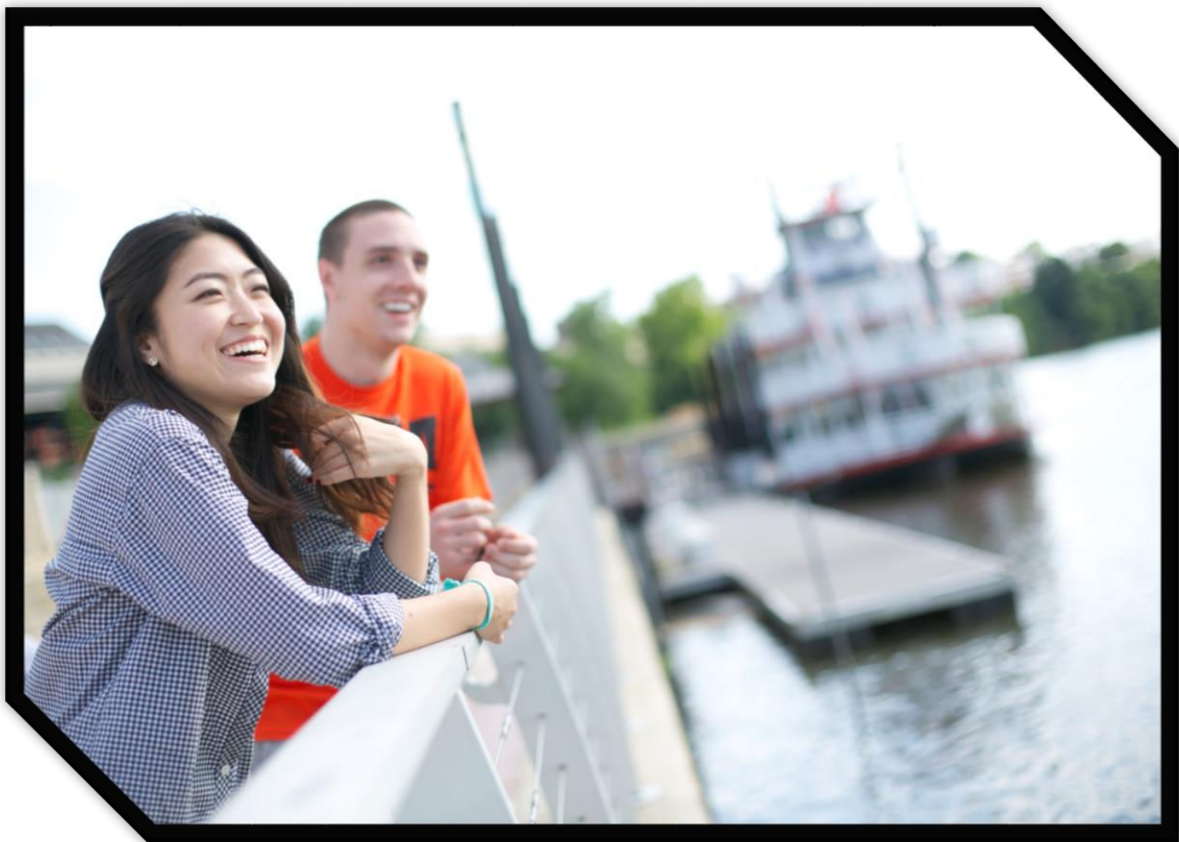




OFFICE OF
GLOBAL INITIATIVES

International Student Handbook



****Although the content of this handbook represents the most current information at the time of publication, changes may be made with respect to the information contained herein without prior notice.***

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LIST OF ABBREVIATIONS

AUM: Auburn University at Montgomery

CPT: Curricular Practical Training

DHS: Department of Homeland Security

DSO: Designated School Official

EAD: Employment Authorization Document

IELTS: International English Language
Testing System

GMAT: Graduate Management Admission
Test

GRE: Graduate Record Exam

GPA: Grade Point Average

USCIS: United States Citizenship and
Immigration Services

OPT: Optional Practical Training

PDSO: Principal Designated School Official

SEVIS: Student and Exchange Visitor
Information System

STEM: Science, Technology, Engineering, and
Mathematics

TOEFL: Test of English as a Foreign Language



OFFICE OF
GLOBAL INITIATIVES

WELCOME

Dear Students,

Welcome to Auburn University at Montgomery (AUM)! Thank you for choosing AUM for your studies in the United States. You will receive a quality education that will help you succeed in your academic, professional, and personal goals.

In this handbook, you will find important information about your arrival to AUM, academic life at AUM, immigration policies and procedures, campus life, and life in the U.S.A. It is very important that you read this handbook thoroughly and understand our expectations of you as well as the services and opportunities available to you at AUM and in Montgomery, Alabama.

I am confident that your time as a student at AUM will be a great experience.

Best,
Ayush Taneja
Director, Office of Global Initiatives

Office E-mail	global@aum.edu
Phone	334-244-3375
Fax	334-244-3581
Office Location	109 Admin Building
Office Hours	8:00 AM- 5:00 PM, Monday – Friday
Mailing Address (Post Office)	AUM P.O. Box 244023, Montgomery, Alabama, 36124
Street Address (UPS, DHL, Fedex, Aramex)	AUM, 109 Administration Building, 7440 East drive, Montgomery, Alabama 36117
Current Students ONLY: In case of Emergencies, Please call Ayush Taneja, Director of Global Initiatives, at 334-201-8918	

About Auburn University at Montgomery

Auburn University at Montgomery (AUM) was established in 1967.

AUM offers more than [90 areas of study](#), at both the undergraduate and graduate levels, including unique programs in Geographic Information Systems, Hospitality and Tourism, Homeland Security, Computer Science, and Cybersystems and Information Security. The university is organized into five academic units: [College of Business](#), [College of Education](#), [College of Arts and Sciences](#), [College of Nursing and Health Sciences](#), and [College of Public Policy and Justice](#). Each offers undergraduate and graduate degrees with courses offered in the day, evening, and on weekends.



AUM is accredited by the Southern Association of Colleges and Schools, and AUM ranks among the South's top universities by U.S. News and World Report.

Warhawk Traditions

- **Warhawk W.O.W.:** It's important that you get acquainted with life on campus as quickly as possible, so we kick off the first week of classes with daily activities and events. Free food, entertainment, workshops, and the Student Resource and Involvement Fair are just a few of the offerings available to you.
- **AUMFest:** A themed day of fun and free food for students! AUMFest is held each fall as a welcome to campus for both new and returning students, brought to you by the faculty and staff of the university. We provide food, activities, and snacks throughout the day. The evening is capped off with a free movie and refreshments.
- **AUM Homecoming:** A celebration that brings together alumni, students, faculty, and staff as well as members of the community. Events include alumni activities, entertainment sponsored by CAB and SGA, a pep rally, and the Homecoming basketball games, during which we crown the AUM Homecoming King and Queen.
- **Greek Week:** Open to the whole campus community, a week of activities, food, and events such as Step Show, Meet the Greeks, God and Goddess competition, Greek Stroll and Dance. The grand finale is the Awards Recognition Program.
- **SpringFest:** It's a great time to have fun and bask in the spring sunshine in the quad. This event provides free food for students for lunch and dinner and offers activities including a rock-climbing wall, live music, games, and novelties.
- **Shriek Week:** AUM loves to celebrate Halloween in style – after all, our colors are orange and black! This week of frightful fun includes events such as a costume contest, haunted house, creepy crafting, and plenty of free food and candy.

- **Curtiss the Warhawk:** Curtiss is AUM’s friendly mascot. Curtiss is the embodiment of the Warhawk Spirit which parallels our standard of institutional progression.
- **AUM Fight Song:** Campus sings this song to show school spirit!
*We are the mighty Warhawks, Strong, Proud, and Bold.
We are the mighty Warhawks, Vict'ry is our goal.
We will Fight, we will Fight, we will battle through the night,
Fearless we will be! We are the mighty Orange and Black of
Auburn Montgomery.*

PREPARING FOR TRAVEL

How to Get Your Visa

Apply for an F-1 Visa at a U.S. consulate or embassy in your country. You can find more information about visa applications here: www.travel.state.gov/content/visas/en.html. Your embassy website will tell you if you need to schedule an appointment for an interview. The earliest you can receive an F-1 visa is 120 days before the reporting date listed on the Form I-20. An application for an F-1 visa should include:

- A signed form I-20 (three pages)
- Completed nonimmigrant visa application form (DS-160) with 2” x 2” photo in indicated format
- Passport valid for at least 6 months after your intended period of stay
- Receipt for visa application fee
- Receipt showing payment of \$200.00 SEVIS fee (I-901 fee)
- Evidence of financial ability to meet expenses
- Evidence of intent to depart the U.S. after completion of studies (supported by evidence of strong ties to your home country)
- Acceptance letter from AUM, copies of transcripts and test scores required for admission to AUM, and evidence of English proficiency (you may not be asked for these but they are good to have with you)
- Information about your program, why you chose it, and why you are coming to AUM (be prepared to discuss)

Upon approval of the visa application, the consular officer will place an F-1 visa stamp in your passport and return it to you to use for entry into the United States.

SEVIS Fee and Visa Application:

F-1 and J-1 visa applicants must pay a SEVIS (Student and Exchange Visitor Information System) fee of \$200 before they apply for a visa.

The SEVIS fee can be paid to the Department of Homeland Security by mail or online, and it must include a Form I-901. The SEVIS fee can be paid by you or by another person.

To pay by mail:

1. Get a copy of Form I-901.
 - o Download the form from www.ice.gov/sites/default/files/documents/Document/2015/i901.pdf.
2. Complete Form I-901. Write your name exactly as it appears on your I-20 form. You will need your SEVIS ID number (on the upper right corner of your I-20 and starts with N) and AUM's SEVIS code (ATL214F01486000).
3. Prepare a check, international money order or foreign draft (drawn on U.S. banks only) in the amount of \$200 USD, made payable to "I-901 Student/Exchange Visitor Processing Fee."
4. Mail the completed I-901 and payment to the address listed on Form I-901.
5. Go to www.fmjfee.com, print at least two copies of your Payment Confirmation (receipt), and keep them with your other important immigration documents.

To pay on-line:

1. Find Form I-901 at www.fmjfee.com.
2. Complete the form online and supply the necessary Visa, MasterCard, or American Express information. Write your name exactly as it appears on your I-20 form. You will need your SEVIS ID number (on the upper right corner of your I-20 and starts with N) and AUM's SEVIS code (ATL214F01486000).
3. Print at least two copies of the online Payment Confirmation (receipt) and keep them with your other important immigration documents.

If your visa application is denied, the SEVIS fee is non-refundable. However, if you reapply for a new F-1 visa within 12 months of the denial, you will not have to pay the fee again.

Arrival Date

You should plan to arrive on campus before the International Student Orientation day. This date is on your I-20 (Program Start Date).

Arrival at a U.S. Port of Entry

What can I expect when I arrive at a port of entry?

At a primary inspection booth, a [U.S. Customs and Border Protection](#) (CBP) officer will ask you questions to verify your documentation and examine your luggage. Some of the questions a CBP officer may ask include the following:

- The purpose of your visit to the United States
- How long you plan to visit
- Where you will be staying
- If you have the funds to support yourself in the United States
- If the documents you present match the purpose and intent of your visit

If the CBP officer at the port of entry cannot verify your information or you do not have the required documentation, the officer may send you to [secondary inspection](#). Secondary inspection

is a more detailed inspection to determine admissibility. It allows the CBP officer to conduct additional research to verify information without causing delays for other arriving passengers.

A CBP officer who is unable to verify your admission eligibility in secondary inspection may issue you a [Form I-515A, "Notice to Student or Exchange Visitor,"](#) to allow you temporary entry into the United States if there are any document deficiencies you can fix within the United States. The Form I-515A has a limited validity period of 30 days from the date of issuance. To learn more, visit [What is a Form I-515A?](#)

How can I prepare for my entry?

There are a few ways you can prepare for entry into the United States:

- Make sure you have a valid passport, a signed Form I-20, visa (if required) and evidence of financial support. Keep these documents with you (not in your checked luggage).
- Do not bring any restricted items like alcoholic beverages, firearms, fish, plants, seeds, and soil.
- Carry the contact information for AUM with you (Judy Strickland, Designated School Official, office phone 334-244-3922, emergency phone 334-451-0053).

What to Bring to the USA

Money (Cash and credit cards)

Prescribed Medicines

Photos of your family and friends

Authentic articles and traditional clothing from your country

Clothes that will suit the Montgomery climate

At least one pair of good walking shoes

List of emergency phone numbers for both home and AUM

Electric plug adapter



What You Need in the Dormitory:

You can bring the items below from your home or buy them in Montgomery.

- Vacuum for The Commons and Warhawk Hall apartments
- Broom and/or dust mop
- Small ironing board and iron
- Bedspread, blanket, sheets, pillow slips, pillow, mattress pad (NOTE: all mattresses are extra-long measuring 36" by 80")
- Wastepaper baskets
- Towels and washcloths
- Clothes hangers
- Laundry bags, detergent, fabric softener sheets
- Small cooking pans (for apartments with stoves) or microwave dishes (for apartments with microwaves), ice trays and eating utensils
- Shower curtain, bath mat
- Study lamp, table lamp, and/or floor lamp (halogen lamps are prohibited)
- Shelves, area rugs and/or small rugs

- Toilet articles, including soap, toilet paper, etc.
- Cleaning supplies

Airport Pickup Service

After you buy your flight ticket, please email your travel itinerary to global@aum.edu. AUM will provide transportation from the Montgomery Airport. Please make sure your final stop is Montgomery, AL to ensure airport pick-up service.

PREPARING FOR ARRIVAL

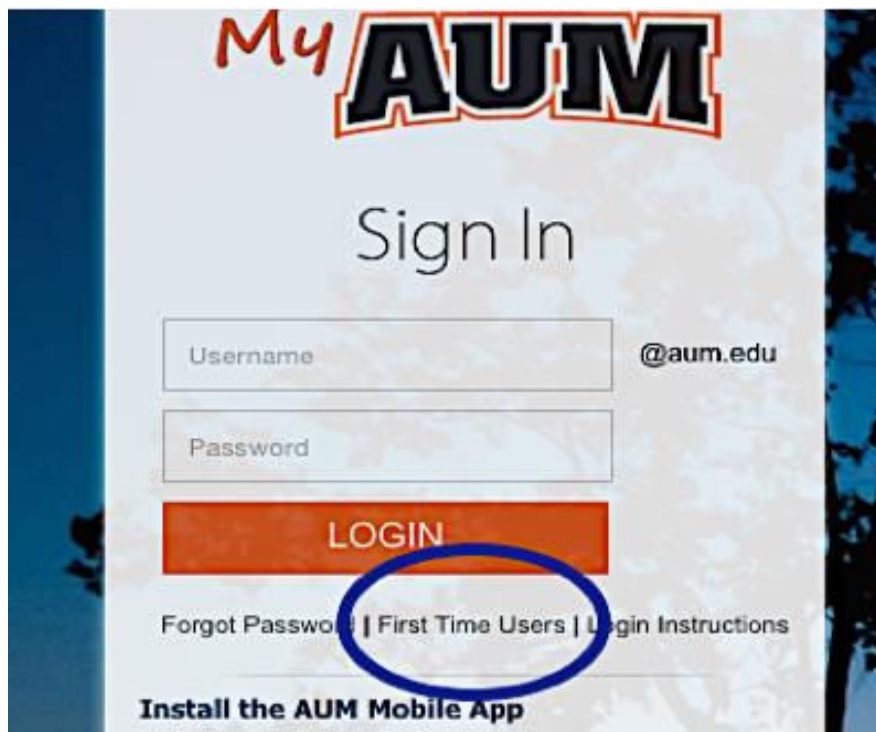
AUM Email Account

AUM email accounts are created for all new students. AUM email is the primary form of communication for the university. The university will send you very important e-mails, so please check your AUM email frequently.

