is your proof of legal presence in the USA. If you lose it, you can reprint another copy. If you have trouble printing the I-94 information, go to the Office of International Student Services and talk with an ISS immigration advisor.

*Small White Card*
The white card that you were given when you entered the United States records your arrival and departure. When you leave, it should be surrendered (given) to the appropriate authorities. **This card should be carried with you at all times.** It is your proof of legal presence in the USA. However, if it is lost, it may be quite expensive to replace ($300). If you lose your Form I-94, go to the Office of International Student Services and talk with an ISS immigration advisor.

**Transfers**
If you wish to leave the AEC or KU and go to another college or university, you must process the transfer through ISS. Whether you transfer to a new school to continue the same educational program (to finish English training you started at the AEC, for example), or transfer to a new school and begin a new educational program (such as a new bachelor’s degree or master’s degree), the first part of the transfer must be done at ISS and then completed with the Foreign Student Adviser at your new school.

**Change of Major or Degree Program at KU**
It is good for your SEVIS records to show your actual major and degree program at all times. Talk to an ISS advisor any time you make a change to your major or degree program so they can update your records:

1. if you change your major
2. if you want to change your degree program (e.g., bachelors to masters, or masters to doctorate)
3. if you are now admitted to the AEC only but will be admitted to KU degree program
Travel Outside the United States
When you plan to travel outside the United States and re-enter, you must obtain a signature on your I-20 or DS-2019:

F-1 and F-2
Get a signature from an ISS advisor on your Form I-20.

J-1 and J-2
Get a signature from your program sponsor on your Form DS-2019.

If your visa (stamped in your passport) has expired or will expire before you plan to re-enter the US, please consult an ISS advisor before leaving regarding re-entry into the United States.

Social Security Numbers (SSN)
A Social Security Number (SSN) is a US government issued number for payment of payroll taxes. It is not a federal identification number.

F-1 Student
F-1 students can get a SSN ONLY if they have a written job offer for on- or off-campus work. You will also need verification of eligibility for a Social Security Number from ISS. Contact ISS for details.

F-2 Dependent
F2 dependents are not eligible for a SSN because they are not allowed to work in the USA.

J-1 Exchange Visitor
J-1 exchange visitors must have written work authorization from their program sponsor before they can apply for a SSN. Contact ISS for details.

J-2 Dependent
J-2 dependents who have received a work permit may apply for a SSN.

Health and Medical Care

Watkins Health Center
The Student Health Service at Watkins Health Center provides health care for students of the university. You pay a health fee as part of the university enrollment fee. This fee prepay for many services: medical evaluations and examinations, most treatment for illnesses and injuries, dietary advice, and the first visit for physical therapy and mental health services.

Other services, such as medications, X-rays and minor surgery, are not entirely covered by the health fee. You may get an itemized bill for these services. You or your insurance company must pay these bills. You can use the Health Center between semesters, but you will be charged for all services used between semesters.

Dental care is not available at Watkins. Health care for families of students is not normally provided at Watkins except for emergency services.
During the regular semester, the Health Service is open 8:00 a.m.–8:00 p.m. Monday–Friday, 8:00 a.m.–4:30 p.m. Saturday, and 12:30 p.m.–4:30 p.m. Sunday. There is an after-hours charge after 4:30 p.m. Monday–Friday, after 11:30 a.m. Saturday, and all day Sunday. Spring break and between-semester hours are 8:00 a.m.–4:30 p.m. daily. The Health Center is closed Thanksgiving, Christmas, New Year’s Day, and Memorial Day. You must have your KUID with you to receive medical treatment.

Health Insurance
All international students are required to have health insurance. You received information when you attended International Student Services Orientation meetings. The following website will give you information: iss.ku.edu and click on Insurance. You can also go to Room 2 Strong Hall for more information. If you are not an international student, you do not need to do this.

