



**A HANDBOOK FOR INTERNATIONAL STUDENTS**  
**ST. CLOUD STATE UNIVERSITY**

# Contents

<b>General Information</b> . . . . .	1-2
Important telephone numbers . . . . .	1
International student information . . . . .	1
Immigration and naturalization regulations . . . . .	2
The University . . . . .	2
Cost . . . . .	2
International Student Association . . . . .	2
Maintenance of student status . . . . .	2
<b>Housing/Residence</b> . . . . .	2-5
Getting settled . . . . .	3
Types of housing . . . . .	3
Application procedure . . . . .	3
The lease . . . . .	4
<b>Living in a different culture</b> . . . . .	6
Dealing with "culture shock" . . . . .	6
Social customs . . . . .	7
Invitations . . . . .	7
<b>Social customs</b> . . . . .	8-11
Dating . . . . .	8
Male/female relationships . . . . .	8
<b>Services</b> . . . . .	12-13
Emergency . . . . .	12
Insurance . . . . .	12
Doctors . . . . .	12
Birth control . . . . .	12
Student Health Service . . . . .	12
Counseling service . . . . .	12
Food service . . . . .	13
Postal service . . . . .	13
Bookstore . . . . .	13
<b>Automotive</b> . . . . .	14-15
Parking . . . . .	14
Driver's licenses . . . . .	14
Buying a car . . . . .	14
Auto insurance . . . . .	14
Auto registration . . . . .	15
Driving in the winter . . . . .	15
<b>Finance/Banking</b> . . . . .	16-18
Financial information . . . . .	16
United States currency . . . . .	16
How to find the right bank . . . . .	16
How to open an account . . . . .	16
Types of accounts . . . . .	16
How to write a check . . . . .	16
Other banking services . . . . .	17
Credit buying . . . . .	17
Financial obligations . . . . .	18
<b>Academic policies</b> . . . . .	18-19
General policies . . . . .	18
University grading system . . . . .	18
Academic trial quarter requirements . . . . .	19
<b>Slang</b> . . . . .	20-22
Common slang phrases . . . . .	20
<b>Conversion tables</b> . . . . .	23
Temperatures, weights and measures . . . . .	23
<b>Campus compass</b> . . . . .	24
<b>Campus map</b> . . . . .	Inside back cover

## INTERNATIONAL STUDENT INFORMATION

See Dr. Joseph Young, Riverview 9 (255-2041), if you are:

- a/ having problems with academic performance or scheduling,
- b/ having difficulty with the English language,
- c/ maintaining less than 12 credit hours per quarter.

See Lynn Gottshall, Lawrence Hall 12 (255-3284), if you are:

- a/ having problems with immigration regulations,
- b/ need documents for travel, for work visa, for transfer, for money remission, etc.,
- c/ need financial assistance,
- d/ need interim housing.

If you have any questions regarding university of U.S. Immigration and Naturalization Service Regulations, call Dr. Young or Lynn Gottshall. Do not accept the word of a fellow student as being accurate. You are responsible at all times for abiding by SCSU and U.S. Immigration regulations.

## IMPORTANT TELEPHONE NUMBERS

**EMERGENCY:**

- Ambulance . . . . . 251-8505
- Fire Department . . . . . 251-3473
- Police . . . . . 251-1200

**SERVICES:**

- City Bus . . . . . 253-2420
- Greyhound (town-to-town bus) . . . . . 251-5411
- Yellow Cab Co. (taxi) . . . . . 251-6260
- Western Union Telegraph . . . . . 1-800-325-5300

**CAMPUS NUMBERS:**

- SCSU Health Service . . . . . 255-3191
- International Student Coordinator  
    Lynn Gottshall LH-12 . . . . . 255-3284
- International Student Academic Adviser  
    Joseph Young RB-9 . . . . . 255-3041
- Atwood Center . . . . . 255-2202
- Library . . . . . 255-2022
- Bookstore/Post Office . . . . . 251-0061

## WELCOME FROM THE PRESIDENT

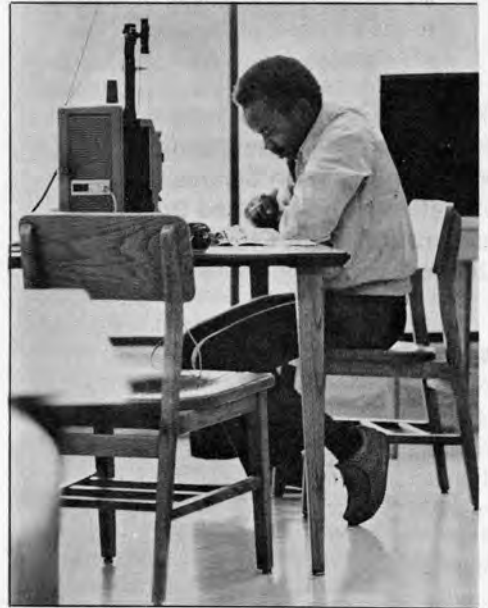
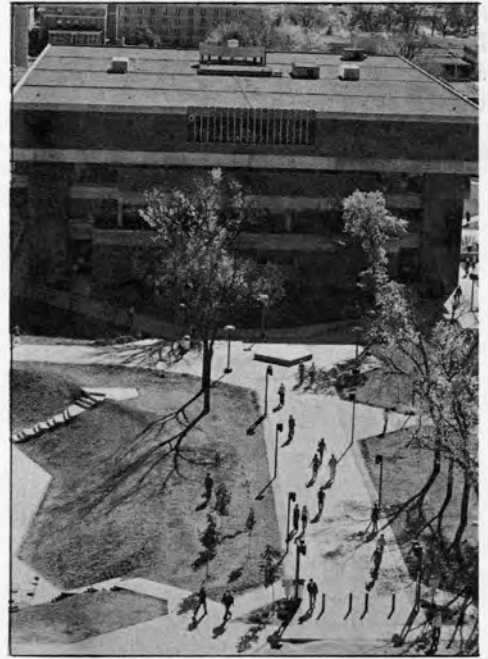
I am happy to welcome students from many parts of the world to St. Cloud State University. It is gratifying to know that in recent years the academic reputation of the University has reached beyond our shores. A few years ago we expressed the hope that one percent of our student body might someday be composed of students from other countries. Today that number is more than two percent.

Our first objective in admitting international students is to provide them with good academic programs and instruction. All instruction, however, is offered in English and it is necessary for students with other language backgrounds to master English in order to succeed. Another objective is to enrich the educational experience for both international and American students through opportunities for intellectual and cultural interchange. Finally, the University desires to offer assistance where possible to students from abroad in solving the problems attendant upon living and studying in a foreign country.

It is my hope that your experience in St. Cloud will be an enjoyable and beneficial one.

Sincerely,

**Lowell R. Gillett**  
Acting President,  
St. Cloud State University



## GENERAL INFORMATION

## BRIEF SUMMARY OF IMMIGRATION AND NATURALIZATION SERVICE REGULATIONS

### Student Status

1. Immigration and Naturalization Service requires that all students on an F-1 Visa maintain full-time status. A student is "out of status" when he or she fails to complete successfully 12 credit hours per quarter

OR

- Fails to achieve the minimum grade point established by the university (2.0).
2. If you need to drop a course, and the dropping of that course will take you below 12 credits, see the foreign student academic adviser *first* for permission. Otherwise, if you fail to complete 12 credits per quarter you will automatically be reported to the Immigration Service as "out of status."

**WARNING: Students who have been reported to the Immigration and Naturalization Service as "out of status" will be denied further registration at St. Cloud State University.**

### Work

You may *not* work off campus without I.N.S. permission. Apply through the foreign students' coordinator. If granted, approval permits 20 hours of work per week September through May, 40 hours during the summer months June through August.

### I-94

Your I-94 is a valuable document. If it is lost or must be extended, see the foreign students' coordinator. Replacement can take up to three months; extension can take up to six weeks.

### Transfer

If you decide to transfer to another school, such transfer requires permission from the Immigration Service. See the foreign students' coordinator.

## THE UNIVERSITY

St. Cloud State University was established in 1869. Enrollment has grown to more than 11,000 students, and there are over 450 full-time instructors teaching in different fields. SCSU is a state-supported institution attended by both men and women. The quarter system allows students to begin attendance in September, December, or March of any year. The campus is only a few blocks from downtown St. Cloud, a progressive city of 45,000. There is an international airport in the twin cities of Minneapolis and St. Paul, about 75 miles from St. Cloud. Students can hike or bicycle to spacious parks and remote wooded areas that are within a few minutes from the campus. The location enables students to take advantage of both rural and urban attractions in Minnesota.

## THE COST

The cost of a twelve-month stay for an international student at St. Cloud State University is about \$5800. This includes university tuition and fees, room, food,

personal expenses, and summer living expenses. The University does not offer financial assistance or a work program for students who come from outside the United States. In addition, students must finance their transportation to St. Cloud, Minnesota.

## INTERNATIONAL STUDENT ASSOCIATION

The University has over 200 foreign students from over 30 countries. They are automatically members of the International Student Association, which has no membership dues. The ISA sponsors various social programs for foreign students and the community, and helps new students when they arrive.

## MAINTENANCE OF STUDENT STATUS

Regulations of the Immigration and Naturalization Service require that all foreign students who attend United States universities on student visas complete a minimum of twelve (12) credits in each academic quarter and maintain the minimum grade point average established by the university. The St. Cloud State University standards for minimum grade point average are published in the Undergraduate and Graduate *Bulletins* respectively. (Policies established by individual departments for continued registration in a major program may exceed the minimum standards for satisfactory status in the university.)

Following the first quarter in which a foreign student fails to maintain satisfactory status in the university (minimum number of credits and/or minimum grade point average), the university will issue a written warning to the student indicating that the individual has failed to meet the regulations of the INS and the policies of the university and is officially out-of-status. The student will be informed that if he/she should become out-of-status in *any* subsequent quarter, the student will be reported to the INS in accordance with the requirements of statute.

A student who becomes "out-of-status" a second time will be reported to the INS and will be denied the right to further registration at the university. The student will be informed in writing of this action.

Students who do not enroll at the university or who register for less than the required twelve (12) credits will be reported immediately to the INS as out-of-status and will be denied the right to further registration at the university.

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# GENERAL INFORMATION

## GETTING SETTLED

### General Housing

Finding suitable living quarters in the St. Cloud area can present one of the most difficult problems facing all students at SCSU. However, planning in advance will increase your chances of finding lodging after you arrive. The University Student Housing Office (Carol Hall) recommends:

- a/ That all students apply early. Because of the distance between countries and the frequent mail delays, you should apply early and return all forms and information soon after you receive them. Those currently living here should so inform their friends abroad.
- b/ That all questions, concerns, or problems involving housing be directed immediately to SCSU Student Housing Office (Carol Hall, St. Cloud, MN 56301. Phone: 255-2166).

## TYPES OF HOUSING

### Off Campus Housing

**Rooms:** A large number of inexpensive "rooms" exist within walking distance from campus. Generally, many students live together in a house, each having a private or double bedroom. Bathroom, kitchen, and living areas are shared by all who live together. The advantages of this type of lodging are outlined in the chart, "Factors to Consider When Choosing a Place to Live." (See page 5.)