You can access your AUM email through the MyAUM portal:

If you do not know your AUM e-mail address:

1. Go to My AUM portal login page at <http://my.aum.edu>
2. Click “First Time Users” located under the login information.



3. The “Looking Up your AUM Student Account” page opens.

Looking Up your AUM Student Account

Your AUM Student Account will grant you access to the Student Portal (<http://my.aum.edu>)

Email | Blackboard | Webstar | Webpay | Community

Step 1 Enter Your Student ID (SNumber)

Step 2 Enter Your Birthdate (DD-MMM-YY)



Having trouble logging into the AUM Student Portal?

You can request assistance by emailing helpdesk@aum.edu or by visiting the Help Desk located in the Taylor Center Computer Lab or calling (334) 244-3500.

Please enter your information below

Student ID:

(Format: Snnnnnnnn)

Birth Date:

(Choose Your BirthDate from the Calendar)

4. Enter your 9 digit **S** number (make sure the **S** is capitalized) in Student ID. Your S number is listed in your admission letter.
5. Select your Birth Date.
6. Click “Submit”.

Like Us on Facebook

The Office of Global Initiatives has a Facebook page. Please “Like” our page! We regularly share news, pictures, and make announcements. Here is the link: www.facebook.com/aumogi.

My.AUM.edu

MyAUM is the portal where students register for classes, check email, check grades, and view their account summary. MyAUM can be accessed using the following link: www.my.aum.edu.

The first time you log in at MyAUM, please follow the instructions at: <https://mars.aum.edu/secure/email/lookup/>. You will need to enter your student ID and birthday.



Estimated Cost of Tuition and Fees

Undergraduate Programs (12 credits a semester)	
Tuition & Fees	\$17,265 a year*

Graduate Programs (9 credits a semester)	
Tuition & Fees	\$16,353 a year*

* A year includes fall semester and spring semester only.

More detailed information, including additional fees charged for certain courses, can be found at <http://www.aum.edu/admissions/financial-affairs/cashier-office/tuition-fees>.

Housing: There are four residence halls (dormitory buildings) on campus: Warhawk Hall, the Commons, the Courtyards, and P-40 Place. Internet, cable TV, and laundry services are free. There are private rooms, semi-private rooms, and shared rooms. The cost of living in a residence hall is between \$500 - \$1,000 a month. For current information, please go to www.aum.edu/campus-life/housing-residence-life/housing-costs-faq. The prices listed on the website are for one semester.

Books and Health Insurance: We estimate the cost at \$2450 for one year (two semesters): approximately \$1500 for health insurance and \$950 for books. The cost of books can vary greatly depending on the courses and the source of the books (e.g., AUM Bookstore or Amazon). Some students will spend more; some will spend less.

International Student Scholarship

The International Student Scholarship is for incoming and current international students who pay full out-of-state tuition. It is based on academic merit and applies to tuition only. Amounts range from \$2,000 to \$4,000 per year. Those receiving athletic waivers/scholarships, graduate assistantships, or any other tuition waivers will not qualify for this award.

Value:

\$4,000 a year (\$2,000 for each semester of fall and spring semesters)

Minimum requirements to receive scholarship up to \$4,000 per year:

Undergraduate Students:

- Freshman: High school grade-point average (GPA) of 3.00 on a 4.00 scale or one of the following language test scores:
 - 76 or higher on TOEFL IBT or 6.5 on IELTS
- Transfer students: Grade-point average (GPA) of 3.00 on a 4.00 scale
- Exchange students: Grade-point average (GPA) of 3.00 on a 4.00 scale
- Current students: 3.25 cumulative AUM grade-point average.

Graduate Students:

- Incoming first-year students: Undergraduate grade-point average (GPA) of 3.00 on a 4.00 scale or one of the following language test scores:
 - 76 or higher on TOEFL IBT or 6.5 on IELTS
- Current students: 3.50 cumulative AUM grade-point average.

Value:

\$2,000 a year (\$1,000 for each semester of fall and spring semesters)

Minimum requirements to receive scholarship up to \$2,000 per year:

Undergraduate Students:

- Freshman: High school grade-point average (GPA) of 2.75 on a 4.00 scale or one of the following language test scores:
 - 68 or higher on TOEFL IBT or 6.0 on IELTS
- Transfer students: Grade-point average (GPA) of 2.75 on a 4.00 scale
- Exchange students: Grade-point average (GPA) of 2.75 on a 4.00 scale
- Current students: 3.00 cumulative AUM grade-point average.

Graduate Students:

- Incoming first-year students: Undergraduate grade-point average (GPA) of 2.75 on a 4.00 scale or one of the following language test scores:
 - 68 or higher on TOEFL IBT or 6.0 on IELTS
- Current students: 3.25 cumulative AUM grade-point average.

How to Apply: If you meet one of the minimum requirements listed above, you will automatically qualify for the scholarship. You will be awarded the scholarship at the same time you receive notification of admission to AUM.

Renewal:

- Undergraduate students: Renewable for up to five years or until you receive your bachelor's degree (whichever comes first) provided you maintain continuous full-time enrollment each semester (fall and spring semesters) and maintain the required cumulative AUM grade-point average. Please see above for the required cumulative AUM grade-point average for "Current Students."
- Graduate students: Renewable for up to two years or until you receive your master's degree (whichever comes first) provided you maintain continuous full-time enrollment each semester (fall and spring semesters) and maintain the required cumulative AUM grade-point average. Please see above for the required cumulative AUM grade-point average for "Current Students."

Housing

On-Campus Housing:

AUM's Housing and Residence Life offers students benefits, such as being close to classes and activities, living and learning with friends, making better grades, and getting involved in the community. You'll be surrounded by all of the cultural, social, and sporting events that make Auburn Montgomery vibrant, and you can build a network of lifelong friends to share your memories of campus life. Our supportive living-learning community will connect you to other students with similar academic interests and experiences. Our residence halls are new or recently renovated, providing a home-like environment. Computer labs, free laundry areas, study lounges, free cable TV service, and free high-speed Internet are other amenities you'll enjoy.

1. The Commons

The Commons is an eight-story apartment tower located in the heart of campus. Everyone has a private bedroom! Entry to the building and apartments is controlled by an electronically-coded security card. Individual bedrooms have key locks. Each apartment contains a living/dining area, 4 private bedrooms, and two full baths. The living/dining area contains a loveseat and a lounge chair, a corner table, a dining table and four dining chairs. Each bedroom contains a study desk with chair, a chest of drawers, a wardrobe, and a single bed. The kitchen unit contains a microwave, refrigerator, and sink. A laundry room is located on the first floor.

2. The Courtyards

The Courtyards offers one-bedroom and two-bedroom efficiency apartment options. All units contain bedroom furniture, including bunkable beds (to increase living space) with 80-inch mattresses, desks, and wardrobes. Two-bedroom apartments contain a furnished dining area.

There are a limited number of semi-private two-bedroom or private one-bedroom apartments available. Each apartment contains a full bath and a kitchen unit. Each living/sleeping area contains two study desks with chairs, two chest-of-drawers, two wardrobes, and two single beds. The kitchen unit contains a stove, a sink and refrigerator. The bath is fully equipped with a tub and shower. Each building also contains a laundry room.

3. Warhawk Hall

Warhawk Hall offers upscale one-, two-, and three-bedroom private apartments. Key card access to the building and apartment allows for security. Each floor includes two study areas and ample lounge areas. In addition to the lounge spaces, Warhawk Hall has a recreational area located on the first and second floors. Each apartment contains a living/dining area, 1, 2 or 3 private bedrooms, and one full bath. The living/dining area contains a loveseat and a lounge chair, a corner table, a breakfast table and three chairs. Each bedroom contains a study desk with chair, an end table w/single drawer, a chest of drawers and a single bed. The kitchen unit contains a microwave, refrigerator, and sink. A laundry room is located on each floor.

4. P-40 Place

P-40 Place is named after the "P-40 Warhawk Plane", which is the inspiration behind AUM's "Warhawk" nickname. It is located in the middle of the residential area on campus. P-40 Place is styled after an airplane hanger with exposed beams and wide hallways, which also serve as communal living spaces. Unlike any other residence hall at AUM, P-40 Place offers both wide-open spaces for social activity, and the privacy of individual rooms and study rooms. Each apartment contains 2 bedrooms, full bathroom for each bedroom, kitchen, and dining table with chairs. Each bedroom contains twin beds, dresser closet space, and study desk.

On-Campus Housing Costs:

All first time applicants require a one-time, non-refundable \$100 application fee* up front. Payable online or in the [Cashier's Office](#). This fee is not required for returning residents.

**Applications will not process without receipt of payment of application fee. No waivers of application fee available.*

The rent for 2016 - 2017 academic year (per student per term) is as follows:

The Commons: \$2,995 (summer term - \$2,035) Four-bedroom apartment for four students

The Courtyards: \$1,825 (summer term - \$1,205) Two-bedroom apartment for four students (Redbud Court)

The Courtyards: \$2,225 (summer term - \$1,470) One-bedroom apartment for two students (Dogwood Court, Lilac Hall, Maple Hall, Poplar Place, Pine Place, and Plum Place)

The Courtyards: \$4,015 (summer term - \$2,680) One-bedroom apartment for private/married students (Dogwood Court, Lilac Hall, Maple Hall, Poplar Place, Pine Place, and Plum Place)

Warhawk Hall: \$4,275 (summer term - \$2,855) One-bedroom apartment

Warhawk Hall: \$3,840 (summer term - \$2,570) Two-bedroom apartment for two students

Warhawk Hall: \$3,410 (summer term - \$2,250) Three-bedroom apartment for three students

P-40 Place: \$2,500 (summer term - \$1,580) Two-bedroom apartment for four students

P-40 Place: \$3,850 (summer term - \$2,440) Two-bedroom apartment for two students

On-Campus Housing - Room Cleaning

All students are expected to maintain their own apartments. Regular health and safety inspections are routinely conducted by Housing staff. The University does provide a general maintenance and cleaning staff, but this is only for public areas within each building. Make sure to clean the stove, refrigerator, shower, and toilet; mop the floors, and throw out your trash on daily basis. Wash your dishes after each use; do not leave them in the sink.

NOTE:

Smoking and the use of tobacco products are prohibited in all student apartments.

On-Campus Housing Contact Information:

Location	125 Taylor Center and 100 North Commons	Office Hours	8 a.m. - 5 p.m. Monday - Friday
Mail Address	P.O. Box 244024 Montgomery, AL 36124	Physical Address for Deliveries	7400 East Drive Montgomery, AL 36117
Phone	334-244-3572	Fax	334-279-9938
Web	www.aum.edu/housing		

Off-Campus Housing:

Important points to know when renting an apartment off campus:

- Read the lease (rental) agreement before you sign it! Ask questions and make sure you understand the lease. Know the terms of the lease (start date, end date, deposits required, etc.). Ask someone to explain it to you if you do not understand ALL the terms.
- Learn how to operate the appliances. If you don't know, be sure you ask the manager to explain how to use them before attempting to use them.
- Pay your rent on time. The due date will be on your lease when you sign it. If you are not able to pay on time, talk to the manager to request permission to pay late. Permission may be granted, but a late fee may be added as well.
- Keep your apartment clean. Dirt, dust and food left out attract bugs and other insects.
- Notify the manager at least 30 days (one month) in advance or per lease agreement if you are moving.

- Before moving in, inspect the apartment and document any damages to the landlord. Take pictures as proof of any damages. Give your landlord a copy and keep a copy for your records.

Important questions to ask before renting an apartment:

1. How much is the rent?
2. When is rent due?
3. Is a deposit required? If so, how much?
4. Will you return my security deposit when I leave?
5. What is included in the rent payment (Utilities, phone, cable, Internet, parking)?
6. Do you have furnished and unfurnished apartments available?
7. How long is the lease for? Will I be penalized if I break the lease? Does the lease automatically renew?
8. How much notice needs to be given before I can terminate the lease?
9. Is subleasing allowed?
10. Are pets allowed? Is there a fee for pets?
11. How many bedrooms does the apartment have?
12. Is the apartment gas or electric (water heater & kitchen)?

New Student Checklist

Complete this checklist before your classes begin at AUM.

BEFORE YOU LEAVE YOUR COUNTRY:

- Create your AUM username and password:**
 - Go to <https://mars.aum.edu/secure/email/lookup/> to create your AUM username and password.
 - You will enter your Student Number (which can be found on the first page of your admission letter) and your date of birth.
 - Print or save the confirmation page with your login information. This information will be used to login and create your MyAUM student account.

- Create your MyAUM student account:**
 - Go to www.my.aum.edu and login with your AUM username and password.

- Apply for on-campus housing (dormitory) if you plan to live on campus.**
 - Log in to <https://my.aum.edu>
 - Under Launchpad (on the left), click on the Housing Online System Icon
 - Click on “Application” in the top left corner.
 - Please fill out the “Request to Move-in Early/Late” form at <http://www.aum.edu/campus-life/housing-residence-life/housing-forms> to make sure your room is ready when you arrive on campus.

- Immunization Form:** Before you leave your country, have your doctor complete and sign the Immunization (Vaccination) form. See your Welcome Package for forms and more details.

- ❑ **Airport pickup:** Free airport pickup is available from the Montgomery Regional Airport (MGM).

DON'T FORGET:

- ❑ **Email:** After you are admitted to AUM, all email correspondence will be sent to your AUM email address. You can access this email by logging into your MyAUM student account at www.my.aum.edu.
- ❑ **Wi-Fi:** Once you are on campus, you will be able to login in to the free Wi-Fi with your AUM student email and password.

ARRIVAL

Arrival and Orientation

Orientation is mandatory. Please make arrangements to arrive on campus by the first day of Orientation. The dates for Orientation will be provided to you in your acceptance letter as well as on the AUM website.

New International Student Orientation will help you to develop the skills to meet the challenges of college. Because you probably have many questions about AUM and college life in general, we have planned an orientation program especially for you. At orientation you can

- Confirm your class schedule or register for classes.
- Learn more about student services and activities.
- Learn about academic support services and campus life.
- Take campus tours.
- Meet upper-class students who will assist you in beginning your college experience.
- Learn important immigration rules.

Health Insurance

All foreign national students as well as their dependents are required to participate in the AUM Group Health Insurance Plan. This insurance policy provides health care coverage while the student is in the United States. International students at AUM must have the health insurance plan (provided by United Health Care). International students pay for their health insurance when they pay their tuition and fees.

Under certain exceptional circumstances, students or dependents may waive out of the mandatory health insurance requirements if they have insurance coverage that is equal or greater than the coverage provided by the AUM International Student Health Insurance Plan. However, students should know that waivers are rarely given. Health insurance policies from other countries usually do not meet AUM's mandatory health insurance requirements.

Vaccinations

To ensure the health and safety of our campus, immunizations against communicable diseases are extremely important. Vaccination against Measles, Mumps, Rubella (MMR), and Tetanus, Diphtheria and Pertussis (TDaP) is required. You can bring an immunization record verifying that you have been vaccinated against MMR, and TDaP from your home country. You will have Tuberculosis screening (TB Skin Test) within a few days of your arrival at AUM. TB Skin Tests from other countries are not accepted.