Private Doctors, Dentists, and Eye Doctors
For a complete list of private doctors, specialists, dentists, and eye doctors (optometrists or ophthalmologists), check the Yellow Pages of the Lawrence telephone directory, or check with the AEC cross-cultural advisors or the Office of International Student Services.

Financial Information

Banking
You should keep most of your money safely deposited in a bank or savings institution, except for the amount needed for daily expenses. You can open a savings account, a checking account, or both, at a bank. Money kept in a savings account will make money for you in the form of interest. You can deposit and withdraw money from a savings account whenever you wish. A checking account allows you to write checks to withdraw money to pay for items and services at local businesses. Some banks and savings institutions require you to keep a minimum amount of money in a checking account; others do not. Some banks charge you each time you write a check; others do not.

There are a number of banks and savings institutions in Lawrence to choose from. You should choose a bank that fits your needs and the type of account that would be most beneficial to you. The AEC cross-cultural advisors or the Office of International Student Services can help you understand the various kinds of services offered by these institutions in Lawrence.

Buying Things
You should use a check for any business transactions if a large amount of money is involved, for example, buying a car or paying your rent. If you pay in cash, be sure to get a complete receipt. Receipts or canceled checks should always be kept as proof of payment.

You should not sign any contracts or business papers unless you completely understand them. You should talk to the Office of International Student Services, Legal Services for Students, or the AEC cross-cultural advisors before completing contracts.

Keeping Good Records
You should always keep a record of checks that you write so that you will not spend more money than you have in your account. It is against the law to write checks for more money
than you have in your checking account. Banks will add an extra charge for each “insufficient funds” check, and you will usually have to pay an extra charge to the person or business to whom the check was written.

**Loans**
If you have to borrow money, it is best to do so from the university or from your bank. The Office of Student Financial Aid, 50 Strong Hall, may be able to assist you, but their funds are often very limited. Before you borrow money you should consult the Office of International Student Services or the AEC cross-cultural advisors.

**Credit Cards**
Credit cards are used for purchases without using cash and are issued by banks, various stores, gasoline companies, and dining associations. Your name and account number are stamped on the card. When you make a purchase with a credit card, the cost and the information on the card are recorded. You will get a monthly bill for all your purchases. Extra charges are added for bills that are not paid each month. If you use a bank checking card or debit card to buy something, the amount of the purchase is deducted from your checking or savings account. Lost cards should be reported immediately. It is advisable for students from abroad to use cash or checks rather than credit cards.

**Other Types of Payment**
In most cases, your personal check will be accepted. However, in the case of money sent abroad or very large sums of money, or if you do not have a checking account, you can use other forms of payment. You can buy “money orders” at any bank, at the Post Office, and at some stores. “Cashier’s checks” from your bank can also be used.

**Identification**
Most stores require at least two forms of identification when paying by check. KU student identification cards may or may not be accepted by stores. Each store has its own rules for identification. The most common form of identification is a Kansas Driver’s License. If you do not drive, the State of Kansas also has an official Kansas identification card, which you can buy at the Kansas Driver’s License Bureau at 1035 North 3rd (across the bridge in North Lawrence 843-9593). Many stores have their own check cashing cards. If you want one of these, you need to apply for them at the stores.

**Traveler’s Checks**
When traveling, you should use traveler’s checks for large sums of money. You can buy them from any bank at a one-percent charge. You can cash them at banks, hotels, and most stores. It is not wise to carry more than a small sum of currency.

**Tipping**
In the United States, a service charge or tip is not included in the bill. If you eat in a restaurant or ride in a taxi, you should give money equivalent to 15 percent of the total bill to the waiter or waitress or taxi driver. If you have your hair cut or styled, you should plan to give the person approximately 20 percent of the total bill. Tips are not given in theaters or at gas stations.
Phishing

“Phishing” is when someone tries to get your personal information (social security number, date of birth, account number, card number, PIN number, mother’s maiden name) over the phone or through email. They say they are from a company, but they are not. They may show you a website that looks like a company website, but it is not. They want this information so they can get your money out of your bank account or get a credit card in your name. Never give personal information by email or phone. If you get an email like this, print it and take it to the International Student Services Office or to an AEC cross-cultural advisor. If you get a phone call like this, get their phone number and tell the caller that you will call them back later. Then talk with someone in the International Student Services Office or to an AEC cross-cultural advisor.