**Apartments:** An apartment is a complete living unit. Tenants do not share facilities with other residents in the apartment building. An "efficiency apartment" has

two rooms: a bathroom and another large room that serves as kitchen, bedroom, and living room. It is suitable for one or, perhaps, two people. There also are one, two, and three bedroom apartments. "Unfurnished apartments" have only a refrigerator, stove, and window coverings, and the renter must acquire all other furniture that is needed. A "furnished apartment" includes all furniture, but it does not include linens (towels, sheets, etc.) or cooking and eating utensils. "Unfurnished apartments" cost less and inexpensive second-hand (used) furniture is easy to buy and sell in St. Cloud. Many people find it less expensive to rent an unfurnished apartment and buy used furnishings for it. A furnished apartment costs more, but eliminates the need to buy furniture. A renter or "tenant" usually has to pay for her/his own utilities (i.e., electricity, water, and telephone), although the monthly rent may include some of these. Monthly rates range from \$150 to \$250 if they are furnished. For unfurnished one-bedroom apartments, the range is \$150 to \$200. Usually two-bedroom apartments range from \$190 to \$240, while furnished two-bedroom apartments cost between \$190 and \$290 per month. Deposits, often equal to a month's rent, are usually required as security against damage.

### On-Campus

**Dorms (Residence Halls):** New students and busy graduate students frequently live in a dormitory ("dorm") because dorms are convenient: they are close to the academic buildings. Furnishings and American style meals are provided. Furthermore, they provide excellent opportunities to interact with Americans.

One dorm is for females only; the others are "coed", (coeducational) with men and women living in different areas of the same building. One residence hall has "coed floors," where female and male students live in alternate rooms. Various dorms have different rules concerning visits by members of the opposite sex. Single rooms are less common in U.S. university residence halls than they are in residence halls elsewhere. Most dorm residents here share a room with one or two other people. Dorm space is in heavy demand and may not be available at the opening of fall quarter if you have not applied early enough. Up-to-date information about the residence halls, including rates, social rule options, furnishings, activities, and optional services, is available at the St. Cloud State University Student Housing Office (Carol Hall).

## APPLICATION PROCEDURE

Students who have been accepted by the University will receive housing application materials soon after receiving their letter of acceptance. Applications for housing should be completed and promptly returned to the Student Housing Office, Carol Hall. A \$25.00 deposit must accompany the application. Since room assignments are made on a first come first served basis, a late application will reduce your chance of receiving your preference of hall or roommate. You can request a particular hall or roommate, but there is no guarantee that your request will be met. Every attempt is made to honor requests; but because of the large number of students housed, it is not possible to honor requests in each instance. Room assignments will be sent out before the

# Housing/Residence

beginning of the quarter of application.

**Payments.** Room and board fees are subject to an increase by act of the State University Board. Students who withdraw from the University after the second official day of the quarter will forfeit room rent for the remainder of the quarter. Unused fees will be refunded from the Friday of the week the student withdraws, provided the student properly checks out of the residence hall. If the student checks out by the second official day of the quarter, he/she will be charged one week's room and board. All residence hall contracts except Shoemaker Hall are for room and board for the full school year. The contract may be cancelled during the year only if the student withdraws from the University.

Shoemaker Hall contracts are automatically renewed the following quarter unless the required notice of cancellation is given to the Housing Office by the student.

## THE LEASE

**What it is.** A lease is a written agreement between a tenant and landlord, describing the rights and responsibilities of each. It is a *binding legal document* which, among other things, makes the tenant responsible for minimal care of the rented property and for the monthly rent payment of a stated amount. It specifies the landlord's responsibilities for maintenance and repair of the housing unit. A lease *may or may not* contain provisions concerning its early termination.

When you sign a lease, you usually will have to pay a "damage deposit" or a "security deposit" which may amount to

as much as one month's rent. The deposit is returned to you when you leave if you have not damaged the quarters and if you have cleaned them adequately. Otherwise, the landlord keeps part or all of the deposit, depending on repair and/or cleaning costs.

### What to look for in a lease

**Duration.** Make sure you can keep the room or apartment for as long as you wish, but that it is not binding for a time period longer than you anticipate needing the housing. See whether it is renewable by the month or the year. See whether you, the renter, can get out of the lease agreement with a month's or two month's notice to the landlord. If you cannot get out of the lease agreement, you may be required to pay rent until the lease ends even if you move out and live elsewhere. (Unpleasant disputes can arise between landlords who want to keep their property rented and student renters who, after signing a lease, decide for some reason that they wish to live elsewhere.) Or, if the lease allows it, you may be able to "sublet" your room or apartment. To "sublet" means, essentially, that you find another tenant to assume your contract or lease.

**Utilities.** See what utilities you are responsible for (gas, electricity, etc.). Ask the landlord or a current tenant what average utility costs are, because utility costs must be added to rent in determining your monthly housing budget.

Be sure that proper winter temperature control and monthly insect extermination are guaranteed in your lease.

**Restrictions and Exclusions.** Certain restrictions and exclusions may be in a lease. Common ones pertain to children

and pets. Some landlords do not allow either; most landlords do not permit pets.

**Renting without a lease.** Some landlords in St. Cloud do not require you to sign a lease. This has some advantages, the most obvious being that you may vacate whenever you wish, without prior notice. On the other hand, there are disadvantages. One of the things a lease does is to prevent the landlord from raising the rent for the duration of the lease. Another advantage is that a lease requires the landlord to maintain the unit and holds him responsible for repairs on what he provides (this includes plumbing, heating equipment, appliances, and so forth). Without a lease, the tenant does not have these guarantees.



## Housing/Residence



## FACTORS TO CONSIDER WHEN CHOOSING A PLACE TO LIVE

	RESIDENCE HALL ("DORM")	OFF-CAMPUS HOUSING
Availability	In very short supply at opening of fall quarter somewhat more available later.	Rooms or apartments that are reasonably priced and close to campus are in <i>very</i> short supply; quarters that are more expensive or further away are also scarce, especially at the opening of the fall term.
Convenience Location	Very close to academic buildings.	May be within walking distance of campus, or near public transportation route; if not, car may be needed.
Furnishings	Supplied	Sometimes supplied.
Cooking	American style meals provided on fixed schedule.	"Shopping" (for groceries) and cooking must be done, but you can prepare the kind of food you are accustomed to.
Cost (continuously changing--see current information.)	Total room and board cost is <i>higher</i> than it would be if you find an inexpensive room and spend less than average on food; total cost <i>lower</i> than more expensive room or apartment and average or above-average food costs.	More expensive than dorm <i>unless</i> you find an inexpensive room and spend less than average on food or share costs with several people living together.
Condition of housing	Clean, well-kept.	Less expensive accommodations, often old and in need of repairs, but can be made comfortable.
Privacy	Many fellow residents; sometimes considerable noise.	Quieter, more privacy.
Educational potential	Unlimited opportunity to use English and interact with Americans.	Restricted opportunities to use English and interact with Americans (unless one has an American roommate).
Legal obligations.	"Contract" for entire academic year--contract can be broken only in very unusual cases.  <i>Note:</i> A dorm contract cannot be broken simply because a resident does not like the food that is served in the dining halls.	"Lease" requiring you to stay for a given number of months nearly always required--leases have varying terms.



Some types of housing on or near campus are shown here. (Left to right). Older home converted to apartments, on campus residence halls, and an older apartment house.

## DEALING WITH "CULTURE SHOCK"

**What It Is.** "Culture shock" is the name given to a feeling of disorientation or confusion that often occurs when a person leaves a familiar place and moves to an unfamiliar one. Students coming to St. Cloud from another country no doubt encounter many new things. The buildings look different, and so do the trees and the birds. The food is not the same as it is at home, and the people look, speak, and act differently from the people at home. Your English might not serve you as well as you expected it would. You might not be able to convey your full personality in English, with the result that you think other people are seeing you as a child. And your family and friends are far away. As a result of all this, you may feel confused, unsure of yourself, and you may have some doubts about the wisdom of your decision to come here.

**Symptoms.** People experience culture shock in varying degrees. Some people are more affected by it than others. Those who do experience it tend to become nervous and unusually tired. They want to sleep a lot, and write many letters home. They may feel frustrated, even hostile toward their host country. They may get excessively angry about minor irritations. It is not unusual for them to become very dependent on fellow nationals who are also in the new country. All these feelings may make it difficult to deal with residents of the host country and to use their language.

**Coping with Culture Shock.** Different people react differently to culture shock.

Some become depressed, while others are stimulated by the new experiences that are open to them. Here are some ideas that might be helpful.

**Be realistic.** Try to remember that thousands of people have come to St. Cloud from other countries and have survived (even when they arrived in the cold winter).

**Evaluate your expectations.** Your reactions to the United States and to St. Cloud and the University are products of the way things are here *and* of the way *you* expected them to be. If you find yourself feeling confused or disappointed about something, ask yourself, "What did I expect?" "Why?" "Were my expectations reasonable?" If you determine that your expectations were unreasonable, you can do much to reduce the amount of dissatisfaction you feel.

**Keep an open mind.** People in St. Cloud might do or say things that people at home would not do or say. But the people in St. Cloud are acting according to their own set of values, not yours. Try to find out how *they* perceive what they are saying and doing, and try to avoid evaluating their behavior using the standards you would use in your own country.

**Learn from the experience.** Moving into a new culture can be the most fascinating and educational experience of your life. It gives you the opportunity to explore an entire new way of living, and to compare it to your own. There is no better way to become aware of your own values and attitudes, and to broaden your point of view. Here are some questions that you might try to answer as you encounter the local people: How do they make friends? How do friends

treat each other? Who respects whom? How is respect shown? What attitudes do they have about their families? What is the relationship between males and females? Why do people spend their time the way they do? How do they deal with conflicts or disagreements? What do they talk about? When and with whom?

There are countless other questions you can ask. You can compare the answers you get to the answers you would get to the same questions in your country, and you can thereby help yourself develop a better understanding of your own society and of the one where you are living now.

**Adjusting to a New Culture.** Since you are in a new setting, you will have to make certain adjustments or adaptations in your usual behavior and attitudes. It is often helpful to observe your own reactions to being in a new culture, and to compare your reactions with those of other people who are here from different countries. These observations can result in increased understanding of yourself and of the various factors that have made you the kind of person you are.

Furthermore, if you are able to keep the perspective (attitude) of a person who is observing himself or herself while undergoing an unusual experience, you will be able to help prevent yourself from becoming extremely anxious or depressed. You will learn more from the intercultural experience you are having.

Many factors influence the way different people adjust to a new culture. One of these factors is, of course, the individual's personality:

a/ his or her degree of self-confidence,

## Living in a different culture





sense of humor, ability to tolerate ambiguous or frustrating situations, and so on. Other factors influencing people's adjustment to a new culture involve the nature and quality of differences between their own culture and the new one.

- b/ the comparative status of their own country and the new one.
- c/ the nature of the person's past experience in foreign cultures.
- d/ the nature of the particular setting in which the newcomer to a culture is situated.

Social scientists who have studied the phenomenon of adjusting to a new culture have identified four phases of adjustment through which newcomers to a culture commonly pass. As summarized by the social scientist Majorie Klein, those phases are as follows:

**Spectator phase:** The new person is excited and optimistic.

**Stress and Adaptation:** Problems, disappointments, and internal conflicts emerge.

**Coming-to-terms:** Increasing involvement with the host society reduces the visitor's generalized hostility and disappointment, and helps him or her find a relatively comfortable or at least acceptable position in the society.

**Decision to return home:** This is a period of excitement and self-examination. If the visitor has become detached from his or her own society, this phase brings about tension and feelings of ambivalence. If the visitor still identified strongly with his or her home country, this phase brings a feeling of release and excitement.

This is only one way of looking at the question of "phases of adjustment." Not everyone goes through all these

phases, and different people spend different amounts of time in those through which they do pass. It can be interesting for you to see whether you pass through phases like this yourself.

## SOCIAL CUSTOMS

Each culture has rules, conventions, customs, traditions, and manners prescribed as socially acceptable. For this reason, different cultures may express the same thing in a variety of ways. Because the United States is heterogeneous by nature, it would be impossible to list all the customs and traditions practiced here. Never hesitate, therefore, to inquire about our customs so that Americans in turn may learn more about yours. You will find many will enjoy sharing their culture, once you indicate to them that you are interested.