Academic Advising

You will have an academic advisor who will guide you before you register for courses. Students are responsible for meeting with their assigned academic advisor before course registration for guidance in selecting courses. When the advisor gives approval for courses, students can obtain personal identification numbers (PINs). Your PIN number allows you to register on AUM's online registration system. Each college has advisors.

College of Business Advising

College of Nursing and Health Sciences Advising

College of Education Advising

College of Public Policy and Justice

College of Arts and Sciences Advising

International Transfer Credits

Students who have completed post-secondary work in a country other than the United States may be eligible to receive transfer credit toward their AUM degree if that institution is officially recognized by the respective Ministry of Education or governing educational body.

Important Aspects of Transfer Credit:

- Not all courses will qualify for credit
- Transfer courses that closely match the descriptions of courses taught at AUM will generally transfer as *direct course equivalency credits*
- Transfer courses that do not have direct course equivalents at AUM will transfer as *elective credits* within the appropriate academic department
- Transferring a large number of credits DOES NOT necessarily mean a student will complete a degree in shorter length time
- Credits may transfer, but may not meet the requirements for a degree at AUM. Your academic advisor can explain how credits will apply toward your degree program.
- Transfer credit will not be given for English classes taken in a country where the native language is not English
- When articulating post-secondary transfer credits, all previous coursework is considered. Low marks and failed courses are not excluded.
- Many AUM classes have prerequisite courses that must be completed prior to enrolling in certain classes. If you do not provide the required documentation and cannot accomplish your articulation before you arrive at AUM, you may be required to take lower level course work until your transfer credit evaluation is completed. Articulation of international credits may take up to two months.

- AUM views the completion of secondary school in the home country as equivalent to US completion of secondary school with no additional credit offered regardless of time required to complete home country's secondary school level.

Sources of Transfer Credit:

- Cambridge International A and AS level Exams: Transfer credit may be awarded for AS-level or A-level examinations with a grade of E and above.
- German Abitur (*Zeugnis der Allgemeinen Hochschulreife*): Transfer credit may be awarded to students who have scored passing grades on the Abitur examination administered during the 13th year of secondary school. No Abitur score below the minimum passing grade of 4 will be considered. No advanced standing will be offered to students whose secondary school education terminates at the 12th year, regardless of Abitur results.
- International Baccalaureate: Students who complete the IB may be eligible for transfer credit.
- Colleges and Universities: There is no limit on the number of credits that can be transferred from a university. However, students must complete a minimum of 25% of the total credit hours required for graduation in residence at AUM.

Matching courses to AUM credits:

After AUM's credential evaluator has determined that your previous coursework is college level, you will need to have each individual course matched with an AUM course through the articulation process.

Students are strongly encouraged to start gathering materials as soon as possible after admission to AUM and while still in their home countries.

For every course that you wish to transfer, you will need to submit detailed course information by meeting one of the following two option guidelines listed below. If English is not the native language of your home country all submitted documents must be translated to English. AUM does not provide translation services.

The application of transfer credit toward a degree program cannot be determined before admission to AUM and the initial meeting with your academic advisor.

Option One. Provide a Detailed Course Syllabus:

Providing a course syllabus for each course is the preferred option as it provides the most comprehensive information for the evaluator. Generally, a course syllabus outlines the goals and objectives of a course, any prerequisites, how students will be graded or evaluated, materials used (textbooks, software, etc.), topics to be covered, a meeting schedule and a bibliography. Any course syllabus submitted to AUM should contain the following information:

- Title of Course
- Any pre-requisites required for the course
- Course level (1st year, 2nd year, 3rd year, etc.)
- Course description (a brief overview of course, including objectives and goals upon completion of course)
- Course content that was covered

- Whether the course was independent study, a lecture, a seminar, a laboratory, a lecture/laboratory combination, etc.
- A description of how student is evaluated for the course. For example, how the final grade is determined.
- References utilized during the course, i.e., textbooks used (include title and authors)

Option Two. Detailed Course Description from Student's Home University's Academic Course Catalog or Course Bulletin:

The second acceptable option is to provide a course description for every course desired for transfer. Generally, a course description includes a course title, contact hours (if applicable), credit hours, and description of the content of the course and any prerequisites or co-requisites. The main focus should be on content of the course. If the description is too vague or general, credit is unlikely to be awarded.

AUM reserves the right to request additional information as needed. It is the student's responsibility to follow the articulation guidelines and to ensure that all documents submitted to AUM are complete, accurate and verifiable.

Submission of Course Syllabus or Course Description to AUM:

All course syllabi or course descriptions **MUST** be in English. AUM prefers that these documents be submitted directly from the institution to AUM. Documents downloaded, in English, from the institution's website will also be acceptable but only if a direct link to the description or syllabus is provided. Course information should be submitted to the International Articulation Coordinator by one of the following methods:

E-mail: international.credit@aum.edu

Regular Mail: Auburn University at Montgomery
Attention: Registrar
International Articulation Coordinator
P.O. Box 244023
Montgomery, AL 36124-4023

Express/Expedited Mail: Auburn University at Montgomery
FedEx, UPS, DHL, etc. Attention: Registrar (International Articulation Coordinator)
Taylor Center
7400 East Drive
Montgomery, AL 36117
334-244-3125

In Person: Auburn University at Montgomery
Registrar's Office
Attention: International Articulation Coordinator
Room 114, Taylor Center

Whether you provide detailed course syllabi or detailed course descriptions, all documents submitted to AUM are subject to verification and become the property of AUM and therefore, will not be released. If any document is found to be fraudulent, the student will be found responsible and subject to disciplinary action.

How can I appeal a transfer credit decision?

Generally, if course articulation has been coordinated through the Registrar's office and evaluated by a designated faculty member and a decision made, the student must supply additional information in order to have the coursework reviewed a second time.

AUM Student Identification Card (Warhawk Card)

The AUM Student Identification Card is called the Warhawk Card. You can also use it to check out books, enter the Wellness Center (if you have membership), and pay for your meals in AUM's Cafeteria (if you are on the meal plan). To get your card, go to the AUM Bookstore on the second floor of Taylor Center.

How to Pay Tuition and Fees

When you have registered for classes and signed up for housing, you will automatically be billed the appropriate charges for tuition, fees, and housing. You will also be billed for the appropriate meal plan, depending on whether you live on or off campus, and for Health Insurance, unless you receive a waiver. All billing statements for currently enrolled students are issued by electronic bill only. A notification is sent to your university e-mail when a billing statement is issued, and you can see the statement in Web Pay via [MyAUM](#). Once you are in your [MyAUM](#) account, you should click on Webpay under Launchpad in the upper left corner. In Webpay, you can view your electronic bill statement, account activity. You can make a payment by clicking on the appropriate link and following the instructions. If you would like to pay on an installment plan (3 payments), go to <http://www.aum.edu/admissions/financial-affairs/cashier-office/installment-payment-plan> and follow the instructions.

Payment Plans

The AUM Installment Payment Plan helps students and their families who are not able to pay their account in full by registration cancellation date. The installment payment plan is a convenient method for paying tuition and fees in smaller, affordable payments instead of paying in one lump sum. The plan allows students to pay their bill in 5, 4, or 3 payments depending upon how early they enroll.

Requires paying a \$50 non-refundable set up fee and 50% of the balance as the down payment at time of enrollment. Students can contact the Student Accounts Office for details on payment plans as well as to check the deadlines for enrollment.

- **Student Accounts**

Website: www.aum.edu/admissions/scholarships-and-financial-aid/student-accounts

Email: studentaccounts@aum.edu

Phone: (334) 244-3286

Location: 112 Taylor Center

Arrival Checklist

Please use this checklist to complete everything you need to do before your classes begin at AUM.

AFTER YOU ARRIVE AT AUBURN UNIVERSITY AT MONTGOMERY:

- Attend AUM International Student Orientation.
 - Please bring your immigration documents to the International Student Orientation.
 - Your passport
 - Your visa
 - Your I-20 (if you have an “F” visa)
 - If you are a freshman (first-year undergraduate student), take the Math and/or English Placement Test. For more information, please go to <http://www.aum.edu/admissions/placement-testing>
 - Get your AUM student ID (“AUM Warhawk Access Card”) at AUM’s Bookstore on the second floor of Taylor Center. This card is your student ID, AUM bus pass, library, and student account card.
 - Academic/Departmental Advising: Please go to your academic department to meet an advisor and get assistance with class registration.
 - Open a bank account (There will be a representative from a local bank at the Student Orientation)
- Please go to the UnitedHealth Care web site (<https://www.uhcsr.com/SelfServiceSupport/students/myaccount/TieAccountIdentify.aspx>) and print your health insurance card. If you already have insurance that is the same or better than AUM’s health insurance, please submit your waiver form to the Office of Global Initiatives prior to your arrival. For a waiver form, please go to <http://www.aum.edu/admissions/international-student-admission/mandatory-health-insurance>.
- Get an Alabama Driver’s License, if necessary. You will need your I-20 and good-standing letter from AUM, and a non-eligibility letter from Social Security Office to get a driver’s license. For more information, please go to <http://dps.alabama.gov/Home/wfContent.aspx?ID=30&PLH1=plhDriverLicense-DocumentRequirementsAndFees>

IMMIGRATION MATTERS

F-1 Visa Status

It is very important to maintain your F-1 visa status. Maintaining your visa status is your responsibility, but we are here to advise and assist you. **DO NOT** rely on your friends to provide you with the current immigration rules. These are the basic steps to maintaining your immigration status:

- Maintain a valid passport
- Maintain a valid I-20
- Attend your classes regularly
- Register for a full course load each semester. You **MUST** be registered full time.
 - ESL=18 hours a week
 - Undergraduate students=12 semester hours
 - Graduate students=9 semester hours

DO NOT work off campus if you are not authorized to work off campus. You can work on campus, but on-campus employment cannot be for more than 20 hours per week during the semester.

Your Family Members (F-2 visa holders: spouse and/or children)

- A spouse in F-2 status is not allowed to enroll in a full course of study, or engage in any study towards a degree.
- A child in F-2 status may attend K-12 schools.
- F-2 dependents cannot work in the U.S.
- F-2 dependents are not eligible for a Social Security number.
- F-2 dependents can travel outside the U.S. and re-enter with a new or unexpired visa and properly signed I-20.
- An F-2 visa status is dependent on the F-1 visa status.

I-94

The I-94 is the Arrival / Departure Record. You will receive an annotated stamp in your passport. You can print your I-94 from the following site: <https://i94.cbp.dhs.gov/I94/>. You should print this form and keep it with your immigration documents.

J-1 Visa Status

The J visa is a nonimmigrant visa, and participants in the J-1 Exchange Visitor Program are expected to return to their home countries when they complete their programs.

The Form DS-2019 identifies the participant and AUM. The form contains the name, signature, and telephone number/address of AUM's responsible officer. It also provides a brief description of the program activity to be completed by the participant, and indicates the beginning and end dates of the program. Finally, it provides a breakdown of the total estimated financial support to be provided to the participant during his or her program.

Program regulations of some categories permit the entry of the participant's dependents (spouse and/or children) under the J-2 visa at AUM's discretion.

Students must pursue a full-time course of study and maintain satisfactory advancement toward the completion of their academic program.

Academic Training: A student may participate in academic training with or without payment; however, it must be authorized in writing and in advance by the Responsible Officer. The authorization should include the duration and type of academic training. The training may take place during the student's studies or may begin no later than 30 days after the student completes his/her course of study. The student must be in the U.S. primarily to study rather than engage in academic training. Furthermore, the training must be directly related to the student's major field of study at AUM and the student must be in good academic standing. The total duration of the training is the length of time necessary to complete the goals and objectives of the training and must be approved by the student's academic dean or advisor and the Responsible Officer. Academic training is not the same as employment. Students may engage in part-time on-campus employment under certain conditions, including good academic standing at AUM.

Do's and Don'ts (ask before you act)

DO's

- Register full time each semester.
- Attend all classes you register for.
- Update your address if you move.
- Maintain student health insurance.
- Maintain a current passport, visa, and I-20.
- Report any changes to your academic record such as a change of major or level to the Office of Global Initiatives.
- Make progress towards your degree.

DON'Ts

- Do not work off campus without permission.
- Do not drop below full time enrollment.
- Do not allow your I-20 to expire.

Reduced Course Load

As an F-1 student, full time enrollment is required. The exceptions to the full time enrollment (reduced course load) are very limited.

SEVIS limits the reasons for a reduced course load to:

1. **Illness or Medical Condition**--The DSO (Designated School Official) may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for up to 12 months. In order to authorize a reduced course load based upon a medical condition, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to confirm the illness or medical condition. If the student will need a reduced course load more than 1

semester or term, he/she will need to provide documentation each semester or term to the DSO. A student may be authorized to reduce a course load for a reason of illness or medical condition more than once while pursuing a course of study, if the total period of authorization does not exceed 12 months. A student authorized to drop below a full course of study due to illness or medical condition for 12 months may not be authorized by a DSO to reduce his or her course load on subsequent occasions while pursuing a course of study at the same program level.

2. Initial Difficulty with English Language—Academic difficulty
3. Initial Difficulty with Reading Requirements—Academic difficulty
4. Unfamiliarity with American Teaching Methods—Academic difficulty
5. Improper Course Level Placement—Academic difficulty
6. To Complete Course of Study in Current Term—A DSO may authorize a reduced course load in the student's final term or semester, if less than a full load of courses is needed to complete the program requirements.
7. Part Time Border Commuter Student

**A reduced course load based on an academic difficulty reason must consist of at least six semester hours, or half the hours required for a full course of study. Only 1 reduced course load can be approved on the academic difficulty basis while pursuing a course of study at a particular program level. Documentation from your advisor or instructor describing the academic difficulties you are experiencing is required.

Sometimes it will be necessary to change your course schedule after your initial registration. You will not be allowed to drop below full time without prior approval from the DSO in the Office of Global Initiatives.

Online Courses

Only 3 hours of online classes may be taken each semester to count towards full time enrollment.

- Undergraduate students must enroll in 9 hours of classes on AUM campus and 3 hours may be taken online to count towards full time enrollment of 12 hours. A student may enroll in more than 3 hours online each semester, but only 3 hours will count towards full time enrollment.
 - Ex: Undergraduate enrolls for 9 hours on campus and 6 hours online. Only 3 hours of online are counted towards full time enrollment. 9 hours on campus + 3 hours online = 12 hours (full time enrollment). The additional online class is not calculated in full time enrollment, so it is approved.
- Graduate students must enroll in 6 hours of classes on AUM campus and 3 hours may be taken online to count towards full time enrollment of 9 hours. A student may enroll in more than 3 hours online each semester, but only 3 hours will count towards full time enrollment.
 - Ex: Graduate enrolls for 6 hours on campus and 6 hours online. Only 3 hours of online are counted towards full time enrollment. 6 hours on campus + 3 hours

online = 9 hours (full time enrollment). The additional online class is not calculated in full time enrollment, so it is approved.

Transient Enrollment at Another Institution

Students may enroll concurrently at another university to satisfy degree requirements. Student may enroll at AUM and another university after receiving departmental, registrar and Office of Global Initiative's approval.

Concurrent enrollment (transient student) must be approved prior to registration.

Concurrent enrollment is similar to online class registration. Only 3 hours of transient classes may be taken each semester to count toward full time enrollment. Documentation of approvals and transfer equivalencies must be provided to the Office of Global Initiatives prior to approval.

Employment (on-campus work vs. off-campus work)

Students can work up to 20 hours per week on campus.

Off-campus employment is not allowed without permission from the DSO or the United States Citizenship and Immigration Services (USCIS). DO NOT work off campus without the proper authorization from USCIS. This is illegal and if the Department of Labor or USCIS finds out you are working illegally, you could be deported.