Care of Valuables and Personal Safety

- Do not carry large amounts of money. Use either personal checks or traveler’s checks.
- Do not send paper money or coins by mail (it is illegal). Use checks or money orders.
- Do not leave valuables, especially money, in your car or classroom.
- Always lock your car when it is parked. Lock your bicycle or moped to an immovable object with a good bike lock.
- Lock your room or apartment when you leave, even if you are only going to be away for a few minutes.
- Take your valuables with you or leave them with a trusted friend if you leave Lawrence for a school vacation. KU vacations are high crime periods in Lawrence.
- Do not go out alone at night.
- If you are on campus and need emergency help, you can contact the KU Police Department by using one of the emergency phones indicated by a blue light pole located at various points around campus. Simply pick up the telephone receiver and a police car will automatically be sent to your location. There are also yellow call boxes located in campus buildings. To operate a call box push the button, wait for an answer and talk to the person. The boxes are usually located by elevators.

What Every Person Should Know

You can read more about safety at KU (including the KU Crime Report) on the KU Public Safety website at publicsafety.ku.edu/.

Here is some information from the Douglas County Rape Victim Support Project. Rape and sexual assault are serious, violent, and frightening crimes against women, men and children. A rape is reported in the U.S. every 12 seconds and rape is one of the fastest growing crimes committed in this society. Criminologists estimate that four to ten times as many rapes are committed as are reported. Rapes occur at any hour of any day of any season. The victims are young and old, of all races, sexually experienced and inexperienced. Victims find the experience painful, humiliating, and emotionally disturbing. Important things to remember are that the rapist is looking for the easiest victim and that the rapist may well be someone known by the victim. Regardless of who you are, you too may become a victim of rape or sexual assault.
Here are some suggestions to prevent rape and sexual assault.

In general:
- Be aware of possible rape situations
- Be alert when you are alone
- Be discrete about your personal plans
- Consider what you would do if attacked

At home:
- Lock doors and windows
- Never open your door to a stranger
- Ask repairmen for identification
- List initials (not first name) and last name on mailbox and in the phone directory

In your car:
- Check the back seat of car before entering
- Lock doors when driving or parked
- If you are followed, do not go home; drive to a busy area or to the police station

On the street:
- Walk purposefully; even when you are lost, appear alert and confident
- Avoid walking alone
- Head for the nearest lights or people if someone is following you
- Stay close to the curb and away from alleys, bushes and doorways
- Support for victims of rape and sexual assault is available by calling 841-2345. For more information, request a booklet from the AEC cross-cultural advisors.

**Dating**

In American culture, it is very common for male and female students to spend time together. Spending time together does not necessarily mean that two people of the opposite sex have a romantic relationship. It is normal and acceptable to be ‘just friends’ with someone of the opposite sex. Male and female friends can talk, spend time together, eat meals together, or do activities they both enjoy together without becoming romantic or sexually involved.

Before two people begin a romantic or sexual relationship, it is very important that they communicate clearly with each other. Both people must want to become “more than friends” before they start a romantic or physical relationship. In addition, it is very important that both people are comfortable and happy to be in any romantic relationship that they are in. Either person can choose to end the romantic or sexual relationship at any time that they choose by telling their partner that they want it to end. It is NEVER okay for someone to pressure, intimidate, or threaten another person to become romantically or sexually active if he or she does not want to.

Dating and romantic relationships can often include verbal and nonverbal language and behaviors that might be confusing because of cultural differences. If you have any questions or
concerns about what is appropriate behavior for dating in the U.S., please make an appointment
to talk to a cross-cultural advisor.

**Sexual Harassment**

KU takes sexual harassment very seriously, and it is important for every student to understand what it means. What is sexual harassment?