### Friendship Patterns

Americans may appear warm and open, but this does not necessarily mean that close friendship ties are forming. Because of the mobility and quick pace of American life, friendship patterns are generally casual and informal. An individual may have a quantity of friendly acquaintances, but only a few *close* friends.

## INVITATIONS

Invitations for a specific time and place may be given verbally in person or by phone, by written note, or by printed/engraved invitation. They should all be answered promptly and honestly. The letters R.S.V.P. are the abbreviation for the French expression, *repondez sil vous plait* (respond please), and when it ap-

pears on an invitation, you are expected to accept or decline either in writing or by telephone at the earliest possible time.

### Some General Guidelines Concerning Invitations

It is not offensive to a person in the United States to *accept her/his invitation*. If a person asks you for a *specific* occasion, he or she hopes that you will be able to attend. If however, the person says something like, "Do come by to see us sometime," this is not to be considered an invitation for a specific occasion, but is simply a gesture of good will and friendliness toward you.

If you are invited for a meal or refreshments and you have special *dietary restrictions*, it is considered polite to inform your host or hostess well in advance of the scheduled event, preferably at the time you accept the invitation.

**Never accept an invitation if you do not intend to attend.** If for any reason (illness, examination, etc.), you find you cannot attend, then you *must* telephone your host or hostess *at once* with an apology.

If you decline several invitations extended by a person, he or she may feel that you do not wish to see him or her socially, and may stop inviting. If you must decline a person's second invitation, but you still wish to see that person, it is proper for you to suggest a time when you will be able to see him. For example you could say, "No, I'm sorry, I have to study on Thursday, but I am free on Sunday and would like to see you then if you are free also."

In the United States, it is important to arrive on time. If a specific time is mentioned in your invitation, you will be expected to arrive within a short period



*Left: In this country most food is bought at the supermarket, where nearly everything can be found in one location. Customers often buy large quantities to last a week or two, hence the need for shopping carts.*

before or after that time. However, if the invitation is for a meal or refreshments, you should arrive within 15 minutes of the specified time. The reason for American punctuality is that often they must prepare food for guests without help, and need to be certain as to the time guests will gather to eat. If for any reason, you find at the last minute that you must be delayed, it is courteous to telephone so that they will know what time to expect you.

Although in many countries it is the custom to take a gift to your host or hostess, this is not necessarily the custom in the United States. If you feel that you would like to take something, an inexpensive gift (such as flowers or wine) would be acceptable and appreciated.

If you are a guest for dinner in an American home, you may see other guests as well as members of the family helping or offering to help clear the table, or to wash the dishes. If you would like to help, you may offer to do so, but no offer is expected, especially if you are not often a guest in the home. As friends become more intimate, they often help one another. It is not uncommon to see men and women working together on these occasions, although in many countries this is not the custom.

## DATING

Dates are usually unchaperoned (without supervision) appointments between two people of the opposite sex rather than with a large group. Informality between men and women is not necessarily to be taken as an indication of a serious relationship. Dates are customarily initiated by the man (although it is becoming more

common for women to take the initiative), who asks a woman if she would like to get together for a particular activity, event, or merely to eat lunch or dinner together. It is considered appropriate to "ask someone out" several days in advance of a scheduled event--especially if it falls on a weekend.

If you enjoy another person's company, it is not uncommon to have many dates with that person; however, several dates by no means indicates commitment, seriousness, or intent to marry. Do not expect someone to stop dating other people just because he/she has been out with you several times. Dating only one person usually occurs as a result of a verbal commitment after "seeing" each other on a regular basis for a length of time. However, such an agreement does not necessarily imply permanence in the relationship.

## MALE-FEMALE RELATIONSHIPS

Assumptions and values about male-female relationships differ markedly from culture to culture, so misunderstandings can easily arise when males and females who come from different cultures meet and become involved. Misunderstandings arise because people from different cultures often have different answers to such questions as these: Is the female supposed to be a subordinate to the male? What kind of activities are not socially acceptable? What is the significance of physical contact--touching, kissing, sexual activity--between two people? Even Americans you meet may have different answers to these questions.

The purpose of this section is to

present some information and ideas about male-female relationships from the male perspective and the female perspective. Following that are sections about "breaking a date" and about sexual involvement.

### The setting for male-female relations.

In the United States, young, unmarried people associate with members of the opposite sex more freely and casually than they do in many other countries. In general, young Americans are encouraged to spend time with members of the opposite sex. Beyond the age of 15 or so, a couple is usually not chaperoned when they go somewhere together.

There are many kinds of activities that a male and female who know each other may participate in. Here are some examples: Having a cup of coffee in Atwood; going for a walk by the river; studying in either of their places of residence or in the library; sharing a meal in either of their places of residence; going to a restaurant for dinner; going to a movie, speech, exhibit, athletic event or performance; going to a party or a dance; going on a picnic to one of the local lakes or parks.

The plan for getting together for any of these activities may have been made several days in advance or agreed upon spontaneously.

The relationship between the two people might be a casual acquaintanceship, a brother-sister type of friendship, an acquaintanceship with romantic overtones, or a passionate involvement. The two people may have no plans for marrying each other or anyone else, or either of them may have plans to marry another person, or they could be plan-

## Social customs



ning to marry each other.

Whether or not a relationship between a particular male and female will include sexual activity between them depends on *their own* values about the propriety of sexual activity undertaken outside of marriage.

The non-American, faced with this perplexing variety of values and practices, is likely to become confused. American students themselves are *often* unsure how to meet a member of the opposite sex, how to find out what that person thinks or feels, what kind of relationship the other person is looking for, and what kind of behavior the other person expects in particular situations.

#### Special complications for non-Americans.

To this already complicated situation must be added the fact that many American students come from conservative backgrounds, and they may feel reluctant to enter into any kind of relationship with people who seem different from themselves. This may be a matter of prejudice, resulting from limited experience with and knowledge of people from different national or religious backgrounds.

As a result of these prejudices, people normally carry in their thoughts stereotypes about people who are different from themselves. Stereotypes are based on limited and incomplete experience and information, but they shape people's thoughts and expectations nonetheless. There are two stereotypes which often afflict male-female relationships involving U.S. and foreign students. The first is the idea, held by some foreign males, that American females are invariably willing, if not anxious, to share a

bed with a male. The second common stereotype, held by some American females is that male foreign students have no interest in American females other than getting into bed with them.

The existence of these and other stereotypes can give rise to considerable misunderstanding and block the development of a mutually satisfactory relationship between particular individuals.

**The Male Perspective.** The social rules governing male-female relations in America are fairly loose and unclear and are continuously becoming moreso. Even so, many relationships between men and women still begin at the male's initiative rather than the female's. This initiative usually takes the form of the male suggesting to the woman that the two of them get together for a particular activity. In getting together with members of the opposite sex, Americans tend to *do something*, such as going to a movie or a concert. Going somewhere together to do something is called a "date" because the time you will meet and the place you go are agreed upon in advance.

According to common practice, you do not ask a woman for a date by inquiring, "Are you busy Saturday night?" This question puts the woman in an awkward position because she does not know what is to follow. Besides, the question is somewhat impertinent. What you do is to make a specific proposal: "Would you like to go to the dance at Atwood Saturday night?" If she accepts, you agree on a meeting time and place and you have a "date."

If she declines, it may mean only that she already has plans for Saturday night.

If she already has plans, she may propose an alternative time which, if suitable for you, you may agree upon. Should she decline without suggesting an alternative time, you are free to propose an alternative time yourself. If she accepts, you have a date. If she declines, it may indicate that she has plans for that time also, or that she does not wish to "go out" (i.e., have a "date") with you. If she says "no" in response to three different requests or suggestions from you, it probably means that she does not wish to go out with you. It is usually unwise to continue to ask a woman out if she has declined three consecutive offers.

Despite the liberalization that is occurring in sexual attitudes and behavior in America—notably the casting aside of many old taboos and the breaking down of stereotypical roles to which males and females are expected to conform—men are still left to guess about the woman's attitudes in the early stages of a relationship. This is because social convention usually prevents a woman from telling a man in a direct way that she does not want to go out with him. It is considered that such a direct message to the man will deflate his "ego" or "hurt his feelings" or "shoot him down."

Nor will a woman usually feel free to give direct expression to her early interest in a man. Such behavior would be considered too "aggressive" or "forward."

Although tradition put him in the most assertive role in male-female relationships, the man almost never told the woman that he did not wish to go out with her. He simply would not ask her out, and he avoided paying any special attention to her when they were to-



gether in a group. Some men still prefer this approach. Other men may politely but directly tell a woman that they don't wish to continue dating her.

Once you have a date with a woman, the procedure is fairly simple: You are expected to meet her at her place of residence (or other agreed upon place) at the agreed upon time and escort her to wherever you are going for the evening. In the past, it was the general rule that males assumed responsibility for meeting all the expenses of the date. Now some women will offer or even insist to pay their own way. Men should not be offended when women want to share expenses. If the woman offers but does not insist on paying her half of the expenses, you may accept, decline the offer, or suggest sharing expenses at another time.

In reality, these "procedures for dating" have increasing numbers of exceptions. For example, it is usually unnecessary to make advance arrangements for an informal activity such as sharing coffee or going for a walk. Among many students, "dating" of the kind described here rarely occurs. It is becoming more common for American women to ask a man for a date. Some men and women who know each other well rely on spontaneous and informal activities for their companionship. And, some students prefer to go out in groups rather than pairs.

You need to be aware of these possible exceptions so you can maintain an adequately flexible attitude toward meeting and getting together with women.

At the end of an evening with a woman you should feel free, if you have enjoyed the "date" or the time together,

to tell the woman so and to ask her out again. If she accepts, then you have another date; if she does not, it is not considered appropriate for you to ask her about her reason for declining.

It is not unusual, at the end of the evening, for the woman to invite the man into her place of residence for a beverage and/or conversation. You are not obligated to accept the invitation. Declining the invitation is a polite way of indicating that you do not want to go out with the woman again or to get too involved with her. You may of course decline simply because you are tired. You should make clear what your reason is, in this case, so the woman will not suppose that you lack interest in her.

If the invitation is offered, it is usually an indication that the woman would like to get to know you better, and you should accept the invitation if it is not inconvenient and you are interested in getting to know her better. It should be emphasized that when a woman invites you in, or when she accepts a date with you in the first place, *she is not committing herself to any sexual involvement with you.*

**The Female Perspective.** Traditionally, men in the United States have been expected to take the initiative in establishing relationships with women. When a woman did take the initiative, society was inclined to view her unfavorably. Rather than directly expressing her interest in a man, the woman has been encouraged to express her interest indirectly. Thus, a woman could not ask a man for a date but could (and still can) ask him to a dinner party (where other people would

be present). The woman would pay special attention to the man when they were part of the group. The activity of drawing a man's attention to you by subtle, indirect ways is called "flirting." It is acceptable to flirt with a man in whom you are genuinely interested, and from whom you would accept an invitation for a date. It is not considered a positive thing to flirt with a man simply to tease him and to satisfy yourself that you have the capacity to attract his attention. A number of American women reject this indirect approach to establishing a relationship and prefer a more open approach. Alternatives to the traditional approach described above include:

Express interest in something he is also interested in.

Find out about someplace you both want to go, but have never been. Then suggest a time to meet there.

Express genuine interest in what he is doing and, in the course of the conversation, tell him something about yourself.

Compliment him on something he is wearing or on some physical or personality trait.

At the end of a conversation with him, say, "I enjoyed talking with you. I'd like to talk again sometime."

Invite him to go along for some such casual activity as a trip to the shopping center.