Off-campus employment can be allowed on the following conditions:

A- Unforeseen Severe Economic Hardship

F-1 students are able to apply for off-campus employment based on economic hardship provided:

1. The student is in good academic and financial standing and is enrolled in a full course of study.
2. The student can demonstrate unforeseen severe economic hardship.
3. Employment opportunities on campus are unavailable or insufficient.
4. The student has been in F-1 status for 2 semesters (one academic year).
5. Acceptance of employment will not interfere with carrying a full course of study.

Examples of unforeseen circumstances beyond a student's control are:

1. substantial fluctuation in the value of currency or exchange rate
2. excessive increases in tuition and/or living expenses
3. unexpected changes in the financial condition of the students source of support, due to medical bills or other substantial and unexpected expenses

To apply for work permission based on Economic Hardship:

You must send the following documents to Department of Homeland Security:

1. The application fee. This can be paid using a check or money order made payable to Department of Homeland Security. Current fee information can be found at www.uscis.gov.
2. Two recent passport style photos taken within the past 30 days.
3. Copies of ALL prior I-20 forms
4. The application form: Form I-765 - typed preferred, but legible

- handwriting acceptable. This form can be found at www.uscis.gov.
5. Copy of I-94. Your I-94 can be printed from the following website:
<https://i94.cbp.dhs.gov/I94/request.html;jsessionid=BMNRJtBQpLl4Cb6b4Td69yb5ptQDqpMY6215YPbSNKCx1VWRpGWY!-1326691254>
 6. Copy of visa and passport pages
 7. Copy of previous Employment Authorization Document (EAD) card (if applicable)
 8. Official transcript
 9. A letter stating the reasons you feel you are entitled to unforeseen severe economic hardship and supporting documentation. This letter should explain the circumstances of the hardship, documenting changes in your economic situation.
 10. I-20 requesting work permission based on severe economic hardship.

Optional Practical Training (OPT)

The purpose of OPT is to provide an opportunity for employment experience in your field of study.

Eligibility requirements:

- You must be enrolled in a degree program at AUM for at least one full year
- Be in F-1 student status

OPT is allowed for 12 months for all programs, however programs that fall under the STEM (Science, Technology, Engineering, and Math) list are able to apply for 17 additional months of OPT after their initial OPT has been used. If you use your OPT before you graduate, it will be deducted from your 12-month availability after the degree is awarded.

OPT before completion of course of study:

1. A student that has coursework remaining to complete his/her degree is limited to 20 hours per week of work.
2. A student is able to apply for full-time authorization during annual vacation.
3. Graduate students who have completed all course requirements for a degree, but still have a thesis to complete can apply for full-time OPT to be used while they continue to make progress towards completing their thesis requirements.

OPT after completion of the course of study

1. Only granted for full-time use
2. Students should apply 90 days before their completion date, but can apply up to 60 days after program completion
3. 12 months of OPT must be used within 14 months of completion of program

OPT is a period during which you are allowed to work for up to 12 months on an F-1 student visa towards getting practical training, which must be in your field of study. To apply for OPT, a student must submit an application to the United States Citizenship and Immigration Services (USCIS). A student must pay the application fee each time he/she applies for OPT. Students should apply about 90 days before the end of their program. Program end dates can be found on the first page of the I-20. It currently takes 90 days to process an OPT application. OPT can begin immediately after you graduate or anytime within the 60 days after you graduate.

Students should submit the following items to USCIS:

1. OPT Application (I-765—found at www.uscis.gov) and current application fee (\$380). Fee must be paid using check or money order. Cash is NOT acceptable. Checks and money orders should be made to U.S. Department of Homeland Security. DO NOT abbreviate.
2. Copy of I-94, Arrival and Departure Record
3. Copy of last EAD, if applicable
4. Copy of passport and visa page
5. 2 passport size photos
6. I-20 requesting OPT (pre-completion or post-completion)

You should mail the application and other supporting materials to the service center for processing. After your application is approved, you will receive an Employment Authorization Document (EAD card). You can begin working on the first day indicated on the EAD card. DO NOT work before the beginning date on the card.

24-Month STEM Optional Practical Training Extension

F-1 students can have 36 months of optional practical training based on a degree in a STEM (science, technology, engineering, mathematics) field that appears on the DHS STEM-Designated Degree Program List

(<https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf>)

F-1 students with a STEM degree can apply to USCIS for a one-time 24-month extension of OPT (for a total of up to 36 months). To be eligible for the extension, the student's employer must be registered in E-Verify and must agree to report to the DSO when the student is terminated or leaves employment. The student must apply for the STEM OPT extension before their OPT expires, and must also agree to make periodic reports to the DSO. Students may participate twice in the STEM OPT extension over the course of their academic career. To participate twice in the STEM OPT extension, a student must earn a second qualifying degree, at a higher education level, and be participating in an initial period of OPT at the time they apply to USCIS for their second STEM OPT extension.

To apply for the 24-month STEM OPT extension, students will need to submit an application form, (I-765—found at www.uscis.gov) and current application fee (\$380). Fee must be paid using check or money order. Cash is NOT acceptable. Checks and money orders should be made to US Department of Homeland Security. DO NOT abbreviate. The DSO will recommend the extension in SEVIS and print a new I-20 with the recommendation. The Form I-765 should indicate code (c)(3)(C) at item 16, and item 17 must contain the requested information on the student's degree and the employer's E-Verify Company or Client Identification Number. The I-765 must be filed with USCIS before the student's current OPT EAD expires. A student may file a STEM OPT application within two months before the end of his/her post OPT. Copies of the student's degree must be included in the application packet. A transcript and copy of diploma is required to prove the student earned a degree in a STEM-Designated Degree Program.

Curricular Practical Training (CPT)

CPT allows students the opportunity to participate in an internship to gain practical skills/knowledge in their field of study. CPT must be an integral part of the student's established curriculum and directly related to the student's program. CPT can be full or part time. Full time CPT can be used during breaks or school vacations. Part time CPT must be used during the semester. The internship may be paid or unpaid. Students who use 12 months or more of full-time CPT are ineligible for OPT.

To apply for CPT, students must provide the DSO with documentation from their advisor or instructor indicating the student requires or is registered for an internship class. The student will also provide contact information for his/her employer during the internship whether the internship is paid or unpaid and full or part time. Once the DSO receives the necessary information, she will update the student's I-20 to indicate approval of CPT.

A student must be eligible for CPT by:

- Being currently in valid F-1 status at his/her SEVP-approved college or university.
- Being enrolled on a full-time basis for one academic year prior to the internship.
- Continuing to be enrolled for a full course of study during the CPT.
- Participating in training that is an integral part of an established curriculum.
- Participating in training that is directly related to his/her program.

Social Security Number

You may apply for a social security card if you have proof of an on-campus job. You will apply for the social security card at the Social Security Office in Montgomery. You will need a letter from the employer and your DSO, valid passport, and I-94. You will also complete an *Application for a Social Security Card* (Form SS-5 <http://www.socialsecurity.gov/forms/ss-5.pdf>) The Social Security Officer will review all your documents. You may be asked questions about why you need a social security number. It usually takes three to four weeks for the Social Security Card to be mailed to you.

Address of the Social Security Office in Montgomery, Alabama

4344 Carmichael Road,
Montgomery, Alabama 36106

Taxes

Tax-related terms:

- **Earned income:** All income from employment
- **Alien:** Foreigner
- **Tax return:** People file tax reports with the Internal Revenue Service (IRS) or with the state or local tax collection agency. The government uses these tax reports to calculate income tax or other taxes people pay.
- **IRS:** 'Internal Revenue Service - IRS' A United States government agency that is responsible for the collection and enforcement of taxes.

- Source of income: Where does your money come from?
- Wage: A fixed regular payment, typically paid weekly or biweekly
- Personal exemption amount: The dollar amount that each individual taxpayer is able to deduct for him or herself or a dependent each year. A separate personal exemption is accorded to every man, woman and child in the U.S. that must file a return.
- Interest income: The amount of interest that has been earned during a specific time period.

All international students studying in the United States and with earned income including scholarships must file federal and state tax returns. According to the IRS Website: (<http://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars>)

Aliens (international people) temporarily present in the United States as students, trainees, scholars, teachers, researchers, exchange visitors, and cultural exchange visitors are subject to special rules regarding the taxation of their income.

There is no minimum dollar amount of income, which triggers a filing requirement for a nonresident alien, including foreign students or foreign scholars. However, a nonresident alien whose only U.S. source of income is wages is not required to file a U.S. federal income tax return unless his U.S. wages are more than the personal exemption amount. The personal exemption amounts can be found at: [Publication 501](#) (Exemptions, Standard Deduction, and Filing Information).

Who must file a tax return?

Filing a tax return is required by nonresident alien students and scholars who have:

1. A taxable scholarship or fellowship, as described in Chapter 1 of [Publication 970](#) (Tax Benefits for Education).
2. Income partially or totally exempt from tax under the terms of a tax treaty; and/or
3. Any other income which is taxable under the Internal Revenue Code.

Filing a tax return is not required by nonresident alien students and scholars who have income ONLY from:

1. Foreign sources:
 - U.S. bank
 - U.S. savings & loan institution
 - U.S. credit union
 - U.S. insurance company
2. Interest Income from:
3. An investment which generates Portfolio Interest (Described in Chapter 3 "Exclusions From Gross Income" - "Interest Income" – "Portfolio interest" of [Publication 519](#) (U.S. Tax Guide for Aliens).

4. A scholarship or fellowship which is entirely a Tax Free Scholarship or Fellowship as described in Chapter 1 of [Publication 970](#), Tax Benefits for Education; and/or
5. Any other income, which is nontaxable under the Internal Revenue Code. However, income which is not taxable because of an income tax treaty must be reported on a U.S. income tax return even though no income tax is due on the U.S. income tax return.

Travel

International students should carry copies of their I-20, I-94, and passport/visa with them at all times. If traveling outside of Alabama, students should carry original documents, not copies.

International students traveling outside the U.S. should make sure all immigration documents are current and valid:

- Passport—Students must have a valid passport with a stay of at least six months beyond the arrival date in the U.S.
- Visa—Students must have a valid visa with F1 or J1 category indicated.
- I-20—Students must have a valid I-20, with a signature valid for re-entry on page 3. The signature must be less than 1 year old.
- Proof of financial support—Students may be asked questions regarding their financial support during their stay in the US.

Change of Address

International students must report their addresses to the Office of Global Initiatives within 10 days after arrival.

A student who changes his/her address must report the change to the Office of Global Initiatives within 10 days of the change.

Change of Major

To change your major, please fill out a Change of Student Information Form and submit it to the Registrar's Office. These forms can be picked up at the Registrar's Office or printed online at <http://www.aum.edu/docs/registrar's-office/change-in-student-information.pdf>. You will also need to bring valid identification when submitting the form. The Registrar's Office is located at Taylor Center, room 150, and you can call them at 334-244-3125.

You must also bring a copy of the form to the Office of Global Initiatives in order to receive an updated I-20.

Program Extension / Renewing Your I-20

If you cannot complete your program by the end date on your I-20, you will need to extend your program end date. In order to extend your program end date, you will need to bring a letter from your academic advisor, outlining the courses remaining in your program, and the anticipated completion date to the Office of Global Initiatives. Your I-20 will be updated based on the program requirements.

Renewing Your Visa

If your U.S. visa expires, you must apply for a new one in your home country. The documents you need to bring with you when applying for a U.S. student visa are:

1. Valid I-20
2. Valid Passport—with at least 6 months before expiration
3. Financial statement
4. A good-standing letter from the Office of Global Initiatives
5. Official transcripts

You can go to the U.S. State Department's website for more information on visa applications: www.travel.state.gov You can also use this website to make appointments for visa applications at border posts in Mexico or Canada.

Automatic Revalidation: If you visit Canada or Mexico for a trip of less than 30 days, you may be eligible to return to the United States with an expired visa via automatic revalidation if:

- You are not a citizen of a country that the U.S. Department of state classifies as a sponsor of terrorism.
- You do not give away your Form I-94 during departure. This form must be kept for reentry. Do not give your I-94 card or print-out away at the border or on a plane. Bring a copy with you to give to the airline.
- You have a valid passport with at least 6 months remaining from your date of return and a valid form I-20 with a travel signature that is less than 12 months old.
- You do not apply for a visa while in Canada or Mexico. If you do, you are no longer eligible to return to the U.S. under automatic revalidation.

ACADEMIC LIFE

Academic Calendar

Please check AUM's academic calendar regularly for important due dates like the last day to register, to pay your tuition, and to drop classes: www.aum.edu/current-students/academics/calendar

- Fall Semester starts mid-August and ends mid-December
- Spring Semester starts mid-January and ends mid-May
- Summer Semester (optional) starts late May and ends late July

Class Schedule

The class schedule lists the various courses with relevant data (day, time, instructor, etc.) available for a specific term. You and your academic adviser will use the schedule to choose your classes for a given term.

You will find the Class Schedule under the Academics tab on the AUM Homepage (www.aum.edu) or you can click on this link: https://senator.aum.edu/prod/bwckschd.p_disp_dyn_sched. Next, choose the appropriate term

and click “Submit.” Click on the subject desired and use whichever filters (day, time, instructor, etc.) you wish to narrow the selection. Finally, click on “Class Search” to see what is available.

Degree Requirements

Degree requirements are the things you must do to complete a degree and graduate from AUM. They may include any combination of specific courses, specified number of credit hours, minimum Grade Point Average (GPA), comprehensive exam, dissertation or thesis. When you first talk to your academic adviser, he or she will discuss the requirements for your specific program and will give you materials with the appropriate information. You should see your adviser at least once before you register for each term to make sure you are in compliance with your degree requirements. You may talk to your adviser more frequently if you have questions or concerns about your program and its requirements. You can also find much helpful information about specific degrees and programs in the university catalogs:

www.aum.edu/academics/catalogs.

If you would like more information about degree requirements, see:

www.aum.edu/academics/core-curriculum for the basic course requirements (core curriculum) for undergraduate degrees and www.aum.edu/academics/majors-minors for the number of hours required for each degree or program, graduate and undergraduate.

The general degree requirements for undergraduate degrees are printed below for your convenience and can be found in the Undergraduate Catalog.

Degree Requirements for Undergraduates

To qualify for graduation, a student must:

1. Complete the courses and hours specifically required and accepted for the curriculum with a grade-point average of 2.0 (C).
2. Complete the Area I English composition core requirements with a minimum grade of C in each course. See the section on English requirements in the Undergraduate Catalog for the limitation on acceptable transfer credit.
3. Complete Areas II, III and IV university core requirements with a GPA of at least 2.0 (C).
4. Complete all Area V courses identified in the major field of study with a GPA of at least 2.0 (C). Students who began their college career Fall 2009 or later must complete five writing intensive courses.
5. Complete a minimum of 120 semester hours of passing credit within the framework of the identified field of study. Credit earned in developmental courses (ENGL 0100, EDUC 0800, READ 0700, MATH 0700, MATH 0800) will be in addition to minimum degree requirements.

6. Complete UNIV 1000 (only new freshmen, transfer freshmen, and transfer students with a GPA less than 2.20, who entered AUM Fall 2013 or later.)
7. Be free of probation or suspension status at the end of the desired semester of graduation. Even though the GPA in specifically required and accepted courses for the curriculum may be 2.0 (C), the overall record of courses attempted may place the student in jeopardy.

Note: The requirements stated above are general university graduation requirements. Individual schools and departments may impose more stringent requirements. Schools and departments may not impose less stringent requirements. Students should contact individual schools and departments to determine the exact graduation requirements for their desired major.