**Sexual harassment can mean:**

- Trying to develop a romantic or sexual relationship with someone who does not want it;
- Making comments about another person’s body or sexual activities;
- Threatening to perform a sexual act with someone who does not want to;
- Continuing to pay a lot of attention to someone who wants it to stop;
- Sending inappropriate photos, texts, or messages to someone who does not want them, or posting any inappropriate photos or messages about someone on social media;
- Touching or getting close to someone in a way that makes the person uncomfortable;
- Making jokes or teasing someone about sex or about their gender or sexual orientation;
- Speaking or acting aggressively to someone, or intimidating someone about anything related to sex, gender or sexual orientation.

Students who are found responsible for committing sexual harassment will be disciplined by the university and may also face criminal charges.

If you have any questions about other behaviors that might be sexual harassment, or if you are in a situation that feels like sexual harassment, it is very important to ask for help. The University has many ways to support and protect victims of sexual harassment.

If you have concerns or questions about sexual harassment, please make an appointment to see a cross-cultural advisor. You can also look at KU’s website about sexual harassment at sexualharassment.ku.edu.

**Getting Around Lawrence**

**Local Bus Service**

KU on Wheels and the Lawrence Transit System are the two bus services in Lawrence. KU on Wheels is financed by the Student Activity Fee that all KU and AEC students pay as part of their tuition. You can ride KU on Wheels and Lawrence Transit System buses free of charge with your KU ID. You can get exact bus routes and schedules from the bus drivers or at the Center for Campus Life in room 400 of the Kansas Union. For information on bus routes, fares
and hours of operation for the Lawrence Transit System, contact them at 864-4644 or stop by their office located at 930 East 30th Street - Lawrence.

The Lawrence Transit System also has a Night Line service that operates from 8 p.m. to 6 a.m. Monday to Saturday; cost is $2 per person, cash only; you must make an advance reservation during regular business hours of 8 a.m. to 5 p.m. Monday to Saturday; call 785-312-7504. This service is not available on Sunday.

Taxis
Taxis are more expensive than other types of transportation in Lawrence. You can call for a taxi at 842-8294, but it sometimes takes several minutes for the cab to pick you up. When you call, you should tell the dispatcher where you are and where you would like to go.

Private Cars
Some students own cars, and this is very convenient if you live far from campus and like to go many places. However, owning a car requires certain responsibilities: you must have a valid driver’s license, you must buy automobile insurance, and you must pay for license tags, registration, and property tax each year. And, of course, you must pay for gas and maintenance. Cars are not allowed on the university campus during the school day and it costs money to park near campus. Students who park illegally will be fined. You should check with the Office of International Student Services or with the AEC cross-cultural advisors for advice about buying a car.

KU SafeRide
Go to this website for information: saferide.ku.edu.

Bicycles and Mopeds
Many students have a bicycle or moped. These are allowed on campus. You must buy a parking permit for a moped from the Parking Department. Bicycle registration is not mandatory but is strongly recommended. You may register your bicycle at KU Public Safety (1501 Crestline Drive, Suite 120) or the Lawrence Police Department (111 East 11th Street). Write down and take with you the serial number from your bike. You should buy a good bicycle security chain and lock to protect your bike or moped from theft.

Recreation and Entertainment

On Campus
Recreation Facilities: The Student Recreation Fitness Center is a large recreational center located on campus. The Center has a climbing wall, basketball courts, racquet and squash courts, facilities for table tennis, showers and lockers. There is also a weight room. It is open daily. You will need your KUID card in order to get into the Center. When you visit the Center, ask for a copy of the booklet A Guide to Recreation Services. It contains more information on the Center and it is free.
Lakes and Parks—Marvin Grove is an area of shady walnut trees located behind Strong and Bailey halls. Potter Lake is a lovely, quiet pond nestled in the grassy area between the Campanile and JRP. Pioneer Cemetery is located across Iowa Street from Ellsworth Hall. Some original Lawrence settlers and victims of the infamous Quantrill’s Raid are buried in this cemetery. Prairie Acre is located at the corner of Sunflower Road and Sunnyside Avenue. It is an unplowed, undisturbed section of prairie surrounded by a fence of stacked native prairie stone. If you want to see what Kansas really used to look like, you should see this spot.