Say: "Let's have lunch one day this week."

While there are such ways as these for a woman to indicate her interest in a

## Social customs



man, some women are still reluctant to employ them. It still happens that some women sit at home and wait for the man to call, while the man, equally confused and anxious, might hesitate to call or decide not to call because he does not know how the woman really feels. This is so even though it is increasingly acceptable for a woman to take a more assertive role in initiating relationships with men.

When you accept a "date" the man usually will propose to call for you at your home at the agreed upon time. In the absence of words to the contrary, you can assume that he will cover all the expenses of the date. You should be aware that the financial resources of male students are not necessarily any greater than those of female students. Thus you may, if you wish, offer to pay some or all of your own expenses. You may even insist on paying a share of the cost. But if your date seems determined to pay the costs himself, you can use your own judgement.

At the end of the evening, the man will escort you home. You are free to express your pleasure with the date (if you enjoyed it) and to propose another if you wish. It is acceptable for you to ask the man inside for a beverage or conversation if you wish to do so. Most American men will not themselves suggest that they go inside with you; they will await your invitation. If you would like to get to know the man better but for some reason feel reluctant to invite him into your home, it is perfectly acceptable for you to suggest a subsequent time and place for getting together. If you do invite him in, it should be clear in your mind that you are

not thereby committing yourself to any sexual involvement then or later.

If you invite a man in at the close of the evening and he declines the invitation, it could be that he is tired, that he has some reason for not wishing to be in your home, that he does not want to become too involved with you, or that he does not want to see you again. Americans are hardly ever direct about these things.

If you do not wish to go out with a particular man again, you simply decline further dates with him if he proposes them.

**Breaking a Date.** This section applies to both males and females. Remember that it is *impolite and extremely inconsiderate* to "break a date" without giving prior notice to the other person. To break a date means to fail to keep your appointment with the other person. Sometimes it happens, after a date has been agreed upon, that it becomes impossible for the man or the woman to keep it. In such circumstances, notice should be given as soon as possible. The other person has set aside the appointed period of time and has perhaps declined other offers of dates in order to have the date with you. Your obligation to the other person should be fulfilled if at all possible.

A date should be broken only for compelling reasons. If you break a date by saying something like "I don't feel good" it will be interpreted as "I've changed my mind and do not want to go out with you."

Changing plans for a date does not present the same problems as breaking a date. If you have agreed to go to a movie and then decide that a party would be preferable, it is acceptable to call the other person and *propose* the change in plans. The other person can accept or decline the proposed change.

**Sexual Involvement and Activity.** The question of sexual involvement is a problem in any society. It is probably more so in the U.S. than elsewhere, since there is such a wide range of attitudes and practices here. There are few if any reliable ways to guess in advance what a particular person's attitudes about sexual involvement are; moreover, a person may evidence different attitudes at different points in time or in different relationships. Many females believe that pre-marital sexual activity *is* wrong and will not engage in it; fewer males have that view. Some people will share a bed with someone after a long dating period,

others after a short dating period, and a few others after no dating period at all.

Most Americans follow the counsel of their feelings, their personal values and, to some extent, their upbringing when considering whether to become intimate with another person. The general situation is that people regard sexual involvement as being entirely the personal and private business of the persons involved in the relationship. Most unmarried people who share a bed with a member of the opposite sex do so because they genuinely like the other person and the two of them have come to regard sexual activity as a natural way of showing their affection for each other.

Many segments of the society have negative opinions about females (and, less often, males) who engage in sexual activity before marriage. Thus people's sexual involvements are not usually a matter of widespread knowledge. Somewhat of an exception to this is the case of two unmarried people who are living together. Such arrangements are not uncommon. They almost always involve couples who are committed to a continuing relationship with each other, and their relationship might be known to many people.

Concerning the relationship between dating and sexual activity, the following ought to be kept in mind: When an American woman accepts a date or, after accepting it, indicates additional interest in a man, she is not necessarily expressing a commitment to sexual involvement with him. When an American man asks a woman for a date or responds to her indications of interest in him, he is not necessarily expecting any sexual involvement. In practical terms, a date implies no commitments of any kind other than the basic one of the individuals' meeting at the agreed upon time and place.

In general, at least during the early stages of a relationship, Americans have no particular expectation about sexual involvement. They may have desires, but they have no particular expectations. They await developments, and try to be sensitive to the interests and feelings of the other person.

If a relationship between unmarried Americans does culminate in sexual activity, no additional or subsequent commitment of any kind is *necessarily* implied. But sexual activity *usually* implies a special caring or concern for the other person, and is not usually undertaken without serious consideration of the other person's feelings.



## EMERGENCY

In case of emergency, go directly to Health Services (Hill Hall, 1st floor, 255-3191) or to the emergency room at the St. Cloud Hospital (1405 North 6th Avenue, 251-2700). The hospital emergency room is open 24 hours a day, every day of the week. The emergency room nurse will help you contact a doctor if there has not been time to call one. **Emergency care is expensive because there are charges for both the doctor and the emergency room.** True emergencies, however, are usually covered by your student insurance.

## INSURANCE

It is considered a necessity for international students in the U.S. to have health insurance (hospital costs are very high and may be difficult to pay in an emergency).

International students are urged to purchase student insurance which is available through Health Services on campus. Students may purchase a policy at the time of registration or by contacting Health Services at 255-3191 (Hill Hall, 1st floor).

**Summary: International students are urged to:**

- 1/ purchase Student Health Insurance.
- 2/ use the Health Service on-campus (most service costs are included in activity fees).

## DOCTORS

For most health problems, visit the student Health Service located in Hill Hall. The campus health clinic provides most

of the medical attention you will need and offers reduced prices for prescription drugs. However, for dental care or more specialized medical attention look in the "yellow pages" of the telephone directory under "Physicians and Surgeons, M.D."

## BIRTH CONTROL

Any student needing help with family planning or birth control may contact free of charge:

- 1/ SCSU's Student Health Services  
Hill Hall, St. Cloud State University  
Campus

OR

- 2/ Family Planning Center  
Birth Control Clinic  
822½ St. Germain  
St. Cloud  
252-9504

## STUDENT HEALTH SERVICE

Health Services is a completely equipped medical clinic that is staffed by qualified medical personnel. The clinic provides on-campus medical care to all students who pay the quarterly health fee and who have a validated I.D. (identification) card.

**Location and Hours.** Located on the first floor of Hill Hall, you can enter through the north or rear entrance to the building. The Health Service is staffed by medical doctors, professional nurses, laboratory technicians, a pharmacist, and medical secretaries.

The Health Service maintains regular patient care hours, Monday through Friday from 8 a.m. to 4:30 p.m. For

emergency care at times when the Health Service is not open, call 255-3191 or 251-4010 for instructions on how to obtain medical care.

You are encouraged to make appointments to see the physicians. If you do not have an appointment, a nurse will see you and will then schedule appropriate medical care.

Most visits to the Health Service are covered by your payment of the Health Service fee; however, there may be a nominal charge for some of the elective and more extensive procedures.



## COUNSELING SERVICES

Any student enrolled in the University is eligible to use the services of this center without charge. Although an adviser

# Services



might suggest the use of the center's services, it is highly recommended that the student take the initiative in seeking counseling. A full-time staff is employed to aid students in the following areas:

**Educational Counseling** deals with such problems as study habits and selection of a major program of study. An evaluation of a student's success in a prospective major area is based on ability, interests, aptitude and other personal factors involved. Tests and background materials are useful tools for discovering areas of aptitude and interest, opening new insights which can make possible the student's individual choice in the matter.

**Vocational Counseling** is concerned with a career choice. It is one of the most vital and yet one of the most complex problems an individual encounters. Many students are not able to make this choice without some professional help from a well-trained counselor. In addition, the student may need to devote time to reading pertinent occupational literature and taking tests. The process involves the gathering of information related to several occupations and careful consideration of appropriate preparation for the occupations discussed. Also, the University now has a computerized occupational information system which helps students obtain information on vocations and education much more rapidly.

**Personal Counseling** is directed toward the student's efforts to adjust to the environment and offers an opportunity to "unlearn" some anxieties and explore possibilities for present and future personal development. Personal counseling also can help the student resolve con-

flicts, clarify goals, and increase self-understanding.

## FOOD SERVICE

Three dining areas are available to students on campus throughout the year. Dining facilities in Atwood Center are open to all students and faculty. Garvey Commons accommodates all residence hall students.

Meal tickets may be purchased at the Food Service Office in Garvey Commons or at the Business Office for off-campus students. Guests are always welcome at Garvey Commons. Information concerning serving hours and accommodations are available at both Garvey and Atwood Center food service offices.

## POSTAL SERVICE

The main post office is located at 915 North 2nd Street in St. Cloud. You can buy stamps and mail letters and packages from there. There also is a smaller postal branch located on the university campus, at the SCSU Bookstore in the basement of Stewart Hall. You also pick up alien registration forms at the main Post Office, and return them there when completed during the month of January.

**Telegram:** This is a short message, sent by wire, much like a cablegram. If you wish the telegram delivered instead of telephoned, there is an additional charge.

**Night Letter:** This is a short message sent within the United States or abroad. The message will be delivered the day after you send it between the hours of 9 a.m. and 2 p.m.

**Mail-gram:** This is the same as a night letter, only the message is delivered via the regular mail service. Since there is no mail delivery on Sunday, a message sent on Saturday would not be delivered until Monday.

**Cable-gram:** This is a short message sent outside the United States. There is a charge for *each* word, the amount of which depends on the country to which the cable is sent. The only word for which there is *no* charge is the name of the country. The name of the person who is to receive it, his address, and the message, are all charged by the word. There are two types of cablegrams:

- 1/ **Straight cablegrams** - delivered the same day it is sent, usually within 4 to 5 hours.
- 2/ **Letter Telegram** - delivered within 12 to 24 hours, usually within 24 hours. Twenty-two words may be sent at one-half to one-third the rate of the cost of a straight cablegram.

## BOOKSTORE

The University Bookstore carries textbooks for all classes on campus, as well as art, engineering, and general school supplies. You also may buy paperbacks, novelties, gifts, and convenience items. The bookstore is located in the basement of Stewart Hall. Call 251-0061. The store also will order books not on hand. Art supplies are sold in the hall next to the bookstore. Additional services include a Xerox copy service and a postal station. You can buy stamps and mail your letters and packages from there.



*Left to right: A student is examined at the on-campus Health Service. The St. Cloud Hospital is about a mile north of the University. The Family Planning Center is downtown. Outside the St. Cloud Post Office are mail boxes which, if used, help to ensure earliest possible delivery of mail to its destination.*

## PARKING

Students are urged to leave cars at home if possible. Parking is limited on the campus and in the immediate area. The **Metro Transit** provides excellent bus service and members of the university community are urged to ride the bus.

Student parking is available daily in Lots C, J, K, M, and the south part of N lot. Overnight parking is allowed *only* in C, J, and K. Signs posted at the entrances to all campus lots provide detailed information about parking hours.

Special parking permits are available to students for medical reasons. A physician's letter must accompany the request. Requests may be sent to Room 106, Administrative Services Building. Fee parking is available to all vehicles on a daily basis in the lot west of Garvey Commons.

Each quarter, from the first day of registration through the closing of the quarter, no student parking is allowed in areas posted for faculty and staff. This rule is in effect weekdays between 7 a.m. and 3 p.m. Prohibited areas also include areas designated as visitor parking, delivery areas, sidewalks, and lawns at all times.

Regulations are enforced daily. Violators are subject to the jurisdiction of the Municipal Court of St. Cloud. Vehicles may be towed at the owner's expense for continuous violations.

Other vehicles such as motorcycles, motorbikes, and motor scooters are subject to the same regulations as automobiles. They must be properly licensed. Driving on sidewalks or University grounds is prohibited.