How to Register for Classes



Students use Webster to register for classes. You may access Webster through a link on the MyAUM portal. If you have questions about registration deadlines or course selection, please contact your adviser.

[Webster Student Registration](#) - This video demonstrates how to register for a class in Webster.

How to Drop or Add Courses

Sometimes it will be necessary to change your course schedule after your initial registration.

Click here to watch a video demonstration, [Dropping and Adding Courses](#) , or follow the instructions below:

1. Go to [My AUM portal login page \(www.my.aum.edu\)](http://www.my.aum.edu) and click on the Webster icon located on the left side of the home page.
2. Click on “Student Services” and “Financial Aid”.
3. Select the “Registration” box.
4. Scroll down and select the “Select Term” text box.
5. Click the “Submit” button.
6. Select the “Register for and/or Drop Classes” text box.

Enter your “Alternate PIN” and click “submit.” Note: You must meet with your advisor each semester to receive your alternate PIN to register for class.

Scroll down to the Add Classes Worksheet- you will see a 10-slot CRN (course reference number) worksheet on your screen. To add classes, enter the CRN in the space provided. After you have entered all the CRNs of the courses you want, click “submit changes.” To search by subject, you can also click on “class search” in Webster to find the classes you want. Highlight the subject and click “course search.” Click “View Sections” to see specific sections of each class. If a section is full, it will have a “C” in the left column. If a section has a remaining open seat, there will be a box on the left for you to check. Finally, scroll down and click “Register.”

To change or drop a class during registration, click on the drop down menu next to the course you would like to drop. Click “drop course,” and then scroll down to click “Submit Changes.”

To see if you have successfully registered, click on the “return to Menu” button located at the top right side of the screen. This returns you to the registration page.

Scroll down and click on “Student Detail Schedule.” Print your schedule and log out when finished. Always click the “submit changes” button in Webster when altering your class schedule and print copies of any schedule changes for adding or dropping classes.

Keep your PIN safe for the entire semester. You may need it at mid-semester to drop a course, and your advisor may not be immediately available to give it to you on the last day to drop classes. Each semester the university designates a “drop date” for full and half-term classes. Before this date, students may drop classes without academic penalty. (The Immigration and financial effects of dropping a class are separate matters. See below for extremely important notes.) Students should make note of the semester’s last day to drop on the academic calendar posted on the AUM website. Once the drop date has passed, students will not be allowed to drop a class unless they have extenuating circumstances. If students miss the drop date, they will have to either complete the class or receive a failing grade.

Students who wish to completely withdraw from all their classes at the university during a semester must do so officially by completing a withdrawal form and exit interview in the Registrar’s Office. Students may not withdraw from all of their courses via Webster. Complete withdrawal from the University is only permitted before the last day to drop classes.

PLEASE NOTE CAREFULLY: F-1 students must be full-time students to maintain legal status in the U.S. Before you drop below full-time status, you **MUST** talk to an International Student Adviser/DSO and receive permission from the DSO to drop below a full-time course load.

To determine the financial effects of dropping courses, please check with the Cashier’s Office at 112 Taylor Center (basement) or call 334-244-3286.

What to Do in the Class

In the United States, many professors prefer lecturing and discussing the topic with students. Students also work on assignments to understand application of theory. Professors usually present the content and facilitate a conversation to discuss the topic. Students listen to the lecture, take notes, think critically about the topic, and definitely participate. Participation is a very important part of the class. All students are expected to be active in the class. It is okay to express your opinion in the class every day. Students also do a lot of group work and discuss the topic with other students in the class, and it is okay to disagree with other students and the professor.

Many academic courses have exams, quizzes, research papers, and presentations. Students present their research paper in front of the class and answer questions about the research paper. Students do not memorize information, but they try to understand the theory and the application.

Class size at AUM is very small (1 teacher: 16 students), so you will have a lot of opportunities to speak and share your opinion.

Academic Honesty

Plagiarism is using someone else's words or ideas without giving them credit. So how can you follow the rules when you use sources? What do you need to avoid doing? There are three ways that you can properly use sources: You can quote, paraphrase, or summarize.

Quoting: Quoting is using the original words. When you quote, you use someone else's words exactly as they appeared in the original source. When you quote, you use quotation marks (" "). Quotation marks allow you to indicate which words are not your words. When you quote, you always need to include an in-text citation to tell the readers the source of the quote. Depending on the style guide you are following, whether you are using APA, MLA, Chicago, or another style, the in-text citation will look a little bit different. Here is an example: According to Johnson (1984), "Workers often had trouble using these tools, especially when it rained or snowed" (p. 125).

- **Paraphrasing:** When you paraphrase, you use your own words to express someone else's ideas. You **must change both the author's words as well as the structure of the original sentence**. After you paraphrase, go back and compare your paraphrase with the original. If you have any phrases that look very similar to the original, you should change more words and/or sentence structure. Don't forget to **include an in-text citation with your paraphrase**. Even though you have used your own words, your idea has come from someone else, and you must acknowledge them and give them credit for their work by including an in-text citation. Remember, when you paraphrase, you restate information from a source, but you use your own words and your own sentence structure.
- **Summarizing:** Summarizing allows you to write main ideas without details. Summarize the main ideas of a text using your own words and sentence structure, and then check your summary against the original. You should put an in-text citation to tell your readers the source of your summary. When you summarize, be brief. A summary states the main ideas in a source briefly and in your own words.

Maintaining Minimum GPA (Grade Point Average)

Grade-Point Average (GPA): AUM uses a four-point system (4.00).

Students at AUM must have a minimum Grade Point Average (GPA) in order to be eligible to register for courses each term and remain in their programs.

Undergraduate students must be in Good Standing or Continued Status to be eligible to register for courses. Students must have a GPA of 2.00 or higher to be in good standing academically at AUM. A student whose GPA is below 2.00, but who is not on academic probation or suspension will be allowed to continue at AUM in Continued Status.

Graduate students must meet the following standards to be eligible to register for courses:

All graduate students must have a GPA of 3.00 or higher. All grades must be A, B or C. No grade below C will be accepted for graduate credit, but grades on all AUM courses carrying graduate credit will be used in determining the overall average. Graduate students must repeat any graduate course if they earned a D or F in that course unless the course is specifically identified as a course not to be used for degree credit. When a course is retaken, both grades are used in the calculation of the GPA. When a graduate student's AUM GPA drops below 2.51 or has three posted academic warnings, he or she may be required to withdraw from the graduate program.

Academic Probation

AUM may place a student on probation or suspension at any time if he or she neglects academic work or makes unsatisfactory progress toward graduation.

A student will be placed on academic probation whenever his or her cumulative Grade Point Average (GPA) at AUM is less than the GPA identified below for the applicable level of cumulative graded hours:

Cumulative Graded Hours	AUM GPA
0 - 27	GPA is less than 1.43
28 - 57	GPA is less than 1.73
58 - 87	GPA is less than 1.81
More than 87	GPA is less than 1.87

Cumulative graded hours include hours attempted at AUM and attempted hours transferred from any other institution(s).

Only the institution GPA earned at AUM is used to determine the probation and suspension status (regardless of what the overall GPA may be for transfer students).

No entering freshman or transfer student will be placed on probation at the conclusion of his or her first semester's work.

Clearing Probation: A student may clear probation by raising the cumulative GPA at AUM to equal to or greater than those identified above for the applicable class level. Credits and grades earned at another institution may not be used to clear probation.

Academic Suspension

A student will be placed on academic suspension whenever his or her cumulative grade point average at AUM is less than the grade point average identified below for the applicable level of cumulative graded hours:

Cumulative Graded Hours	AUM GPA
0 - 27	GPA is less than 1.00
28 - 57	GPA is less than 1.52
58 - 87	GPA is less than 1.61
More than 87	GPA is less than 1.76

Cumulative graded hours include hours attempted at AUM and attempted hours transferred from any other institution(s).

Only the institution GPA earned at AUM is used to determine the probation and suspension status (regardless of what the overall GPA may be for transfer students).

A student will be suspended only if he or she was on academic probation the previously term. A student will not be placed on academic suspension at the end of a semester in which a 2.00 (C) average was earned but will be continued on academic probation.

The first academic suspension will be for a period of one semester, summer term being counted as any other term. A student will be readmitted (by AUM's Office of the Registrar) on academic probation following the expiration of the academic suspension.

No credit earned at another institution by a student on suspension from AUM will be used in clearing a suspension or in meeting requirements for an AUM degree.

STUDENT SERVICES AND CAMPUS LIFE

Textbooks

Auburn University at Montgomery has a bookstore on campus. You can purchase textbooks any time after you have registered for classes. Please do not write in new books until you are certain that you won't need to return them. New books must be in perfect condition for a full refund. For more information, please go to AUM's Bookstore web site: www.warhawkshop.com.

Library

The AUM Library is in the Library Tower (1st, 2nd, 3rd, 4th, and 5th floors). The library collections contain about 375,000 books, 420 current periodical subscriptions, and over 120 electronic resource databases. The Library also has extensive collections of documents and periodicals on microfilm, a growing collection of manuscripts and archival materials, and a collection of audiovisual materials. The Library is a federal documents depository with over one million publications dating from the mid-nineteenth century to the present. The Library seats almost 500 students. The Library also has group study rooms available on the 3rd and 5th floors.

Warhawk Academic Success Center

The Warhawk Academic Success Center is home to the Learning Center and the Student Success and Retention Office. These two offices support students' academic success and their persistence towards graduation."

Learning Center / Instructional Support Lab

The Learning Center provides AUM students with academic support in an inviting and dynamic environment. The Learning center is located in the Warhawk Academic Success Center on the second floor of the library. The Learning Center is currently open Monday through Thursday

from 9:00a.m. – 6:00p.m.; Friday 9:00a.m. – 1:00p.m.; and Sunday 1:30p.m. – 4:00p.m. The office is closed on Saturdays and some holidays. One-on-one appointments or walk-in sessions last no longer than 30 minutes, but you may have two sessions per week or set standing appointments.

You do not need an appointment, but we recommend making one because Learning Center consultants are typically booked a few days in advance. You can always stop by for a walk-in session during regular hours, but consultants may have appointments ahead of you. You may call 334-244-3470 to schedule either a one-time appointment or a continual appointment, or just visit and we'll be glad to make your appointment in person.

To prepare for an appointment, you should bring your assignment sheet, any class notes or drafts of your project, and your questions. Please come at least five minutes early to check in via our new database.

Writing and math consultants in the AUM Learning Center are highly qualified individuals in their fields. Some are undergraduate students who have clearly demonstrated their expertise in either math or English, some are part-time instructors at AUM, and others are professional tutors with graduate degrees in their fields. All consultants have received special training to work with students in reading, writing, and math.

Students can be tutored in the following areas:

- Writing in all disciplines
- Conversational English for Intensive Language students
- Math in all disciplines
- Science courses
- Accounting
- Various business courses
- Study skills

Our Instructional Support Lab unit in Goodwyn Hall 203 tutors math and science in all disciplines. Visit with your study group to work with anatomical models. For appointments, call the Learning Center at 334-244-3470. For more information about the Instructional Support Lab call 334-244-3265.

The Student Success and Retention Office helps students with experiences that challenge them; provides them with academic and personal support; and fosters their engagement with their coursework, faculty, and campus life. Student Success Advisors help students identify ways to increase their academic success.

Computer Labs, Printing, Wireless Internet

The computer labs are open to all students. Please use your AUM email user name and password to use the computers. To obtain your email user name and password, please go to [Student Email Lookup](#) page and enter your AUM student number (S number) and date of birth date. After

successfully logging into the User Name Lookup you will be instructed how to login to your new AUM Student Email account.

If you have problems setting up your computer, laptop, or other devices to wireless Internet, please go to the Computer Lab Assistance (Help Desk) on the first floor of Taylor Center.

Taylor Center Lab Phone Number: 334-244-3936

Taylor Center ITS Help Desk Number: 334-244-3500

For more information on Computer Labs, please visit their website: <http://www.aum.edu/about-aum/information-technology-services/computer-labs>

Locations:	Taylor Center	First Floor
	Goodwyn Hall	Room 205
	Education Building	Room 208
	Clement Hall	Room 217
	Library Tower	2 nd Floor

When the computer lab on the 2nd floor of the library is not booked for bibliographic instruction, students can use this lab.

Center for Disability Services

The Center for Disability Services (CDS) is located on the first floor of the Taylor Center in room 147. CDS provides academic support services to students with disabilities. Their services include test proctoring, interpreting, captioning, note taking, assistive technology, electronic text (E-text), Braille & other alternative formats, and accommodations designed to meet the specific needs of each individual. Students with documented disabilities should register with CDS before each semester starts.

Counseling Services

The Counseling Center provides a free and confidential service, along with other services offered to AUM's students. The center is located on the third floor of the Taylor Center, Room 316. Sometimes students need a chance to talk about problems they're confronting. At the Counseling Center, you can talk confidentially to a trained, licensed counselor about your emotional needs.

To schedule an appointment with Counseling Services, please call 334- 244-3469, or email counselingcenter@aum.edu . The center is open Monday-Friday, 8:00a.m.–5:00p.m.

For more information on this service, please visit the Counseling Services website: <http://www.aum.edu/campus-life/student-affairs/departments/counseling-services/about-the-center->

Career Development Center

The AUM Career Development Center (CDC) provides students career counseling.

CDC can help you get the tools and techniques you need to build a successful career. CDC can help you identify your aptitudes, set career goals, polish your resume, and create a job search strategy.

The Experience database is for students applying for Optional Practical Training (OPT) or Curricular Practical Training (CPT): <https://aum.experience.com/emp/sblogin>. After you fill out your application and profile on the database, the staff at the CDC will keep you informed if a company is interested in hiring you for work or an internship.

Location: Taylor Center, Room 314

Phone: 334-244-3344

Email: career-dev@aum.edu

Website: <http://www.aum.edu/campus-life/student-affairs/departments/career-development-center>

Wellness Center

The Wellness Center is the campus recreation center. Fun, innovative recreation and exercise amenities are located in the Wellness Center; furthermore, state-of-the-art classrooms, laboratories and research facilities are involved in training students in Health and Fitness, and in further strengthening AUM's highly respected Physical Education and Exercise Science programs.

All registered academic students must show their AUM student ID to be admitted into the Wellness Center.

Hours of operation: Monday-Thursday: 5:00a.m.-10:00p.m.

Friday: 5:00a.m.-9:00p.m.

Saturday: 8:00a.m.-3:00p.m.

Sunday: 12:00p.m.-9:00p.m.

Website: <http://wellnesscenter.aum.edu/wellness-center/wellness-center-membership>

Student Health Services

Remaining healthy is very important for your academic success. Auburn University at Montgomery provides basic health care for its students. All students are eligible for services provided by the Student Health Services Clinic.

You must have your AUM student ID card with you when you go to the health center. There is a small fee you pay for each visit. Students pay for all vaccines and other services, but AUM's Student Health Services Clinic is cheaper than a hospital. Please remember to make an appointment before you go to the health center.

If your medical problem requires hospitalization, you will need to go to a hospital. Please visit the web site for the student health insurance company hospital list:

<https://www.providerlookuponline.com/UHC/po7/Search.aspx>

AUM's Student Health Services is open from 8:15 a.m. – 4:30 p.m., Monday – Friday. You can see their holiday schedules on their website and outside their office.

If you have a serious medical problem and need medical attention when the Student Health Service is not open, you may use local medical clinics that have extended hours or hospital emergency rooms. Please do not hesitate to contact Student Health Services for more details, and visit their website.