Movies—SUA Films shows several movies throughout the year and admission is free. You can get a schedule of films for the current semester from the SUA office in the Kansas Union, Level 4, or visit the website at suaevents.com/contact.

Museums—The Helen Foresman Spencer Museum of Art is located behind the Kansas Union. This is one of the finest university museums in the nation and there is no charge for admission.

The Museum of Natural History is located in Dyche Hall, south of the Kansas Union. The museum has a panorama of North American wildlife, a live snake and bee collection, fossils and minerals, Native American artifacts, and Comanche, a famous horse in American history. There are six floors to the museum and admission is free, although donations are accepted.

The Kenneth Spencer Research Library is located behind Strong Hall and contains a collection of rare old books that might be fun to look at.

Radio Stations—The university has a radio station, KANU-FM 91.5. KANU is publicly supported and features jazz, classical, and bluegrass music, news and feature reports, and live coverage of special events—local, national, and international. There is also a student operated radio station at KJHK 90.7.

Concerts and Theaters—Several concerts and theater presentations occur each semester. To find out more, call the Information Center (864-3506) or watch for posters and announcements on campus bulletin boards. Tickets are available for most concerts and theater productions at the University Theater Box Office in Murphy Hall (864-3982) or at the Lied Center (864-2787).

For other events of interest on campus, check the University Daily Kansan newspaper (it is free) or call the Information Center.

Off Campus

Lakes and Parks—Douglas County State Lake is located south of Lawrence on Haskell Road. It is an excellent place to go for a picnic or to go fishing. No swimming is allowed. Lone Star Lake is located southwest of Lawrence. Follow highway US-59 to the Wakarusa River bridge; take County Road 459 west; after about six miles, take the first blacktop road left. Picnicking facilities, swimming, a playground, showers, and boats for rent are available. Perry Lake is the largest of the area lakes. It is located northwest of Lawrence. Follow US-24 north and west to the edge of Perry. Then follow the signs north. There are two state parks nearby with boating, swimming, camping, and fishing facilities. Clinton Lake is located four miles west of
Lawrence on 23rd Street (also called Clinton Parkway). This lake has 72 miles of shoreline. You can go swimming, fishing, camping, boating and skiing.

Lawrence is famous for its many beautiful parks. If you are looking for something to do in the great out-of-doors, try a park!

**Lawrence Parks..........................Location**
- Broken Arrow Park ......................... Louisiana & 30th
- Brook Creek Park .......................... 13th & Brook
- Burcham Park .............................. Indiana & 2nd
- Centennial Park ............................ Between 6th & 9th, west of Iowa
- Clinton Park ............................... 5th & Illinois
- Constant Park .............................. 5th & Tennessee
- “Dad” Perry Park ......................... NW of 15th & Kasold
- Deerfield Park ............................. Princeton & Arrowhead
- Edgewood Park ............................. Maple Lane
- Hobbs Park & .............................. Between 10th & 11th on Delaware
- Municipal Stadium
- Holcom Park & ............................. 2700 West 27th
- Sports Complex
- Lawrence Prairie Park ................. 27th and Harper
- Mary’s Lake, Chaparral Playlot
- Ludum Park ................................. 9th & Schwarz Road
- Lyons Park ................................. Lyons and 7th
- Martin Park ................................. West of Lawrence on Peterson Road
- Naismith Valley Park ..................... 34th & 29th, west of Naismith
- Park Hill Parks ............................ Parkhill Terrace & Dakota Street
- Parnell Park ................................. 15th & Maryland
- Riverfront Park ............................ N side of Kansas River
- Veterans Park .............................. 19th & Louisiana
- Taylor Park ................................. 7th & Walnut
- Water Tower Park .......................... Stratford Road
- Watkins Park ............................... 10th & Massachusetts
- Watson Park ............................... 6th & Tennessee
- Woody Park ................................. 2nd & Maine
- Viola & Conrad McGrew ............... 15th & Inverness
- Nature Preserve