Foot powered bicycles must be pro-

perly licensed to operate in the city. Bicycle parking racks are located alongside most campus buildings. Bicycles must be parked in the racks.

The owner is responsible for any vehicle parked on university property. It is advisable to keep cars locked at all times.

## DRIVER'S LICENSES

You may receive help with obtaining a Minnesota Driver's license on campus. The Center for Driver Education and Safety (DTS) is located in Whitney House (WH). The Director, Howard Matthias, can be reached at 255-4251. DTS has designed a special program for international students who desire help with both the written and practical examinations; they also offer individualized training. Among the programs within the center are:

- 1/ Driver education program for automobiles and motorcycles
- 2/ Certification, and
- 3/ Traffic safety.

## BUYING A CAR

Unless you are wealthy, you probably will be buying a used car either from a car dealer or from a private individual who has advertized a car for sale. In any case you should have with you an American acquaintance who is both *knowledgeable* about cars and skeptical by nature. Such a person could help you evaluate both the condition of the car and the claims made by the person who is trying

to sell it. These evaluations are essential, because buying a car, especially a used one, can be tricky.

When you buy a car the "certificate of ownership" or "certificate of title" must be transferred to you from the previous owner.

## AUTOMOBILE INSURANCE

It is legally required that you have at least minimal insurance coverage if you own a car, since you are financially responsible if you cause your car to injure another person or damage someone else's property.

*Types of automobile insurance:*

- 1/ Liability insurance is the most basic type. It protects you if your car kills or injures someone else, or damages someone else's property.
- 2/ Collision insurance protects your car in case of collision with another car.
- 3/ Comprehensive insurance covers losses caused by storms, thieves, and vandals.

**Buying Car Insurance.** In the yellow pages of the telephone directory you will find a long list of insurance agents under the heading, "Insurance." Unless a friend can recommend a reliable agent to you, you should talk to at least two agents about your insurance needs. The amount of insurance you buy for your car should depend on its value. Insurance rates vary from company to company, and they depend also on the value of the car, the amount it is driven, the age of the drivers and the past driving records of the drivers. In some cases, insurance companies may charge more if you do not hold a valid Minnesota driver's license.

## Automotive





## AUTOMOBILE REGISTRATION

If you buy a car, you must register it and obtain license plates for it. Contact the Driver and Traffic Center for assistance, phone 255-4251.

## DRIVING IN THE WINTER

Winter in Minnesota often brings dangerous driving conditions. If you plan to operate a car during the winter. The following may be helpful:

**Get your car "winterized".** This means putting on "snow tires" that have a heavier tread than regular tires, or at least making sure your tires are not worn smooth; putting anti-freeze into your radiator, unless your car's engine is air-cooled; changing to a lighter weight oil; and making certain your brakes, windshield wipers, turn signals and headlights are in good operating condition.

**Drive carefully.** There are times in Minnesota (radio and television reports will tell you when they are) that roads are so slippery and/or visibility is so limited that automobile driving should be undertaken only if it is absolutely necessary. If you must drive under these adverse conditions, you should remember several safety rules: Start slowly, using second gear. Do not follow other cars closely. Drive slowly. To stop, lightly pump your brakes, rather than pressing on the brake pedal steadily. Watch other cars *very* carefully, and assume that their drivers are having difficulty controlling them. Be very careful to obey all traffic regulations.



*The sign reads 25.9¢ per gallon of gas if you pump it yourself. What the sign means is that a gallon of gas is one dollar and 25.9¢. Many service stations advertise prices only with the last 2 digits and neglect to display the full price.*



*Left: A used car lot.*

*Center: Stearns County Courthouse is likely to be the place where you register your vehicle and take a driver's examination. (If you live in Sherburne or Benton Counties you'll go elsewhere.)*

*Right: The owner of this car would like to sell it. If you are interested in buying a used car, you should have a friend who knows something about cars look at it first and advise you whether it is worth the cost.*

## FINANCIAL INFORMATION

Most international students, like many American students, live on limited budgets. It is important to manage your money wisely in order to make sure it lasts as long as possible. It is important to be cautious about spending money until you have become accustomed to the value of the dollar and have developed a thorough realization of what your essential living expenses will be.

It is not wise to carry large amounts of money with you, or to keep it at your residence. Instead, deposit your money in a bank.

## UNITED STATES CURRENCY

**Coins:** American coins come in two colors and six sizes. Smaller-sized coins are not always lower in value than larger coins.

The *penny*, or cent, worth 1¢, is the only copper-colored coin.

The *nickel*, worth 5¢, is silver-colored and larger than a penny.

The *dime*, worth 10¢, is silver-colored and is smaller than any other United States coin.

The *quarter*, worth 25¢, is silver-colored and is larger than the nickel.

The *half-dollar* or 50¢ piece, silver-colored and larger than the quarter, is not common in use.

The *silver dollar* is the largest United States coin and is rarely seen in circulation.

The *Susan B. Anthony dollar* can be easily confused with the quarter since the sizes are similar. This dollar is rarely seen in circulation.

**Paper Money:** All United States paper money is the same size and same color. Denominations include \$1 (commonly called a "buck"), \$2, \$5, \$10, \$20, \$50, \$100, and larger amounts.

## HOW TO FIND THE RIGHT BANK

You should check with a knowledgeable friend who can direct you to a good bank; or you should check in the yellow pages of the telephone directory under "banks".

## HOW TO OPEN AN ACCOUNT

To open any kind of bank account, go to the bank of your choice and tell the receptionist that you would like to open an account. The receptionist will direct you to a person who can explain the kinds of accounts that are available and can open one for you.

## TYPES OF ACCOUNTS

There are two major types of accounts; checking accounts and savings accounts.

**Checking Account.** Called a "current" account in many countries of the world, a checking account is a place where money can be deposited for convenience and safekeeping (no interest is earned, however). You may then spend your money by writing checks.

Once you open an account, you will be given or sent numbered checks imprinted with your name, address, and account number so that you may write

checks against the balance in your account. A checkbook includes a register on which to record each deposit as well as each payment you make.

Personal checks can be used for payment of rent, bills, and for purchases in most stores and markets. Many, but not all local hotels and restaurants will accept personal checks. Out-of-town businesses generally will not.

"Personalized" checks have your name, address, telephone number, and other information you choose to have printed on them. In addition, they are numbered consecutively.

Be sure to know approximately what your needs will be, and compare rates and services of several banks to know which is most suitable for you.

## HOW TO WRITE A CHECK

Put the date on which you are writing the check on the upper right corner. Checks must show the same actual date on which the check is written. If today is August 3, the check must be dated August 3.

On the second line, place the name of the person or company to whom you are writing the check.

Next to the dollar sign (\$) put in figures, the amount for which you are writing the check.

On the third line spell out the amount of the check in long form to prevent anyone from changing the amount of money indicated.

In the lower left corner write the item of expense the check covered.

In the lower right corner put your signature, taking care to sign all checks the same way.

**Keeping a record of what you spend.** You must keep an accurate record of how much you have in the bank. If you spend more than you have in your account, your checking account will be "overdrawn" and your check will be returned to the person or company to whom you gave it. They will contact you because you still owe them money and also may charge you extra money because your check "bounced"—that is, you didn't have sufficient money to cover the check. The company may refuse your future checks. The bank will charge you money because you sent a "bad" check.

**"Bad" or "hot" check.** It is against the law to write a "bad" check. Depending on the amount of the check written, you can be fined up to \$1,000 for each "bad"

# Finance/Banking

check you write, though the average fee is \$3.00 to \$5.00.

Each month the bank will send you a list of the checks you wrote, with information on how much money you deposited in the bank and all the checks you signed during the previous month, which are legal receipts for purchases.

This collection of information is called a "monthly statement" and should be compared with your records to make sure that it is accurate. Remember that not all of your checks may have reached the bank yet, and that banks have varying service charges for checks. If you have problems in "balancing" your checkbook,

the bank will be happy to check your records.

**Cashing a check.** When cashing checks, many places require some identification to ensure the check you are writing is your check. A driver's license is the most common form of identification, but a passport is sometimes acceptable.

**EXAMPLES: HOW TO WRITE A CHECK**

**Personalized check:**

GAYLENE SHAFER  
S-160-271-025-686  
846 NORTH 34TH AVE. 252-9747  
ST. CLOUD, MN. 56301

October 1, 1900 808

75-23  
919

PAY TO THE ORDER OF Madam Bovary \$ 1 59/100

One and 59/100 DOLLARS

ZAPP NATIONAL BANK St. Cloud, Minnesota 56301

FOR Autograph Gaylene Shafer

⑆091900232⑆ ⑆808 088 6⑆06 0808

**Check register:**

PLEASE BE SURE TO DEDUCT ANY PER CHECK CHARGES OR SERVICE CHARGES THAT MAY APPLY TO YOUR ACCOUNT

CHECK NO.	DATE	CHECKS ISSUED TO OR DESCRIPTION OF DEPOSIT	(-) AMOUNT OF CHECK	✓ T	(-) CHECK FEE (IF ANY)	(+) AMOUNT OF DEPOSIT	BALANCE
							500 00
807	9/30	Rainbow Book Supply	2 00		10		2 10
	9/31	Deposit				50 00	497 90
808	10/31	Madame Bovary	1 50		10		50 00
							547 90
							1 60
							546 30

**Line Check:**

No. 25

Date October 31, 1900

PAY TO THE ORDER OF Madam Bovary \$ 1 50/100

One and 50/100 DOLLARS

ZAPP NATIONAL BANK St. Cloud, Minnesota 56301

FOR Autograph Jane M. Doe  
Jane Doe

⑆091900232⑆ ⑆808 888 6⑆58 0807

**Savings Accounts.** A savings account, unlike a checking account, earns interest. By placing money in this type of account, you give the bank permission to invest the money in a variety of ways. In return, the bank pays you interest at a specified percent per year. In general you cannot write checks against an ordinary savings account.

**OTHER BANKING SERVICES**

**Savings Certificates.** Savings certificates earn a higher rate of interest than regular savings accounts, but must remain on deposit for designated periods of time. A savings certificate is a wise investment if you are certain that you will not need the money until the designated time period (90 days, one year, or more) has passed.

**Travelers Checks.** Travelers checks provide a safe way to carry money when traveling in the United States and abroad. They can be replaced if they are lost, and they are more easily accepted by businesses away from your own area of residence. Banks sell travelers checks for a small fee.

**Money Orders.** To send money through the mail, the safest way is your personal check, a bank draft, or a money order, which may be purchased for a small charge at banks or at the United States Post Office.

**CREDIT BUYING**

Buying "on credit" seems like an easy way to get everything you need at once, but it can be very costly. Revolving charge accounts are limited by law to 18 percent annual interest, although other types of purchase agreements may vary from store to store. Investigate thoroughly before signing any purchase agreement.

*There are three types of credit buying:*

**Charge Accounts** allow you to pay for your merchandise in the month after purchase. If the full amount is paid within 30 days, there usually will be no extra charge.

**Installment Buying** (advertised as "small monthly payments") allows you to pay for merchandise over a period of time. A finance charge is added to the payments. Read the small print on purchase agreements: make sure you can return faulty items or have them repaired.

**Lay-Away Plan** allows you to choose an item, pay a part of the total price, and the store holds it for you until it is paid for in full.

## FINANCIAL OBLIGATIONS

Students are expected to be responsible and punctual in meeting their financial obligations. To complete registration, students must pay all tuition and fees to the Business Office when payment is due. (Check your fee statement for precise date.) A late registration fee may be charged in some cases and your classes may be canceled.

Tuition or fees are considered unpaid if the checks or drafts offered in payment are not honored by the bank or other depository on which they are drawn, that is if they "bounce." The late registration fee is in effect until the obligation is paid.