Location: Moore Hall (School of Nursing), Room 102

Phone: 334-244-3281.

Website: <http://www.nursing.aum.edu/student-health-services>.

AUM Clubs and Organizations

Involvement in clubs and organizations is an important part of the university experience. You will connect with people who share the same interests. You can make new friends. Auburn University at Montgomery offers many different clubs and organizations for you to join.

Name of the Organization

Type of Organization

Sigma Tau Delta	Honor Society
AUM Panhellenic Association	Greek Life
Phase III	Religious
Student Government Association	Professional
Alpha Gamma Delta	Greek Life
Delta Sigma Theta Sorority, Inc.	Greek Life
Delta Zeta Sorority	Greek Life
Psychology club	Other
Kinesiology Majors Club (previously Physical Education Majors Club)	Professional
AUM Catholic Student Association	Religious
Alpha Phi Alpha Fraternity, Inc.	Greek Life
The AUMnibus	Other
Phase III	Religious
Information Systems Club	Other
NAACP	Other
Warhawk Disability Alliance	Other
Accounting Club	Other
Tabletop Gamers Consolidated	Other
L.O.V.E.D	Religious
Zeta Tau Alpha	Greek Life
Chi Sigma Iota	Honor Society
AUM Gay-Straight Alliance	Other
Baptist Campus Ministries	Religious

English Club	Other
National Pan-Hellenic Council	Greek Life
PASSPORT (Peers Assisting Student Success by Promoting Opportunities to Really Thrive)	Other
Student Council for Exceptional Children	Professional
Filibuster	Other
Alpha Kappa Delta	Honor Society
AUM Sociology Club	Professional
AUM Historical Review	Other
University Honors Program	Honor Society
Alpha Kappa Alpha Sorority Inc.	Greek Life
Economics, Finance and International Business Club	Other
Nonprofit Leadership Alliance	Professional
Kinesiology Majors Club (previously Physical Education Majors Club)	Professional
AUM Green Team	Other
Sigma Gamma Rho Sorority, Inc.	Greek Life
AUM Student Investment Club	Other
Student Art Association	Other
AUM Math Club	Honor Society
Muslim Student Association	Religious
Omicron Delta Kappa	Honor Society
AUM Engineering Club	Other
Society of Human Resource Management	Professional
Marketing Club	Professional
Lambda Chi Alpha	Greek Life
AUM Archers	Other
Circle K	Other
Campus Activities Board	Other
Phi Beta Sigma Fraternity Incorporated	Greek Life
Society for the Advancement of Management	Professional
The National Society of Leadership and Success (Sigma Alpha Pi)	Honor Society
Theatre AUM Guild	Other
Student Athlete Advisory Committee	Other
Indian Student Association	Other
Alpha Epsilon Delta (AED)	Honor Society
Beta Beta Beta (BBB, Tri-Beta)	Honor Society
AUMANS	Professional



Chinese Student and Scholar Association

The Chinese Student and Scholar Association (CSSA) at Auburn University at Montgomery is committed to creating an atmosphere where Chinese, Chinese-Americans, and all those interested in Chinese culture can come together. They organize many events, where students can meet new people. While (CSSA) is devoted to Chinese culture and community within the University, it welcomes and encourages people of all ages, races, and backgrounds to participate in, contribute to, and become part of CSSA. CSSA is open to all AUM students and we welcome you!



International Student Association (ISA)

ISA provides an avenue for students to develop leadership skills, socialize, meet new people and broaden their overall college experience.

Mission: The International Students Association (ISA) is a student-led organization that is open to all AUM students interested in international affairs and cultural backgrounds. ISA plans and coordinates programs to enrich student life on campus and thereby enhances international understanding and friendship. The organization is composed of devoted students who strive to engage American and international students through a variety of events and projects. The ISA has been created for the benefit of all students. ISA has vision of increasing international and domestic student integration while creating a greater awareness of the AUM international community.

Purpose of the International Student Association:

- Create a positive atmosphere for international and domestic students to interact intellectually and socially.
- Develop a culture of collegiality among all students.
- Harness the multicultural strength at AUM to make a positive contribution to national and international relationships.

Programming:

- International Community Coffee Hours
- International Education Week
- International Festival
- United Warhawk Ambassadors Program
- Plus: trips, events, service projects and fundraising

Membership: An open invitation exists for all AUM students. You can obtain a membership application from Taylor Center, Room 155, or the Global Education Center (Taylor Center, Room 219-220). You can submit the completed form with \$5 membership dues.

Like AUM-ISA on Facebook <https://www.facebook.com/pages/AUM-ISA/439461142828993>

AUM Cafeteria: The Roost



Chef prepared sushi built the way you like it!

**Talon Grill featuring
TLC**



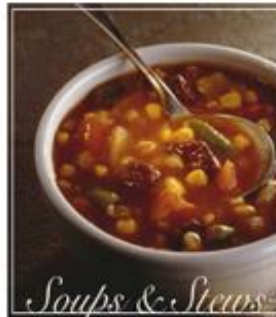
Visit Talon Grill for all of your grill favorites including juicy burgers, vegetarian sandwiches and catfish options and be sure to keep an eye on the events page for special themed dinners! Now offering TLC's chicken tenders!

**Wild Greens Salad
Bar**



Full salad bar with fresh toppings and various dressings!

au bon pain.
café bakery



Delicious au bon pain soups available daily.

**War Hawk
C-store**



Snacks, beverages, and necessities are conveniently located on the first floor of the War Hawk Dorms

Meal Plan

Resident Required Meal Plan: \$600 per semester:

The plan is convenient and easy. You will be billed automatically for the plan - \$600 per semester for all full-time (12-hours or more) students. The money will be loaded onto your Warhawk Card (your student ID) and you can use the card like a debit card in The Roost (AUM Cafeteria).

Non-Resident Meal Plans:

Commuters Required Meal Plan: \$100 per semester. The plan is convenient and easy. You will be billed automatically for the plan - \$100 per semester for full-time (12-hours or more) students. The money will be loaded onto your Warhawk Card (your student ID) and you can use the card like a debit card in The Roost.

Meal Plan Exemptions:

Ordinarily, the only allowable reasons for exemption from the required dining plan include:

Medical Exemption:

A student who has a medical condition requiring a diet that cannot be met by The Roost may be exempted upon receiving the approval.

Students should complete the [Dining Plan Exemption Application](#) then mail or fax to the Campus Services office. Please include a letter concisely and fully describing your dietary circumstances along with supporting documentation from a licensed medical physician. The physician must be an impartial individual who is not a family member. Students and physicians should avoid making requests for exemption based on conscious choice or medically unsubstantiated beliefs. Vegetarianism is not normally considered a valid reason for exemption.

Religious Exemption:

A student whose religious beliefs impose dietary restrictions that cannot be met by The Roost may be exempted upon approval from the Senior Director of Campus Services.

Students should complete the [Dining Plan Exemption Application](#) then mail or fax to the Campus Services. Please include a detailed written explanation from your religious counsel.

Financial need is not an allowable reason for exemption from any of the AUM Meal Plan.

Applications for exemption must be received by **August 31 for Fall Semester** and by **December 15 for Spring Semester**. Students receiving an exemption during a semester must reapply for exemptions each semester. Exemptions will not automatically renew each semester. You will be notified of approval or denial via email within two weeks of application. All decisions are at the discretion of the Senior Director of Campus Services and are final.

The Meal Plan Exemption Form can be found at the following link and in your Welcome Package:

<http://www.aum.edu/docs/default-source/dining-services/dining-program-exemption.pdf?sfvrsn=2>

LIFE IN the USA

Holidays

The United States has many holidays including religious, national, and traditional celebrations. Some of the more recognized holidays are:

- January 1: New Year's Day—a time for making new resolutions. Many places are closed.
- January 15: Martin Luther King's Birthday—celebrates Martin Luther King's birth. Many places are closed.
- February 14: Valentine's Day—a day for cards, flowers, chocolate and hearts for the special people in your life.
- February 22: President's Day—celebration of George Washington's Birthday. Many places are closed.
- March 17: St. Patrick's Day—an Irish holiday when people traditionally wear green and pinch those not wearing green.
- March/April: Easter—the first Sunday after the first full moon after the Vernal Equinox – a religious holiday.
- Second Sunday in May: Mother's Day—special remembrance of mothers.
- Last Monday in May: Memorial Day—remembrance of members of our military. Many places are closed.
- Second Sunday in June: Father's Day—special remembrance of fathers.
- July 4: Independence Day—remembrance of U.S. independence from Great Britain. Many places are closed.
- First Monday in September: Labor Day—government holiday in honor of all people that work.
- October 12: Columbus Day—remembrance of the man who we traditionally say “discovered America.”
- October 31: Halloween—celebrated with costumes, masks, “trick-or-treat” at people's doors, and parties.
- November 11: Veteran's Day—remembrance of soldiers who fought in various wars. Many places are closed.
- Fourth Thursday in November: Thanksgiving—honoring the Pilgrim's first successful harvest shared with Native Americans. A time for families to gather and enjoy big meals usually with turkey and all the trimmings. Many places are closed for several days.
- December 25: Christmas—a Christian holiday honoring the birth of Jesus. Many places are closed for several days.

Tipping

The following is a list, not complete, of workers that should receive a tip:

- Waiter at a restaurant—10% to 20%
- Restaurant delivery person—10% to 20%
- Bartender—10% to 20%
- Cab driver—10% to 20%
- Valet—\$1 to \$5
- Hotel bellman—\$1 to \$2

- Apartment doorman—\$1 to \$2
- Hair or nail salon/barbershop—10% to 20%

*The tip is based on quality of service. If they didn't provide good service, you can give less or no tip.

Hygiene

In the US, the body's natural smell is considered unpleasant.

Americans bathe or shower every day and use deodorant to reduce odor or perspiration. Shampoo is used to wash hair and soap or body wash is used to clean the body. Men also use cologne or aftershave and women use perfume. Americans also wash their clothes often to make sure no odors accumulate. Americans brush their teeth with toothpaste, at least twice a day and rinse their mouth with a flavored mouthwash. This is to insure that their breath is fresh (free of odor). Americans also chew gum or use breath mints to freshen their breath or reduce food odors. American women shave their legs and underarms. Men may choose to shave their faces, but are not required to.

Measurements and Size

Length:

- 1 inch = 2.54 centimeters
- 1 foot = 12 inches = 30.48 centimeters
- 1 yard = 3 feet = 91.44 centimeters
- 1 mile = 1.61 kilometers

Liquids:

- 1 cup = 8 ounces = .236 liters
- 1 pint = 2 cups = .473 liters
- 1 quart = 4 cups = .946 liters
- 1.057 quarts = 1 liter
- 1 gallon = 4 quarts = 3.785 liters

Weight:

- 1 ounce = 28.35 grams
- 1 pound = 16 ounces = 454 grams
- 1 ton = 2000 pounds
- 2.2 pounds = 1 kilogram

U.S. cooking measures are given using sizing for a measuring cup and spoons. Common cooking abbreviations include:

- tsp. = teaspoon
- tblsp. = tablespoon
- c = cup
- oz. = ounce
- lb. = pound

Sizes

Women's Dresses and Coats

American	British	German	Japanese	Australian
2	6	32	7	6
4	8	34	9	8
6	10	36	11	10
8	12	38	13	12
10	14	40	15	14
12	16	42	17	16
14	18	44	19	18

Women's Shoes

American	British	European	Australian	Japanese	Chinese
5	3	35-36	5	21	35.5
5.5	3.5	36	5.5	21.5	36
6	4	36-37	6	22	37
6.5	4.5	37	6.5	22.5	37.5
7	5	37-38	7	23	38
7.5	5.5	38	7.5	23.5	39
8	6	38-39	8	24	39.5
8.5	6.5	39	8.5	24.5	40
9	7	39-40	9	25	41
9.5	7.5	40	9.5	25.5	41.5
10	8	40-41	10	26	42
10.5	8.5	41	10.5	27	43

Men's Suits and Coats

American	European	Australian	Japanese
30	40	30	32
32	42	32	34
34	44	34	36
36	46	36	38
38	48	38	40
40	50	40	42
42	52	42	44
44	54	44	46
46	56	46	48
48	58	48	50
50	60	50	52

Men's Shirts

America	European	Australian	Japanese
14	36	14	87
14.5	37	14.5	91
15	38	15	97

15.5	39	15.5	102
16	40	16	112
16.5	41	16.5	117
17	42	17	122

Men's Shoes

America	British	European	Japanese	Chinese
7	6.5	40	25.5	41
7.5	7	40-41	26	-
8	8	41	26.5	42
8.5	8.5	41-42	27	43
9	9	42	27.5	43.5
9.5	9.5	42-43	28	44
10	10	43	28.5	44.5
10.5	10.5	43-44	29	45
11	11	44	29.5	46
11.5	11.5	44-45	30	-
12	12	45	30.5	47

Culture Shock

What is "culture shock"?

The dictionary defines culture shock as: a state of confusion and pain someone experiences because he/she is suddenly exposed to a new, strange, or foreign social and cultural environment. Many international students experience culture shock when they arrive at AUM. Students may experience a feeling of disorientation or confusion when moving from their familiar home to a new unknown place. Everything is different: food, surroundings, buildings, climate and people. Your family and friends are far away. You may even doubt your decision to come to AUM to study.

People experience culture shock differently. Some people are more affected by it than others. Most students that experience it become nervous and very tired. They want to sleep a lot and contact home often. They may feel frustrated and hostile toward their host country. They may get excessively angry about minor irritations. They may become very dependent on fellow nationals who are also in the new country. All these feelings may make it difficult to deal with American people and to use English. This leads to feelings of isolation.

Other symptoms of culture shock are:

- a feeling of sadness and loneliness
- an over-concern about your health
- headaches, pains, and allergies
- insomnia or sleeping too much
- feelings of anger, depression, vulnerability
- idealizing your own culture
- trying too hard to adapt by becoming obsessed with the new culture

- the smallest problems seem overwhelming
- feeling shy or insecure
- become obsessed with cleanliness
- overwhelming sense of homesickness
- feeling lost or confused
- questioning your decision to move to this place

How to deal with culture shock:

- Maintain your perspective—thousands of people travel to foreign countries every day.
- Don't be surprised if you feel anxious. Find ways to rationalize your feelings.
- Become a part of the campus.
- Become active.
- Get to know people, ask questions.
- If symptoms are too severe, please go to the Counseling Center (located on the third floor of the Taylor Center, Room 316)

Cost of Living

The cost of living in Montgomery is lower than many large cities. Also, AUM offers many free services for international students (airport pick-up, fun activities on campus, trips, etc.)

Here are the estimated costs of common items:

- Movie ticket: \$8
- Meal at a fast food restaurant: \$4-\$7
- A cup of coffee: \$1-\$2
- A t-shirt: \$5-\$20
- A gallon of gas: \$3
- Parking: most parking in the city is free
- Apartment rent: \$500-\$1000 a month
- Laundry in a campus machine (wash & dry): free if you live on campus

Cell Phones

There are several cell phone companies in Montgomery, Alabama. You will need to choose the cell phone company that provides the best service to meet your needs at the price you can afford. There are many plans available. Some plans allow you to pay for service each month without a contract, which means if you do not have the money to pay for a month, you do not have to pay. You will not have phone service for this month, but you will not be punished for not having money to pay. Some cell phone companies provide services that require a contract. If you sign a contract, you must follow all rules of the contract. You must pay a fee each month and if you miss a payment, you will have an additional fee for paying late. Before signing a contract, ask questions such as:

- | | |
|--|-------------------------------|
| • How long is the contract for? | • When is the fee due? |
| • What happens if I break my contract? | • What happens if I pay late? |
| | • How much is the late fee? |

Internet

There are over 50 internet providers in Montgomery, Alabama. The link to providers is: <http://www.yellowpages.com/montgomery-al/wireless-internet-providers> .