**Movies**—Movies at local theaters usually cost $8.00 or more. Check the campus newspaper or the *Journal-World* for movie listings, or call the KU Information Center at 864-3506. The local theaters are:

**Liberty Hall (749-1972)**
624 Massachusetts

**Regal Southwind Stadium 12 Theaters (832-0880)**
33rd & Iowa
Museums—The Elizabeth M. Watkins Museum is located at 1047 Massachusetts and is open daily except Mondays. The museum is housed in an old bank and contains a restored 19th century play house, and a 1920 electric car.

The Nelson-Atkins Gallery of Art is located in Kansas City at 4525 Oak Street and is well worth the trip to see. The museum is well known for its exceptional collection of Oriental art. The museum is open every day except Mondays. Admission is free on Saturdays.

Newspapers—There are two daily newspapers in the Lawrence area. The Lawrence Journal-World is published every day. You can have it delivered to your door. It is delivered by a paper carrier. To start service, go to the Journal-World office downtown and make your first payment. You will then be billed by mail each month until you cancel your subscription. The Newspaper Readership Program provides the Lawrence Journal-World free of charge at various campus locations. It also provides the Kansas City Star, USA Today, New York Times, and the Washington Post. The University Daily Kansan is the KU student newspaper. You can pick up a copy from the newspaper boxes on campus. The UDK is published daily, Monday through Friday, during the fall and spring semesters, and once a week during the summer session. The Lawrence newspapers have advertisements of sale prices on food, clothing and other things you need, as well as notices of activities at KU and in Lawrence.

Nightlife—For a list of favorite places to listen to music and dance, ask your AEC instructors or other KU students!

Radio Stations—The Lawrence community has two stations: KLWN-AM 1320 and KLZR-FM 105.9. Most students listen to FM 105.9 because it plays more popular music.

Restaurants—There are many restaurants in Lawrence. For a list of favorites, check the Yellow Pages of the Lawrence Phone Directory, ask your AEC instructors or visit lawrence.com.

Swimming Pools—Robinson Center has an indoor pool that is free to students, faculty and staff. Check with the Center at 864-3491 for times available. The indoor pool at Lawrence Indoor Aquatic Center, 6th and Wakarusa, is open all year. The Municipal Pool is an outdoor pool at 7th and Kentucky and is open every day during the summer from 10:00 a.m. to 10:00 p.m. There is a charge to use these pools.

Weather in Lawrence

Winter

Winter storms usually start in Lawrence in December or early January. You should expect cold temperatures (–5°C to –15°C) and some snow and ice during this time. You will need a heavy coat, gloves, hats, and warm shoes or boots to stay warm and healthy during the winter. If you don’t have heavy clothing, try the second-hand clothing stores in Lawrence. You can often find good clothing for much less money at these stores. The AEC cross-cultural advisors have a list of low-priced stores that sell winter wear if you do not wish to buy these items brand new.
It is sometimes dangerous to drive or walk on snow or ice. Shoes or boots made for walking in snow may prevent you from falling down on campus. Special snow tires or “chains” may keep your car from sliding. Your car should have thin (10W) or multi-grade (10W-30 or 10W-40) oil during the winter. Your battery should be in good working condition or your car won’t start. The Lawrence Battery Company (903 N. 2nd Street) will check your battery for you. Your car must also have anti-freeze in the water system or your engine will be damaged in cold weather.

University and AEC classes are sometimes canceled when the weather conditions make travel in Lawrence hazardous. Local radio and TV stations announce class cancellations. You can also call 864-SNOW or KU’s Information Center (864-3506) for information on class cancellations.