The Business Office is located in Room 122, Administrative Services Building. All fees and payments, other than tuition and fees paid at registration, are paid there to one of the cashiers.

**Utility Payments.** Including telephone, must be prompt. Utilities here are privately owned, and failure to pay will mean the loss of service by that utility (except for heat during the winter months).

## GENERAL POLICIES

**Student Load.** The "normal" course load for international students is 12 to 16 credits per quarter. A student enrolled for 12 credits or more (6 credits in the summer term) is considered a full-time student. The maximum allowable load without special permission is 20 credits.

Students who wish to enroll for more than the established maximum must secure permission from their adviser and college dean if they have been admitted to a major program of study. A student's load includes the total of all courses carried, including correspondence, extension, and any other college course taken concurrently with those at St. Cloud State University.

**Class Attendance.** St. Cloud State University regards class attendance as the personal responsibility of each student. Upon enrollment in a course, a student becomes accountable for all the requirements of the course. Students will be expected to account for their absences. It is the practice for the student to give the instructor, in advance if possible, the reason for the absence. Members of the faculty are asked to report to the foreign student academic adviser the name of any student whose repeated absence is impairing her/his academic performance.

**Grades.** Tests, quizzes, papers, projects, and final examinations are given grades A, B, C, D, or E. Grades from A through D are passing. However, the grade of D, which means "barely passing," is the weakest passing grade.

It is, of course, not uncommon that international students experience difficulties with their studies for the first

couple of quarters—even for the first year. However, international students are urged to keep in close contact with the foreign student academic adviser who will help devise a program of study suited to the needs and abilities of each student. If difficulties should arise, contact the foreign student academic adviser.

## UNIVERSITY GRADING SYSTEM

To earn a degree at St. Cloud State University, it is necessary to accumulate a certain number of credit hours. This number varies depending on the specific degree and to some extent on the department of study. The number of credits for any given course is generally equivalent to the number of hours per week which the class meets.

**Grades and Grade Point System.** An important measure of satisfactory performance at St. Cloud State University is the HPR (honor point ratio). Generally, an international student, as well as all undergraduates, must maintain at least a 2.00 HPR (3.00 for graduate students) for satisfactory performance. A 2.00 HPR equals a "C" average.

Listed below are the grades assigned at the University and the number of grade points earned from each.

A Excellent	4.0
B Good	3.0
C Average	2.0
D Poor	1.0
E Failure	0.0
*W Withdraw	0.0
*I Incomplete	0.0
*S Satisfactory	
*U Unsatisfactory	

## Academic policies



- \*W means **withdrawn**: Student has been permitted to drop the course and no grade has been assigned.
- \*I means **incomplete**: Student has been doing satisfactory work, but is unable to complete course for some reason beyond the student's control. A student wishing to receive an "I" must discuss the matter with the instructor involved.
- \*S means **satisfactory** performance in a certain course. No other grade will be given.
- \*U means **unsatisfactory** performance.

A student's honor point ratio is figured only on work taken at St. Cloud State University. Transfer credits are not used in calculating the honor point ratio.

### ACADEMIC TRIAL QUARTER REQUIREMENTS

Whenever students' cumulative honor point ratios fall below the minimum level, they will automatically be placed "on trial" the following quarter of enrollment.

Quarters in Attendance	Minimum Cumulative HPR
After 1 quarter	1.50
2	1.75
3 or more	2.00

Students "on trial" must earn at least a "C" average during the trial quarter. They will not be allowed to advance register for the next term. A mark of incomplete must be removed before the student is allowed to enroll for another quarter. A student on academic probation who

withdraws from more than one course during the probationary quarter is subject to suspension.

If students fail to obtain a "C" average during the trial quarter, they will be dismissed for one quarter. The dismissal period will be one year for all additional suspensions.

### NORMAL ACADEMIC PROGRESS REQUIREMENTS

All students must maintain normal academic progress. Normal progress is defined as satisfactory completion\* of more than half of all credits for which tuition has been paid during a given quarter.

Students who fail to meet this requirement will be placed on academic probation the next quarter of enrollment. They will not be allowed to advance register for the next term. The student must complete at least more than half of the credits for which tuition has been paid in the probationary term or be dismissed for one quarter. The dismissal period will be one year for all additional suspensions.

**NOTE:** See page 2 regarding immigration and nationalization service regulations.

*\*Satisfactory completion shall be defined as a grade of D or higher on an A-E scale or S on a S/U scale. For normal progress requirements, a "W" or "I" is considered as unsatisfactory completion of the course.*



The Metro Bus on the left is bound for St. Cloud area destinations. The bus on the right will transport passengers further away, such as the Twin Cities.

As is true of any other people in the world, Americans have developed certain peculiarities in their everyday language. As a student of St. Cloud, you are sure to encounter certain colloquialisms and "slang" terms which could not have been predicted by any English language textbook or teacher. Such words are often unique to a certain group of people (such as those within the university community) and are forever changing. The following is a list which will give you an idea of the more common of these usages. Also included are terms or vocabulary which you may not have encountered before, but which will prove useful to you during your stay at St. Cloud. No list of this type can even come close to being complete. For this reason, you must remember *never* to hesitate or be embarrassed about asking for clarification of a meaning or usage with which you are unfamiliar. Americans will enjoy helping you become familiar with the oddities of their language, and many acquaintances have begun with a shared good-natured laugh over a misused or misunderstood idiom.

Americans like to abbreviate words when they talk. Thus, they are likely to say "ed. psych." for educational psychology, "med school" for the College of Medicine and "bio" for biology. It would be impossible to list all such abbreviations here. If you hear one you do not know, ask someone what it means.

## COMMON SLANG PHRASES

**Acid:** L.S.D.

**Add a course:** To enter a course you were not previously enrolled in.

**Area Code:** Number on phone for local area to

which you are calling. St. Cloud area code is (612).

**Assignment:** Out-of-class work required by a professor, due by a certain set time.

**Bar:** Place where alcoholic beverages are served

**Barbeque (Bar-B-Q):** An outdoor party that features meat with a spicy sauce cooked over an open fire.

**Batty:** crazy

**Beat up:** worn out, shabby (said of a thing)

**Been had, been taken, been took:** to have been taken advantage of, fooled

**Big deal:** anything important, exciting

**Big shot:** term used for a person who acts as if he were very important

**Bitch:** to complain; a woman with an unpleasant personality

**Bite to eat:** a light, quick meal

**Blast:** "It's going to be a blast!" or "It's going to be a lot of fun."

**Blasted:** Intoxicated

**Blow away:** to be very surprised - "It blows me away."

**Blow my mind:** to be so involved in an experience as to be overwhelmed.

**Blue:** depressed

**Blue book:** A small booklet of paper with a blue cover usually used for essay-type examinations.

**Bombed:** intoxicated by alcohol

**Boondocks (boonies, sticks):** A rural, isolated area

**Booze:** liquor

**Bounce a check:** overdraw your checking account

**Bull session:** informal group discussion, usually among peers

**Bum a cigarette:** borrow a cigarette

**Bummed out:** depressed

**Bummer:** unpleasant experience

**Bum steer:** false information or advice

**Busted:** to be caught by the police while using drugs

**BYOB or BYOL party:** Bring your own booze or bring your own bottle to the party (BYOL-bring your own liquor).

**Can:** restroom

**Carrell:** a small enclosed desk in the library reserved by individuals doing research.

**Cash:** paying someone with currency rather than a check

**Change:** coins; for example, pennies, nickels, dimes, and quarters. Also, the amount of

money coming back to you after you have made a purchase.

**Check out:** (said of books) to borrow a book for a certain time

**Check it out:** term meaning to look into the situation and determine the outcome

**Cheeseburger:** A hamburger with a slice of cheese melted on it. A "vegetable cheeseburger" or "Cheeseburger deluxe" also has lettuce and a slice of tomato on it.

**Chick/Broad:** Young woman (offensive terms to many women)

**Cocktail:** an alcoholic drink served before a meal.

**Co-ed:** a girl or woman student

**Comp:** a comprehensive examination

**Cool or Neat:** slang denoting approval for something or someone. Also, groovy, rich, fine, super, jazzy, wild, swinging, smooth, foxy, heavy, far out

**Cool it:** calm down. In a relationship, to stop seeing as much of one another.

**Cop:** slang term for a police officer, also fuzz.

**Cop out:** not face the issue

**Crack up:** to lose emotional control in laughter

**Cram:** to frantically study the night before a test

**Creep:** can either be an affectionate term or a derogatory term. Someone is a creep when they do something you disapprove of.

**Cut:** to be absent from a class

**Cut it out:** "Stop it." See "cool it."

**Date:** a pre-arranged social activity involving at least two people, usually a male and a female.

**Dead:** very tired

**Dig something:** to get behind something; to like something

**Dime:** coin worth 10¢

**Don't get smart, Don't be a wise guy:** Don't try to be clever or funny.

**Dope:** Marijuana and other drugs

**Double date:** Two couples who plan to go somewhere or do something together.

**Do your thing:** be creative, do what makes you happy. To do your own thing is not copy someone else, to find your own solution. Also, whatever it is that makes you happy is referred to as "my bag."

**Down:** to feel down, to feel depressed, sad.

**Drive up the wall:** Drive one nuts; to make one very nervous or upset.

**Drop:** to withdraw from a course on or before

## Slang



the set date. No grade is assigned for the course nor is it entered on the student's permanent record.

**Drop in:** to visit unexpectedly

**Drop & Add:** that period during the first two weeks of the semester during which you may change your program of studies by "dropping" and "adding" courses. Also refers to the procedure by which this is done. Consult your department or school for the correct procedure.

**Drunk:** Intoxicated by alcohol.

**Dud:** Useless, ineffective

**Dude:** Man

**Dutch Treat:** each member of the couple on a date pays his or her own expenses; "going dutch" is usually agreed on by those involved *before* the date.

**Eggs:** Over-eggs--eggs fried on both sides. Sunny-side up eggs--yoke side up eggs, not turned over to fry on both sides. Scrambled eggs--eggs beaten and fried.

**Fag:** Homosexual (derogatory term)

**Fall for:** To take a strong liking to

**Far out:** So "cool" as to be beyond comparison (see "cool")

**Fast:** Sexually aggressive; quick to seek sexual contact with a member of the opposite sex.

**Fed up:** Disgusted with, or tired of

**Finals:** Last exam of a semester

**Flunk:** To fail to achieve a passing grade

**Formal:** Dress expected--a tuxedo or suit for men, a long dress for women. National dress is generally accepted.

**Fraternity:** A social organization of men living together in a large house, each with different rules, regulations and objectives. Some fraternities are purely social, others are professional organizations and some are academic honorary organizations.

**Freak out:** To lose control of oneself

**French Fries:** Potatoes cut into strips and cooked by deep fat frying.

**Freshmen:** A student in her/his first year of study at the University.

**Gas (1):** Abbreviation for gasoline which is a fuel for an automobile.

**Gas (2):** A lot of words, as in give me gas, which means to tease someone.

**Gay:** Homosexual

**Give a Buzz:** Call on the telephone

**Give Up:** Quit

**Goof off:** To be lazy or spend one's time in

idleness

**Goofing Off:** Acting silly

**Grass:** Slang word for marijuana

**Gripe:** To complain

**Groovy:** See "cool"

**Gross:** Term denoting someone or something that is so crude as to be extremely unpleasant. To gross out is the result of someone being gross.