For Your Family (schools, daycare, health insurance)

Schools:

There are many schools in Montgomery, Alabama. In the U.S., we have private and public school systems. Private schools are not open to everyone. Most schools have waiting lists and parents must pay tuition for their children to attend. Public schools are free and students attend the school in the district they live in. Public schools are assigned according to living area. The link to Montgomery Public School is: <http://www.mps.k12.al.us/?PN=Schools2>

Daycare:

There are many daycares in Montgomery, Alabama. Daycares take care of children too young to attend school. Children younger than 5 years old can attend daycares. Daycares are private, and they charge a fee for their services. It is important to research the daycare you wish to use. Ask your neighbors and friends before registering your children with a daycare.

Health Insurance:

With the high cost of health care in the U.S., health insurance is a necessity. Students are charged the fee for health insurance once they register for classes. If you have a family, it is important to add them to your health insurance policy. Information regarding the health insurance plan can be found on AUM's website at: <http://www.aum.edu/admissions/international-student-admission/mandatory-health-insurance>

Banking

You should open a bank account with an American bank to keep your money safe.

Checking Account:

A checking account keeps your money safe, and your money is available when you need it. A checking account allows you to write checks or use a debit card to make purchases. When you use checks in a store you will need to show a picture ID (passport or driver's license) as proof of your identity. It is very important that you keep track of all the money you spend or deposit in your account to avoid overdrafts. An overdraft is when you write a check for more money than you have in the bank. The bank and the store you wrote the check to will both charge you a fee. The combined total charge could be more than \$50.00 per check. It is illegal to knowingly write "bad checks" (checks for which there is no money or an account which you have closed).

Debit Cards:

A "debit card" is also known as a checking card. It allows you to withdraw or deposit money to your bank account using an ATM and to make purchases at stores that accept the card. Debit cards are not credit cards, even though they may carry a credit card logo. You must have money in your account to cover your purchases to be able to use the debit card. You will be charged an overdraft fee if you use the debit card to pay for something with it when there is not sufficient money in your account to pay for it. You will be charged an overdraft fee every time you use it, if there is not enough money in your account.

Before you open a bank account, ask about banking policies and procedures to understand your account. You should ask:

- If they have *special account privileges for students*. These accounts normally waive some of the restrictions on minimum balances, average balance and maintenance fees.
- If the bank has *monthly or annual service fee* – some accounts require a monthly fee depending on usage.
- What is the *Minimum balance* – if your balance goes below a certain minimum, charges may apply.
- *Monthly check /ATM usage fee* – some banks may require an additional fee for things such as printing statements from ATM, using checks, using more than a quota of checks per month, etc.
- *Use of other bank ATM cards/machine* – check if your bank charges additional fees for using another bank’s ATM card/machine for transactions.
- *Special services* – transfer of money to and from your home country, inter-account transfer, bill payment.
- *Online account* – several banks offer free online web accounts and also bill payment (paying utility bills such as gas, electricity, and cable TV through their website).

How to Write a Check:



1. Date—the date the check is written.
2. Payee—the person or company the check is for.
3. Amount in numbers—write the dollar amount using numbers.
4. Amount in words—write the dollar amount using words.
5. Memo—a note about the purpose of the check
6. Signature—you must sign the check to make it valid

Transportation

Warhawk Transit

AUM’s Warhawk Transit has regular routes running to East Chase Shopping Mall, Walmart Store, Mr. Chen’s Restaurant, Eastdale Mall and other shopping and entertainment areas every day from 11AM to 10PM. Weekends the route runs until 2:30AM and includes Downtown and

East Montgomery. See the schedule below for specific route details. All students, faculty and staff are allowed to ride. It's FREE, but you must have your AUM student ID to ride.

Updated schedule is available at www.aum.edu/campus-life/housing-and-dining/housing-and-residency/warhawk-transit



How to get an Alabama Driver's License

To obtain an Alabama Driver's License:

- Get a "Letter of Good Standing" from the Office of Global Initiatives
- Take "Letter of Good Standing" and your passport to the Social Security Office. They will give you a "Letter of Denial." The letter says that you do not qualify for a social security number.

Address of the Social Security Office

4344 Carmichael Road,
Montgomery, Alabama, 36106

- Take "Letter of Denial," your passport, and I-94 to the Department of Motor Vehicles (DMV). You will take a written test and a road test. If you pass both tests, you will receive your driver's license.
- The license will cost about \$25. The DMV will give you a temporary driver's license. You will receive the permanent driver's license in the mail within a few weeks.

Address of the Department of Motor Vehicles

1040 Coliseum Boulevard,
Montgomery, Alabama

Buying a Car

You can buy a new car or used car from car dealers or private individuals. Kelley Blue Book (www.kbb.com) has average used and new car prices, and it is free. If you want to buy a used car, be careful because a used car can be broken. You should drive the car before buying. If the transmission is not working smoothly, do not buy the car. Transmission repair is very expensive in the United States. Open the hood (Bonnet) and check for oil leaks. Also, if the air conditioner (A/C) is not working well, do not buy the car because Montgomery is a very hot city, so you will need a car with good A/C. If you decide to buy a used car, we recommend that you take the car to a mechanic for a diagnostic check (this may cost \$20 - \$100, but it is very helpful).

If you buy your car from a car dealer, they will give you a temporary license plate. You can use this temporary license plate up to 30 days. You must register your car to get a new plate within 30 days. You must also buy car insurance coverage as soon as you buy a car.

To register your car, go to the Probate Office:

Address of the Probate Office
5449 Atlanta Highway
Montgomery, Alabama 36109
Phone: (334) 272-8505

Take the following documents with you:

- Bill of Sale (a receipt that the car dealer or the person who sold the car gives you when you pay for the car)
- Title (When you buy a car, the car dealer or the person who sold the car gives you a blue-color document called “title”)
- Proof of Car Insurance (You must have a car insurance card in your car)
- Social Security Card (If you do not have a social security card, take your passport, I-20, and I-94)

When you go to the Probate Office, take a ticket (number) and sit in the waiting room and when you see your ticket/number in the screen, go to the counter and tell the officer “I want to get a license plate.” You will have to pay a fee usually depending on the price of your car.

Renting a Car

Rental car rates depend on the size of the car. Estimated daily rates are between \$30 and \$80. You must be 21 years old or older to rent a car. If you are 21 – 24 years old, you pay a surcharge. If you are 25 years old or older, you pay less. You must have a valid driver’s license and a credit card to rent a car. You can go to the web site of the rental car company and reserve a car online.

All car rental companies have an office at the Montgomery Regional Airport:

- Alamo www.alamo.com
- Avis www.avis.com

- Budget www.budget.com
- Dollar www.dollar.com
- Enterprise www.enterprise.com
- Enterprise (near AUM) www.enterprise.com
- Hertz www.hertz.com
- National <https://www.nationalcar.com>
- Thrifty www.thrifty.com

Parking on Campus

All vehicles parking on campus (with the exception of those parking in metered spots) are required to be registered with campus police or park in a metered spot.

- Non-resident students — \$30.00 per academic year; will grant access to general permit parking areas.
- Resident students — Included in housing costs; will grant access to residential permit parking areas

Students can register their vehicles through the MyAUM portal. Detailed instructions can be found here: www.aum.edu/how-register-your-vehicle

Montgomery Area Transit System (M.A.T.S.), Public Transport

M.A.T.S. provides fixed route service within the city limits of Montgomery Alabama. Thirty-four buses serve fifteen (15) fixed routes between the hours of 5:00 a.m. and 9:00 p.m. Monday through Friday and Saturday 7:30 a.m. until 6:30 p.m. There is a M.A.T.S. bus stop on AUM's campus (in front of the School of Nursing). You can see the routes and bus schedule at <http://montgomerytransit.com/routes/>. Only Route 1 bus stops at AUM.

SAFETY

Campus Police

The AUM Police Department is committed to providing our students, staff, faculty, visitors and guests with prompt, courteous and professional police services. While we provide a committed effort to ensure your safety, we cannot promise you total isolation from crime. Personal safety and crime prevention efforts are the responsibility of the entire Auburn Montgomery community.

The AUM Police Department provides the following services:

- Patrol of campus buildings, resident halls, and parking lots
- Safety Walks
- Parking Tags
- Personal Safety Seminars
- Emergency Preparedness Seminars
- Campus Event Security

- Building Access
- Lost and Found
- Flat Tire Assistance
- Dead Battery Assistance

To learn more about the services provided by the AUM Police Department, please visit this link: www.aum.edu/about-aum/public-safety/police-department/department-services

Emergency number for AUM Police Department: 334-244-3424

Calling 911

911 is the emergency number for help. This number can connect you to the police department, fire department or emergency rescue. Examples of emergencies are:

- A fire
- A crime
- An accident, if someone is injured
- A medical emergency, such as heart attack, severe bleeding or if someone stops breathing

When you call 911, be prepared to answer questions such as:

- The location of the emergency
- Your telephone number
- What the emergency is, including as many details as possible

Most importantly: DO NOT hang up until the 911 operator tells you to do so.

Driving

The Alabama Drivers Manual can be found at the following link: <http://dps.alabama.gov/documents/manuals/driverlicensemanual.pdf>

Some general driving rules are:

1. Drive in a single traffic lane, do not weave from lane to lane or straddle the lane lines.
2. When turning right or left, plan ahead! Don't make last minute decisions to turn. Be in the proper lane well before turning. Signal ahead of time the direction you are turning. You should signal at least 100 feet (30 meters) before you turn.
3. Be aware of motorcycles. They have the same rights to the road and must obey the same rules as automobile drivers.
4. Avoid "tailgating" (driving too closely behind another vehicle)! Keep at least 200 feet (60 meters) between your car and the car in front of you.
5. Do not honk your horn. It is considered rude and offensive in the US.
6. Always wear your seatbelt.
7. Do not text or use your cellphone while driving.
8. Do not drive after you have drunk alcohol.
9. Always follow speed limit signs.
10. Don't litter.
11. Maintain automobile insurance on your vehicle.

A police officer may stop you for many reasons, such as:

- You are in the area where a crime just occurred
- You witness a crime
- You fit the description of a suspect
- You have been pointed out as a suspect
- You seem to need assistance
- You violate a law (e.g. speeding)

If you are stopped, stay calm. Follow the police officer's instructions. Stay in your car. Do not get out of your car unless the police officer tells you to get out of your car. Keep your hands visible. Turn on the interior light in the car if it is dark outside. Give the required documents to the police officer. It is usually your driver's license, proof of car insurance, and the proof of car registration, so keep these three things in your car when you drive. Do not reach for anything unless the officer tells you to do so. Do not attempt to run from officers. Most traffic stops are resolved quickly if you treat police officers with respect and answer their questions honestly.

Alcohol and Smoking

Drinking alcohol:

The legal drinking age in Alabama is 21. However, alcohol is prohibited on campus. AUM is committed to providing a safe, productive educational and work environment free of the illegal use of alcohol and other drugs.

The unlawful manufacture, distribution, dispersion, possession or use of illegal drugs or alcohol by students or employees is prohibited on university property and at university activities. If a student is drunk, he/she cannot attend classes or any university activity.

AUM will impose sanctions consistent with local, state and federal laws upon all students who violate these standards of conduct. Sanctions may include but are not limited to:

- Referral for prosecution
- Probation, suspension or expulsion of students

Smoking:

The legal age in Alabama to buy or have tobacco products is 19 years of age. Smoking is limited on AUM's campus. Smoking inside of buildings is prohibited. Outside smoking areas are designated with appropriate signage, and ash receptacles are located in these areas. Smoking is ok only in the designated smoking areas.

In many parts of the U.S. all public buildings are designated "smoke free" meaning that you cannot smoke in any part of the building. Some restaurants may have smoking sections. Restaurants post signs indicating the smoking guidelines. If you are a guest in someone's home or apartment, always ask permission before you smoke.

Health (clinics, hospitals, pharmacies)

All students can visit the AUM Student Health Services Clinic. Students must have their current AUM (ID) card with them when they visit. For a small fee, a certified registered nurse

practitioner can see students. Student Health Services is open, Monday- Friday, 8:15 a.m. to 4:30 p.m. Holiday and break schedules vary and will be posted on their website.

AUM Student Health Services Clinic: <http://www.nursing.aum.edu/student-health-services>

Location: Irma B. Moore Hall, Room 102

Phone: 334-244-3281

There is a part-time physician/doctor and 3 nurses in Student Health Services. Because the physician/doctor is part-time, please make an appointment before you go there. If you have a medical problem requiring consultation, you are required to use a preferred specialist in the area. If you have a medical problem requiring hospitalization and have the university insurance, you will need to go to one of the hospitals on the insurance's Preferred Provider Hospital List (see Finding Doctors/Specialists around Campus below).

If you have lost your health insurance card, you can reprint it after you have created your account at: <https://www.uhcsr.com/SelfServiceSupport/students/myaccount/TieAccountIdentify.aspx>

Emergency:

In case of an emergency on-campus, contact Campus Police at 334-244-3424. They will provide or arrange transportation to Health Services or the hospital.

If you are off-campus and need immediate medical attention, call 911 for an ambulance or go to a nearby emergency room (see Nearby Hospitals and Clinics below). Please remember that ambulance service is not free.

Finding Doctors/Specialists around Campus:

We encourage you to use the AUM Student Health Services Clinic for all services whenever possible, but if you require urgent medical attention and you have AUM's student health insurance, you can go to any clinic or doctor's office. However, you can save money by going to a doctor's office listed on this website:

<https://www.providerlookuponline.com/UHC/po7/Search.aspx> (Choose "United HealthCare Options PPO" and on the next page, click on "change address" and enter your address, and click on "search.")

For any medical service, you must show your health insurance card. You will pay some money (co-pay) for certain services. If you have any questions about your health insurance coverage (if the insurance company will pay for this treatment or not), contact your insurance company before receiving the treatment. Otherwise, you may receive an unexpected bill from the doctor's office.

What Happens When You Visit a Doctor?

In the U.S., we have very good healthcare, but it is expensive. Always read your health insurance brochure to see if you are using a Preferred Provider and what percentage your insurance will or will not pay.

Brochure: <https://www.uhcsr.com/uhcsrBrochures/Public/ClientBrochures/2014-38-4%20Policy%20Web%20Brochure%20v1.pdf>

Preferred Provider: <https://www.providerlookuponline.com/UHC/po7/Search.aspx>

When you go to a doctor, you will be asked many questions. You should give details about your symptoms: what they feel like, if you are using any medicine, how long you have had the problem, and so on. You should ask the doctor questions about your health problem and the treatment. You should also ask about the cost of recommended treatment.

Nearby Hospitals and Clinics:

An urgent care clinic provides medical services to treat an illness or accident which is *not life threatening* and the student cannot wait to be seen at AUM's Student Health Services Clinic.

In the event of a *life-threatening illness or accident (emergency)*, call **911**. The injured person will be taken to the nearest hospital emergency room. Services are available every day of the week, 24 hours. (If you use the emergency room of a hospital for non-emergency treatment (simple health problems), you will have to pay higher fees for services.)