Winter in Lawrence can be beautiful and exciting for students who have not lived in cold climates. However, it is also a time when greater care is needed to avoid illness and injury.

Summer

Summer weather in Lawrence is quite hot and humid. Daytime temperatures range from 80°F to 105°F (26°C–40°C), but it is usually cooler at night. The extreme humidity makes it seem warmer than it really is. You should be careful about spending too much time out in the sun because the heat of the sun can not only cause sunburns, but can also cause heat stroke. If you feel yourself becoming weak while out in the sun, you should seek a cool, shady place to rest. Avoid going into air-conditioned buildings after being outside for a long time. The rapid change in temperature can make you feel ill.

Most students dress very casually in the summer months. Women wear dresses or skirts and blouses, and sometimes shorts and T-shirts. Men wear light pants and shirts and also wear shorts in the hot weather. You should wear loose fitting clothing that is comfortable. Do not be surprised to see university faculty wearing shorts and sandals to classes. They like to be comfortable in the heat, too!

The early and late summer is also a time when tornadoes occur in the Midwest. A tornado is a violent whirling wind with a rapidly rotating, funnel-shaped cloud that usually destroys everything along its narrow path. It can cause death if persons are not careful. Lawrence has a warning system of very loud sirens that sound when danger is immediate (they sound like an air-raid siren; you will hear a siren test each week on Monday at 12:00 noon). You should become familiar with what you should do if a severe storm or tornado happens.

A severe thunderstorm or tornado “watch” means that there is a possibility that weather conditions could produce a severe storm or a tornado. You should listen to one of the local radio stations or watch the television for any developments. Do not go outside. Do not sit close to any windows because of possible wind damage.

A severe thunderstorm “warning” means that winds are greater than 58 miles per hour (that is a very strong wind) and hail is bigger than three-quarters of an inch. Also, lightning usually accompanies thunderstorms and kills more people than tornadoes.

A tornado “warning” means that a tornado has been seen in or is moving toward the Lawrence area. If this happens, the city’s sirens will sound, telling you to take cover NOW! You should go to a protected area—a basement, the lowest level of a building, or to an interior room—away from doors and windows. You should protect your head. Do not use elevators. If you are in a car, pull over and leave it. If you are outside during a tornado and can’t get to a
building quickly, go lie down on your stomach in a low area away from trees and electric power lines.

Not all thunderstorms are dangerous. Many are just dramatic displays of electricity, percussive sounds and sometimes heavy rain. Enjoy the regular ones and take cover from the severe ones.

**Autumn**

A former AEC student once said, “If you don’t like the weather in Kansas, just wait a minute.” What he meant was that the weather is unpredictable—that it is always changing. If you have been in the Midwest before, you might have already noticed this. If you have just arrived in Kansas, then you should prepare yourself for both warm and cold weather.

At the beginning of the fall semester, temperatures are usually still very warm, but in October and November the weather will become quite cool. If you do not own a light jacket, you may wish to buy one soon. One of the most beautiful times of the year at KU is the autumn (or fall). The leaves on the trees change colors to bright orange, yellow, and red. Unfortunately, the beauty of autumn does not last very long. Winter and cold weather come very quickly.

Winter begins around December 21, but it is usually very cold by late November. Sometimes there is even snow by Thanksgiving (the fourth Thursday in November). Heavy clothing is necessary for this time of the year. A heavy winter coat, boots, gloves, and a hat are a necessity for the winter months. You can often find good clothing for much less money at used or second-hand stores. The AEC cross-cultural advisors have a list of low-priced stores that sell winter wear if you do not wish to buy these items brand new.

It is also important to remember that winter brings snow and ice and that you must take extra care in getting around. It is sometimes dangerous to drive or walk on snow or ice. Shoes or boots made for walking in snow may prevent you from falling down on campus. Special snow tires or “chains” may keep your car from sliding.

**Best Wishes**

We hope this handbook has provided some useful information. We welcome your suggestions about how to improve the handbook, and we hope you will come in to talk with us any time that you have questions, concerns or problems.

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