**Group:** Music band

**Hairy:** Difficult, hard to do, scary, weird

**Hamburger:** A staple of most student diets; a fried or broiled ground beef pattie served on a bun

**Hang In There:** Keep trying; do not be discouraged

**Hang-ups:** Problems, personal maladjustments

**Hassled:** Troubled by. "What a hassle," what a problem

**Have a Ball:** To have a good time

**Have a Date:** Go out or get together for a planned activity. Refers most commonly to an activity with someone of the opposite sex.

**Have a thing about:** To have a strong like or dislike for something

**Head:** Heavy user of marijuana or other drugs

**High or Stoned or Spaced Out:** Under the effect of marijuana or alcohol, or a number of other drugs.

**Hippie:** A term used in general to describe those with longer hair and unconventional dress.

**Hitch:** Problem, difficulty, hindrance.

**Hitch-hike or hitch a ride:** To catch a ride from another person.

**Honor system:** The practice of relying on students not to cheat in any academic matter.

**Horny:** Desirous of sexual activity.

**Host family:** A family which has volunteered to meet a foreign student because of an interest in sharing their home and activities with him or her.

**Hot:** Stolen.

**Hung-up:** To be in conflict over a problem.

**ID:** Identification card.

**In a nutshell:** Very briefly and concisely.

**Incomplete:** A temporary mark given to a student who is doing passing work but who cannot complete all the course requirements during the term. The student must have a valid reason and must complete the

course within a period of time acceptable to the instructor.

**Informal (dress):** At most affairs, ordinary street clothes; at some social affairs, sport coats and neckties for the man and dresses for the women.

**Jam session:** Group of people who get together to play the guitar or other musical instruments just for the fun of it. Can also mean just getting together to talk.

**Jock:** An athletic-minded person.

**Jock course:** A course in which it is generally considered to be easy to receive a good grade with a minimum of work.

**Joint:** Marijuana cigarette; also a place, a bar, business, residence.

**Junior:** A student in her/his third year of study at the University.

**Loaded:** Intoxicated by alcohol.

**Major:** A student's primary field of study.

**Make out:** Kissing; fill out or write in information on something. "How did you make out?" or "how did you do?"

**Messed-up:** Confused, or not neat.

**Mid-term:** A test in the middle of a semester.

**Mind your own business:** Don't give me your advice.

**Minor:** A student's secondary field of study.

**National dress:** Some distinctive clothing that is typical of your country or culture, even though no one may wear it today.

**Nickle:** Coin worth 5¢

**Old man:** Slang term for father. Also, Pop, Dad.

**On the house:** Free, no cost.

**On the spur of the moment:** Done without premeditation or planning.

**To be open:** To be accepting.

**Out of it:** "He's really out of it," he's tired, his mind is on something else.

**Out of one's mind:** Crazy; doing something ridiculous.

**Out of sight:** Term of approval denoting something exciting or very good.

**Pain in the neck:** An unpleasant person or experience.

**Phony:** Someone who is insincere. Also, fake.

**Pissed off:** Very crude term for anger. Such as, "I am pissed off at him."

**Plastered:** Intoxicated

**Plowed:** Intoxicated

**Pooped:** Tired or exhausted.

**Pop-quiz:** A test given with no prior warning.

**Pot or grass:** A term for marijuana.



Far left: "Wax" is a slang term meaning phonograph recordings. There are several stores in the area that sell records.  
Right: The St. Cloud Public Library.

**Probation:** Student is placed on probation if he fails to make the required grade point average.

**Psyched up:** To prepare yourself for something.

**Pull's one's leg ("You're pulling my leg."):** to tease.

**Pusher:** One who sells drugs.

**Put someone on:** To tease or try to fool.

**Quiz:** A short test usually given without speciality.

**Reading list (Syllabus):** A list of books and articles prepared by each professor for his specific course. Required and suggested texts are usually indicated as such. This list is designed to give the student an adequate introduction and survey of the particular course of study.

**Redneck:** Closed minded person, very conservative.

**Reefer:** Marijuana cigarette.

**Registrar:** Official recorder of students' academic information, such as courses taken and grades received.

**Registration:** Procedure of arranging an academic program at the beginning of each semester.

**Right on:** Term of agreement, meaning you hit the point exactly.

**Rip off:** To steal.

**R.S.V.P.:** A reply is required telling whether or not you can attend a function to which you have received an invitation. ("Respondes S'il vous plait").

**To get screwed:** To be deceived or treated unfairly.

**Scrounge:** Someone who constantly borrows things.

**See eye to eye:** Have the same opinion.

**Semester:** One academic *term*, which is half of the academic *year*.

**Semi-formal:** Usually formal dress or national dress for the women, business suit or national dress for men.

**Senior:** A student in her/his fourth year of study at the University.

**Shook-up:** Upset.

**Show:** Movie or film.

**Skim:** To quickly read something to get a general idea without details.

**Skinny-dip:** To swim in the nude.

**Skipped, skip out:** To fail to attend a class, meeting, etc.

**Slam:** Insult a person.

**Slob:** A lazy, fat person.

**Smashed, bombed, polluted, or stoned:** Drunk or intoxicated by alcohol.

**Snow-job:** To convince someone of something that's not necessarily true.

**Snowed under:** To have an overabundance of work.

**Sophomore:** A student in her/his second year of study at the University.

**Sorority:** Comparable to a fraternity, except that it is for females instead of males.



**Speed freak:** Person who uses speed (amphetamines). The person is said to be speeding.

**Stag:** "To go stag" is to go to a dance or party without a date. Term usually used for men.

**Submarine sandwich or hoagie (pronounced "hoagy"):** Sandwich on a long roll with assorted fillings and spices.

**T.A.:** Teaching assistant.

**Thank you note:** A short note a person always sends to a host or hostess afterwards, in thanks for a meal, overnight stay, or a gift of any kind.

**To be crazy about:** To like someone or something very much.

**To be into (something):** To be very interested in or concerned with something. "I can really get into this song," or "I really like this song."

**To be turned off:** To feel uninterested.

**To be turned on:** To be sexually excited.

**Tough bounce, tough luck:** It's too bad that happened to you.

**Tough shit:** So what?

**Transcript:** Official record of past grades and courses taken by a student; available at the Registrar's office.

**Trip:** After-effect of taking a drug; or to use drugs.

**Turn on:** To become interested or excited or to use drugs.

**Turn over a new leaf:** Adopt a better course of conduct.

**Undergraduate:** A student in the first four (4) years of university study.

**Up tight:** Worried, tense.

**Waffle:** Similar to a pancake, but square, having many square indentations, instead of being smooth and round.

**Wasted:** Intoxicated by alcohol.

**What's up? What's cooking? What's popping? What's happening? What's going on?:** What event is taking place? What new news is there?

**Whole bit:** Entire thing.

**Wisecrack:** A bright, smart, witty, or sarcastic remark; a joke, especially when it emphasizes another's shortcomings.

**Zero in on:** Focus or concentrate on.

**Zip code:** Last and very important part of address on a letter--a number telling what section of the U.S. the letter is going to. The St. Cloud Zip Code is 56301; the University's is 56301.

## Slang





## TEMPERATURES, WEIGHTS, AND MEASURES

**Temperature.** In the United States, Americans use the Fahrenheit system to compute temperature. To convert Fahrenheit to Centigrade: subtract 32 from the number of degrees Fahrenheit; multiply this figure by 5; divide by 9. To convert Centigrade to Fahrenheit: multiply the number of degrees Centigrade by 9; divide this figure by 5; add 32.

Water freezes at 0° C. or 32° F. Water boils at 100° C. or 210° F. Milk is scalded at 51° C. or 150° F.

**Body Temperature.** Normal body temperature (by mouth thermometer) is 98.6° F. or 37.0° C. Normal body temperature can vary with 1° F. above or below 98.6° F.

37.0° Centigrade	=	98.6° Fahrenheit
37.2° Centigrade	=	99.0° Fahrenheit
37.8° Centigrade	=	100.0° Fahrenheit
38.3° Centigrade	=	101.0° Fahrenheit
38.9° Centigrade	=	102.0° Fahrenheit
39.4° Centigrade	=	104.0° Fahrenheit
40.6° Centigrade	=	105.0° Fahrenheit

**Weight.** In the United States, Americans use the term ounce and pound to express weight. To convert grams to ounces, multiply the number of grams by .03527. To convert kilos to pounds, multiply the number of kilos by 2.2046.

30 grams	=	1 ounce
		16 ounces = 1 pound
450 grams	=	1 pound
100 grams	=	1 kilo
		1 kilo = 2.2 pounds

In the United States, body weight is expressed in pounds.

**Linear Measure.** Americans use the terms inch, foot, and yard to measure length and width. To convert centimeters to inches, multiply the number of centimeters by 0.39. To convert inches to centimeters, multiply the number of inches by 2.54.

2.54 Centimeters	=	1 inch
30.48 Centimeters	=	1 foot or 12 inches
91.44 Centimeters	=	1 yard or 3 feet
1 meter	=	39.4 inches
1 meter	=	3.28 feet
1 meter	=	1.09 yards

Personal height is measured in feet and inches. Long distance is measured by the mile. 1609.3 meters = 1 mile. To convert miles to kilometers, multiply the number of miles by 1.61. To convert kilometers to miles, multiply the number of kilometers by 6.

1 kilometer	=	5/8 mile or .6 miles
1 meter	=	1 3/5 kilometers

**Square Measure** (to determine area)

6.45 square centimeters	=	1 square inch
144 square inches	=	1 square foot
9 square feet	=	1 square yard
929 square centimeters	=	1 square foot
1 square meter	=	10.8 square feet
1 hectare	=	2.47 acres

**Cooking Measurements.** Measurements for recipes in the United States are almost always stated by volume rather than by weight. This is true for both liquid ingredients and dry ingredients. When a recipe calls for a cup or a teaspoon or a tablespoon, it means a standard measuring utensil which may be

bought at the local supermarket, hardware or dime store. IT DOES NOT MEAN a china cup or tea cup from your table nor a teaspoon or tablespoon with which you eat.

Abbreviations used in cookbooks:

tsp. or t.	—	teaspoon
Tbs. or T.	—	tablespoon = 3 teaspoons
C. or c.	—	cup
oz.	—	ounce
lb.	—	pound = 2 cups = 16 ounces
pt.	—	pint = 2 cups = 16 ounces
qt.	—	quart = 4 cups = 32 ounces = 1 litre
gal	—	gallon = 4 quarts

Metric equivalent for United States liquid:

To convert grams to fluid ounces, multiply the number of grams by 0.035. To convert fluid ounces to grams, multiply the number of fluid ounces by 28.35.

5 grams or 5 cc	=	1 teaspoon
15 grams or 15 cc	=	1 tablespoon
30 grams or 30 cc	=	2 tablespoons or 1 ounce
0.56 deciliters	=	¼ cup
0.75 deciliters	=	½ cup
1 deciliter	=	6 2/3 tablespoons
2 1/3 deciliter	=	1 cup
4¾ deciliters	=	1 pint or 16 ounces
9½ deciliters	=	1 quart or 32 ounces

When dealing with dry ingredients, the United States' cup-teaspoon-tablespoon measure will vary according to the density or volume of the materials used. For example: One cup granulated sugar is 6½ ounces or 190 grams. One cup all purpose white flour is 2¾ ounces or 89 grams.