Clinics near AUM:

All Med Physicians Clinic:
9188 East Chase Parkway, Montgomery AL 36117
334-323-4000
<http://goallmed.com/>

American Family Care Clinic:
2570 Berry Hill Road, Montgomery AL 36117
334-323-1330
<http://www.afcprimed.com/eastchase.php>

Vaughn Urgent Care Clinic:
9540 Wynlakes Place, Montgomery AL 36117
334-395-9933
<http://www.vaughnurgentcare.com/welcome.html>

Jackson Hospital & Clinic:
1725 Pine Street, Montgomery AL 36106
334-293-8000
<http://www.jackson.org/>

Baptist Medical East Hospital:
400 Taylor Road, Montgomery AL 36117
334-244-8500
<http://www.baptistfirst.org/facilities/baptist-medical-center-east/default.aspx>

Jackson Hospital & Clinic:
1725 Pine Street, Montgomery AL 36106
334-293-8000
<http://www.jackson.org/>

Pharmacies near AUM:

Adams Drugs:
7200 Copperfield Drive, Montgomery AL 36117
334-386-9370
<http://www.adamsdrugs.net/>

Walgreens Pharmacy:
6680 Atlanta Hwy, Montgomery AL 36117
334-409-0611
<http://www.walgreens.com/locator/walgreens-6680+atlanta+hwy-montgomery-al-36117/id=7746>)

Walmart Supercenter:
6495 Atlanta Hwy, Montgomery AL 36117
334-272-7377
<http://www.walmart.com/cp/pharmacy/5431?adid=2222222330213442683&wmlspartner=wmllabs&w10=b&w11=g&w12=c&w13=46441337034&w14=&veh=sem>

Walmart Supercenter:
10710 Chantilly Pkwy, Montgomery AL 36117
334-272-7377
<http://www.walmart.com/cp/1078664?adid=2222222330213520550&wmlspartner=wmllabs&w10=b&w11=g&w12=c&w13=43026378474&w14=&veh=sem>)

ABOUT MONTGOMERY

Weather in Montgomery, Alabama

Montgomery has mild winters and hot, humid summers. Winter temperatures generally range from 4 to 21 °Centigrade. Summer temperatures range from 21 to 32 °Centigrade. It is important to drink a lot of water during the summer.

In the summer, comfortable, lightweight clothes made from breathable material (e.g., cotton, linen) are good. Due to summer rains, you will need an umbrella and raincoat. You can bring sweaters and at least one heavy coat for the winter.

In order to better serve our international students, we take extra precautions and notify you, of any alerts or school closings, when we are expecting severe weather. In order for this to be successful, you must sign up for AUM Alert: www.getrave.com/login/aum

Major Storms:

Alabama is vulnerable to hurricanes, tornadoes, and heavy rains because Montgomery is near the Gulf of Mexico. It is very important that you take severe storms seriously.

Hurricanes:

Hurricanes are dangerous. They come with wind, heavy rains, and a storm surge.

Tornadoes:

Tornadoes are powerful, twisting windstorms that can be a few hundred meters in diameter. Tornadoes often form after a hurricane has passed through the area. Tornadic storms usually occur in the spring and early summer. When the National Weather Service issues a tornado “watch,” it means tornadoes may happen. Tornado watches are broadcast on all radio and television stations. A tornado “warning” means that a tornado is happening. If you hear a tornado warning, immediately seek shelter. (Please note: every first Wednesday of every month, you will hear the tornado siren, this is not a tornado. This is only a test.)

Sports and Entertainment

- Montgomery hosts dozens of special events annually, including rodeos, concerts, fairs, festivals, sports games, races, and art shows – many at memorable historic venues. Some of our favorite events:
- **Dragon Boat Races and Festival** (August)
- **Alabama National Fair** (October)
- **Christmas Parade and Tree-Lighting** (December)
- **Biscuits AA Baseball:** Cheer for the Montgomery Biscuits at a baseball game in Riverwalk Stadium!
<http://www.biscuitsbaseball.com/>
- **Montgomery Zoo:** See over 600 different animal species from five continents all in this 40-acre zoo.
<http://www.montgomeryzoo.com/>
- **Cramton Bowl:** Catch local college football games and other athletic events here. This football arena downtown is currently undergoing renovations to add more indoor sports areas and state-of-the-art features.
<http://alsportscapital.com/>



Arts

- **Alabama Shakespeare Festival:** One of the top ten largest Shakespeare festivals in the world, the Alabama Shakespeare Festival offers world-class theatrical productions, from Shakespeare to musicals, year-round.
<http://www.asf.net>
- **Alabama Artists Gallery:** It's free to visit this gallery showcasing the work of Alabama artists in a variety of media.
<http://www.arts.alabama.gov>
- **Montgomery Ballet:** One of just two professional ballet companies in Alabama, the Montgomery Ballet's repertoire includes classic favorites and exciting new productions. Take advantage of their student discount, too.
- **Montgomery Museum of Fine Arts:** Explore one of the region's most comprehensive collections of American artwork.
<http://www.mmfa.org>
- **Montgomery Performing Arts Centre:** This state-of-the-art facility in downtown Montgomery regularly features Broadway shows, concerts, operas, and dance performances.
<http://www.mpaonline.org/>
- **Capri Theatre:** The historic Capri Theatre is Montgomery's independent cinema, offering classic, independent, and foreign films for the movie fans.
<http://caprithatre.org/>



History and Culture

- **F. Scott and Zelda Fitzgerald Museum:** Tour the Montgomery home of the famous literary couple who defined the Jazz Age.
<http://www.fitzgeraldmuseum.net>
- **Dexter Avenue King Memorial Baptist Church:** See where Dr. Martin Luther King, Jr., began preaching his message of justice and brotherhood at this important civil rights landmark.
<http://www.dexterkingmemorial.org/>
- **Alabama State Capitol:** See the chamber where Southern leaders voted to start the Civil War by taking a guided or self-guided tour of the Alabama State Capitol building.
<http://www.preserveala.org/capitoltour.htm>
- **Rosa Parks Library and Museum:** Experience a re-enactment of the scene that began the Montgomery Bus Boycott.
- **The Hank Williams Museum:** Hank Williams' legendary musical career began in Montgomery, where he lived for many years and was finally buried. See his personal



belongings, including his blue 1952 Cadillac in which he took his final ride, at the Hank Williams Museum downtown. You can also visit the Hank Williams Memorial, his burial place, in the Oakwood Annex cemetery.

<http://www.thehankwilliamsmuseum.com/>

- **Old Alabama Town:** Experience six blocks of restored authentic 19th and 20th century homes and learn how early Alabamians lived and worked. Catch special events like the Alabama Book Festival in April.
<http://www.oldalabamatown.com>
- **First White House of the Confederacy:** Jefferson Davis, president of the Confederacy, lived in this historic home, built in 1835. Take a free tour to experience this piece of Civil War history. <http://www.firstwhitehouse.org/>

Recreation

- **Riverfront Park:** Stroll along the shores of the Alabama River. The unique Riverfront Park hosts many concerts and special events at the outdoor amphitheater.
- **Harriot II Riverboat:** Dine and dance to live music on board the Harriot II riverboat, or just relax as you enjoy a scenic cruise. The riverboat docks near the Riverwalk Amphitheater downtown.
<http://www.funontheriver.net/>
- **Robert Trent Jones Golf Trail:** Montgomery is a golfer's paradise. Located in the heart of the famous Robert Trent Jones Golf Trail, three courses on the trail are located nearby. Montgomery and surrounding areas are home to several other challenging and scenic public and private courses, most open year-round.
<http://www.rtjgolf.com/>
- **W.A. Gayle Planetarium:** Historic Oak Park houses the W. A. Gayle Planetarium, where you can see a show or get a tour of the night sky at sunset.



Shopping/Dining

Montgomery has many shopping opportunities!

- **Shoppes at Eastchase:** Just down the street from AUM, you'll find the Shoppes at Eastchase, with stores including American Eagle, Dillards and Target, and many casual and fine dining options, such as Panera Bread and Bonafish Grill.
<http://www.theshoppesateastchase.com>
- **Eastdale Mall:** You'll find great shopping plus an indoor ice rink, movie theater, and more.
<http://www.shopmalls.com/eastdale/>
- **Mulberry District:** Find a variety of locally owned shops, from art galleries to clothing boutiques, along Mulberry Street in the historic Old Cloverdale Neighborhood.
<http://www.oldcloverdale.org/>

- **Hampstead Institute:** Local food fans will want to visit the Hampstead Institute Downtown Farm, with its community planting farm beds, u-pick orchard, star-gazing hill, and many classes and events.
<http://hampsteadinstitute.org/>
- **Montgomery State Farmers Market:** Find a huge selection of fresh fruits, vegetables, and other local food year round at the State Farmers Market.
<http://www.fma.alabama.gov/markets.htm>

Nightlife

Montgomery also has a lively nightlife scene.

- Don't miss the New Orleans-style Alley Entertainment District downtown, connecting Commerce and Tallapoosa Streets, full of trendy bars, restaurants, and shops. Visit the outdoor patio at the Alley Bar and then grab some authentic barbecue next door at Dreamland BBQ.
- Downtown, enjoy the smooth sounds of jazz at La Salle Bleu & Sous la Terre.
- In the Old Cloverdale neighborhood, the 1048 Jazz and Blues Club is a favorite spot to relax, with live music every night. <http://www.1048jazzandblues.com>
- For the latest in entertainment happenings, check out *RSVP Montgomery*.
<http://www.rsvp-montgomery.com/>

You can find more activities in Montgomery here: www.visitingmontgomery.com/calendar/

Places of Worship

Agudath Israel Synagogue

www.aieamontgomery.org

3525 Cloverdale Road

(334) 281-7394

Chavurah Shalom

Messianic

www.chavurahshalom.org

573-A George Todd Dr.

(334) 272-5490

Church of the Holy Spirit

www.holy-spirit-church.com

8570 Vaughn Rd

(334) 277-5631

Landmark Church

www.landmarkchurch.net

1800 Halcyon Boulevard

(334) 277-5800

Masjid Al Haqq Salaam

425 Ann Street

(334) 561-2724

Masjid Qasim Bilal El-Amin

www.ismontgomery.com

2425 Lark Drive

(334) 281-8474

Muslim Center of Montgomery

4340 South Court Street

(334) 288-2128

St James United Methodist Church

www.sjlife.com

9045 Vaughn Rd

(334) 277-3037

Taylor Road Baptist Church

www.taylorroad.org

1685 Taylor Rd

(334) 271-3363

SGI-USA Montgomery Chapter

5757 Sweet Meadow Drive

(334) 271-4744

Sounds of the Heart Sangha

608 Co Rd 40 West

Prattville, Alabama

(334) 717-5797

Temple Bethor

www.templebethor.net

2246 Narrow Lane Rd

(334) 262-3314

Vaughn Forest Church

www.vaughnforest.com

8660 Vaughn Rd

(334) 279-5433

CRITICAL DATES / ACADEMIC CALENDAR

Students are encouraged to check AUM's website for the most up-to-date Academic Calendar:
www.aum.edu/current-students/academics/calendar

AUM's Academic Calendar provides information on key dates and deadlines during the academic year, including the following:

- Class start dates
- Registration deadlines
- Graduation application deadlines
- Exam dates
- Grade posting dates

Frequently Asked Questions

For international students, the Office of Global Initiatives' [Frequently Asked Questions page](#) provides answers to the following:

- How do I pay my tuition fees?
- How do I order a transcript?
- How do I choose my classes?
- Can I work in the United States?
- How do I apply for an on-campus job?
- Can I remain in the United States with an expired visa?
- Can I remain in the United States with an expired passport?
- What should I do if I lose my I-20?
- Can international students be part-time students?
- Can I take a semester off of studies and remain in the US?

CAMPUS DIRECTORY

- **Campus Police**
Website: www.aum.edu/about-aum/public-safety/police-department
Phone: (334) 244-3424
Location: 267 Taylor Center
- **Career Development Center**
Website: www.aum.edu/cdc
Email: career-dev@aum.edu
Phone: (334) 244-3344
Location: 323 Taylor Center
- **Counseling Center**
Website: www.aum.edu/campus-life/student-affairs/departments/counseling-services
Email: counselingcenter@aum.edu
Phone: (334) 244-3469
Location: 316 Taylor Center
- **English as a Second Language Program**
Website: www.aum.edu/esl
Email: esl@aum.edu
Phone: (334) 244-3131
Location: 7th Floor Library Tower
- **Housing**
Website: www.aum.edu/campus-life/housing-and-dining/housing-and-residency
Email: housing@aum.edu
Phone: (334) 244-3296
Location: Suite 1H35 Warhawk Hall
- **Instructional Support Lab**
Website: www.aum.edu/academics/academic-support/learning-center-ISL
Email: agulley@aum.edu
Phone: (334) 244-3265
Location: 202 Goodwyn Hall
- **Learning Center**
Website: www.aum.edu/learningcenter
Email: agulley@aum.edu
Phone: (334) 244-3470
Location: 2nd Floor Library Tower
- **Office of East Asia Initiatives / Confucius Institute**
Website: www.aum.edu/confucius

Email: schen1@aum.edu
Phone: (334) 244-3629
Location: 107 Administration Building

- **Office of Global Initiatives**
Website: www.aum.edu/global
Email: global@aum.edu
Phone: (334) 244-3375
Location: 109 Administration Building
- **Student Accounts**
Website: www.aum.edu/admissions/scholarships-and-financial-aid/student-accounts
Email: studentaccounts@aum.edu
Phone: (334) 244-3286
Location: 112 Taylor Center
- **Student Health Clinic**
Website: www.nursing.aum.edu/student-health-services
Email: ludolp1@aum.edu
Phone: (334) 244-3281
Location: 102 Moore Hall
- **Warhawk Academic Success Center (WASC)**
Website: www.aum.edu/wasc
Email: triggins@aum.edu
Phone: (334) 244-3230
Location: 2nd Floor Library Tower
- **Warhawk Transit**
Website: www.aum.edu/campus-life/housing-and-dining/housing-and-residency/warhawk-transit
Email: arosa@aum.edu
Phone: (334) 244-3166
Location: 922 Library Tower
- **Wellness Center**
Website: www.wellnesscenter.aum.edu/wellness-center
Email: wellnesscenter@aum.edu
Phone: (334) 244-3484
Location: 200 Wellness Center

CAMPUS MAP



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| <p>1. ADMINISTRATION BUILDING
Confucius Institute
Office of the Chancellor
Office of Global Initiatives
Office of the Provost
Sponsored Programs</p> <p>2. ATHLETICS COMPLEX
Athletics</p> <p>3. BAPTIST CAMPUS MINISTRIES</p> <p>4. COMMONS</p> <p>5. CONFUCIUS GARDEN</p> <p>6. COURTYARDS</p> | <p>7. EDUCATION BUILDING
College of Education
Early Childhood Center</p> <p>8. GOODWYN HALL</p> <p>9. IDA BELLE YOUNG LIBRARY TOWER
CELT
English as a Second Language
Financial and Administrative Services
Honors Program</p> <p>10. LIBERAL ARTS ANNEX</p> <p>11. LIBERAL ARTS BUILDING
College of Arts & Sciences</p> <p>12. IRMA B. MOORE HALL
College of Nursing and Health Sciences
Student Health Services
Speech & Hearing Clinic</p> <p>13. TOMI F. CLEMENT HALL
College of Business
College of Public Policy and Justice</p> <p>14. WARHAWK HALL
Housing and Residence Life</p> | <p>15. WATSON ROBBINS TAYLOR CENTER
Admissions
Career Development Center
Office of Student Accounts
Center for Disability Services
Computer Lab/UM Help Desk
Conference Services
Counseling Center</p> <p>16. WELLNESS CENTER
Kinesiology</p> <p>Financial Aid
Honors Lounge
Human Resources
Registrar
Student Affairs
The Roost
Warhawk Alley</p> |
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