## Conversion tables



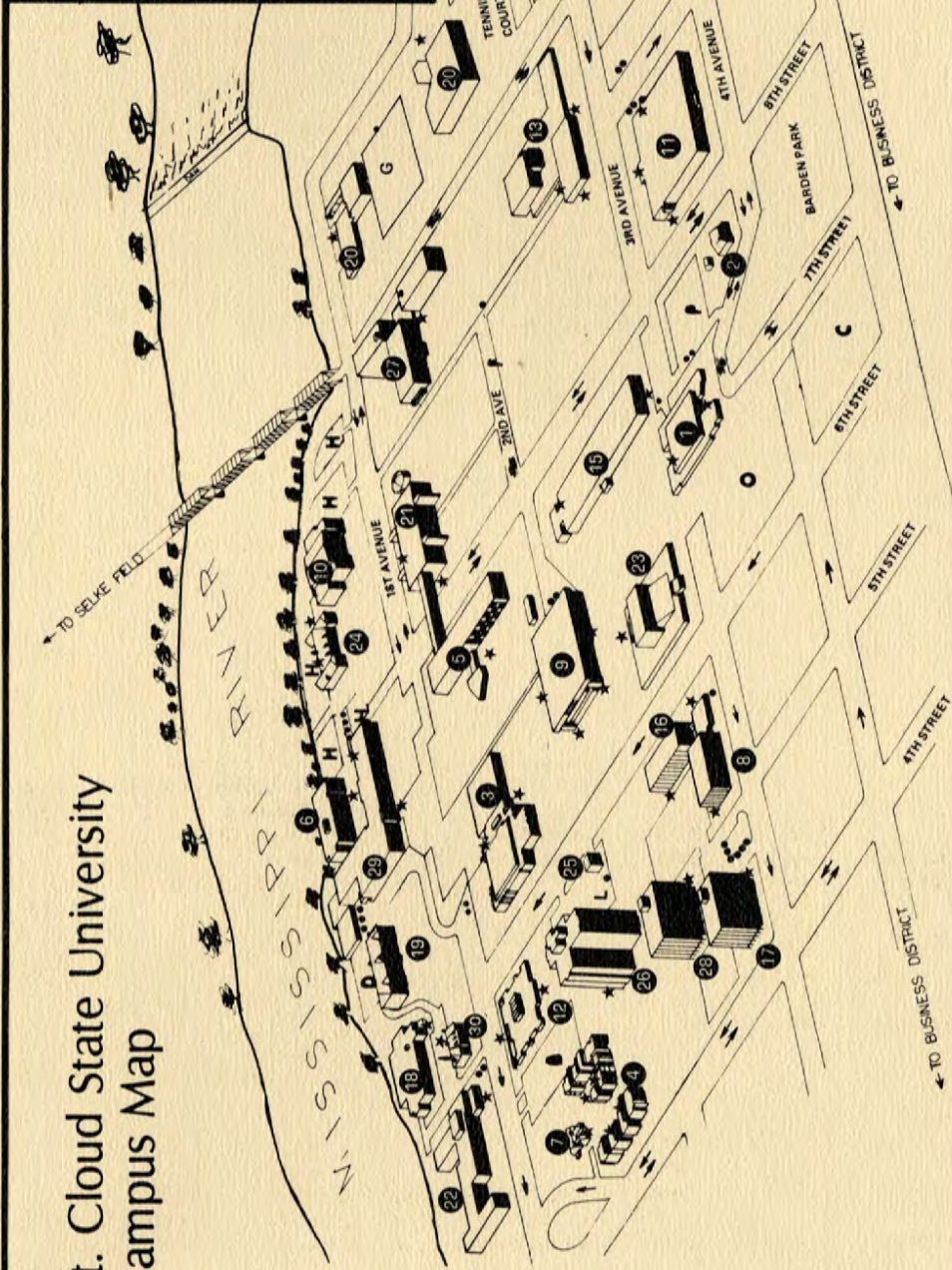
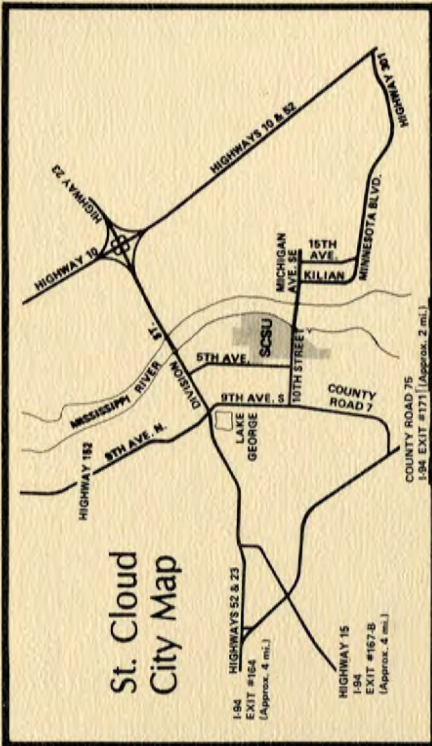
# Campus Compass

WHAT	WHO	WHERE	Phone	WHAT	WHO	WHERE	Phone
Academic Difficulty	Faculty Adviser			Illness or Injury	Health Services	HiH	3191
	Counseling Services	SH 118	3171	After Hours Emergency	(See Health Services Information)		
	Student Life and Development Office	AC 142	3111	Life Style Assessment (LAP)	Health Services	HiH	3191
Academic Requirements	College Dean's Office			Lost and Found	Mail Room	AS 103	2005
	Faculty Adviser				General Office	HH	3137
	Registrar	AS 118	2111		Main Desk	AC	2202
Activities, Clubs, etc.	Student Activities	AC 222	2205	Loans	Financial Aids Office	AS 121	2047
Address of Student	University Directory			Major, Assistance in Choice	Counseling Services	SH 118	3171
	Student Life and Development Office	AC 142	3111	Married Housing	Graduate Office	AS 116	2113
Address of Alumnus	Alumni Office	AH	4241	New Student Orientation	Director of Housing	CRH	2166
Application for Major Program	College Dean's Office				Student Life and Development Office	AC 142	3111
	College of Business	BB 124	3212	Pay Checks	Departments		
	College of Education	EB A113	3023	Personal Problems	Counseling Services	SH 118	3171
	College of Fine Arts	KVAC 111	3093		Student Life and Development Office	AC 142	3111
	College of Industry	HH 216	3137	Parking	Auxiliary Services	AS 106	2266
	College of Liberal Arts & Sciences	WH 101	2192	Physical Handicap Services	Student Life and Development Office	AC 142	3111
Banquet Facilities	Main Desk, Atwood Center	AC	2202	Physical Examination	Health Services	HiH	3191
Brochures, Pamphlets	Main Desk, Atwood Center	AC	2202	Placement (Career Planning)	Placement Office	AS 101	2151
Publicity Announcements	(Distribution Point)			Posters, Flyers, Duplicating, etc.	Print Shop	AC 153	3759
Bulletin: Undergraduate	Academic Records	AS 120	2111	Probation (see Trial Quarter)	Undergraduate Bulletin		
Bulletin: Graduate	Graduate Office	AS 116	2113	Publicity	Information Services	AS 207	3151
Calendar, Official	Undergraduate and Graduate Bulletin			Reading Difficulty	Reading Center	SH 110	2262
Calendar of Activities	Student Activities	AC 222	2205	Recreation: Bowling, Billiards, Table Tennis, Cards, etc.	Games Area	AC	2278
Change of Address	Academic Records	AS 120	2111	Recreation User I.D. Cards	Student Life and Development Office	AC 142	3111
Career Planning	Placement Office	AS 101	2151	Refunds	Registrar	AS 118	2111
Change of Course	Adviser			Rooms for student meetings	Atwood Center (Main Desk, for Atwood Reservations Only)	AC	2202
Change of Major Undergraduate	College Dean's Office			Scholarships	Financial Aids Office	AS 121	2047
	College of Business	BB 124	3212	Scholastic Achievement, Certificate of	Academic Affairs	AS 209	3143
	College of Education	EB A113	3023	Scholastic Standings	Adviser		
	College of Fine Arts	KVAC 111	3093	School Supplies	Academic Records	AS 120	2111
	College of Industry	HH 216	3137	Speech Difficulty	Bookstore	SH 251-0061	Bsmt.
	College of Liberal Arts & Sciences	WH 101	2192	Student Publications	Speech-Language and Hearing Clinic	EB A216	2092
Class Schedule	Admissions and Records	AS 118	2111	Student Teaching	Chronicle Office	AC 136	2449
Counseling:				Study Skills	Coordinator of Student Teaching	EB A153	2115
Academic	Adviser			Summer Employment	Teaching	EB A134	3007
Financial	Financial Aids Office	AS 121	2047	Testing	Reading Center	SH 110	2262
Personal	Counseling Services	SH 118	3171	Textbooks	Financial Aids Office	AS 121	2047
	Student Life and Development Office	AC 142	3111	Transcript of Grades	Counseling Services	SH 118	3171
	Placement Office	AS 101	2151	Travel Information	Bookstore	SH 251-0061	Bsmt.
	Counseling Services	SH 118	3171	Trial Quarter (Probation)	Academic Records	AS 120	2111
Vocational	Registration			Veterans' Information	Student Activities	AC 222	2205
	College Dean's Office			Vocational Information	Admissions and Records	AS 118	2111
Credit-By Examination	Adviser	AS 118	2111	Withdrawal from University	Academic Records	AS 120	2111
Degree Requirements	Registrar	AS 121	2047		Placement Office	AS 101	2151
	Financial Aids Office	AS 101	3756		Admissions and Records	AS 117	2111
	Student Employment	SH 118	3171				
Employment	Counseling Services	SH 118	3171				
	Graduate Office	AS 116	2113				
Entrance Test Results	Financial Aids Office	AS 121	2047				
	Academic Affairs Office	AS 209	3143				
Financial Assistance	Faculty Adviser						
General Education	Academic Records	AS 120	2111				
	Adviser						
Grades	Department Chairperson						
	Health Services	HiH	3191				
Graduate Fellowship	Speech-Language and Hearing Clinic	EB A216	2092				
Health Aides	Health Services	HiH	3191				
Hearing Difficulty	Director of Housing	CRH	2166				
Hospitalization	Student Life and Development Office	AC 142	3111				
Housing							
Identification Card							

## TELEPHONE NUMBERS:

Off Campus - 255 must be dialed and then the last four numbers.  
On Campus - Only the last four numbers need to be dialed.

# St. Cloud State University Campus Map



## LEGEND

- ★ Access to building by handicapped persons
- Handicapped Parking

## BUILDING GUIDE

- |    |   |    |                                |    |   |
|----|---|----|--------------------------------|----|---|
| 1  | Administrative Services Building            | 17 | Holes Hall                     | 27 | Shoemaker Hall (Minority Cultural Center) |
| 2  | Alumni House                                | 18 | Kiehle Visual Arts Center      | 28 | Stearns Hall                              |
| 3  | Atwood Memorial Center                      | 19 | Lawrence Hall                  | 29 | Stewart Hall                              |
| 4  | Benton Hall                                 | 20 | Maintenance Building           | 30 | Whitney House                             |
| 5  | Brown Hall                                  | 21 | Mathematics and Science Center |    |   |
| 6  | Business Building                           | 22 | Mitchell Hall                  |    |   |
|    |   | 23 | Performing Arts Center         |    |   |
|    |   | 24 | Riverview                      |    |   |
|    |   | 25 | Security/Information           |    |   |
|    |   | 26 | Sherburne Hall                 |    |   |
| 7  | Carol Hall                                  |    |                                |    |   |
| 8  | Case Hall                                   |    |                                |    |   |
| 9  | Centennial Hall (Learning Resources Center) |    |                                |    |   |
| 10 | Eastman Hall (Recreation Center)            |    |                                |    |   |
| 11 | Education Building                          |    |                                |    |   |
| 12 | Garvey Commons                              |    |                                |    |   |
| 13 | Gray Campus Lab School                      |    |                                |    |   |
| 14 | Halenbeck Hall                              |    |                                |    |   |
| 15 | Headley Hall                                |    |                                |    |   |
| 16 | Hill Hall                                   |    |                                |    |   |

Additional copies of this guide may be obtained from the offices of Auxiliary Services and Information Services, St. Cloud State University.

