I am delighted to welcome you to the EAP program! We are extremely proud to be part of the Humanities department at Columbia College, accredited by The Higher Learning Commission. I would like to take this opportunity to share with you some attractive features of our program, specifically, and Columbia College more generally.

The EAP program is an academic preparation program within the college. With coursework counting as academic credit toward a degree program, we affirm the TESOL Position Statement on Academic and Degree-Granting Credit for EAP Courses in Postsecondary Education. We focus instruction on the skills necessary for academic success and integration into the American college experience. We firmly believe there is no better way to broaden our students’ knowledge and grasp of academic life here in the States than to have them sit in on classes in their discipline, interact with professors and participate in cultural and social events on campus. Our goal is to provide students with every opportunity to experience college life and U.S. culture.

You, our students, are at the heart of everything we do here at Columbia College. We are a student-centered institution with first-class resources. As a student, you will enjoy small class sizes, personal attention and state-of-the-art facilities. What’s more, Columbia is considered one of the best places to live in the U.S., making it the ideal place to begin your college experience.

I invite you to browse the college’s website to learn more about us, including our remarkable faculty, staff and students. I am certain you will discover what puts us at the top. I cannot wait to see you on campus and in our classrooms.

Join us!
Best wishes and much success in your studies,

Miranda E. Wilkerson, Ph.D.
Assistant Professor and Coordinator of EAP
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About Missouri

The state of Missouri is located in a region of the United States known as the Midwest. The Gateway Arch, located in St. Louis on the state’s eastern border, is often referred to as the “Gateway to the West.” Eight states border Missouri, making it the most neighborly state in the U.S., along with Tennessee.

Missouri is home to two professional baseball teams and one professional football team, as well as the famous Anheuser-Busch Brewery, the largest brewery in the country.

Quick facts

- Nickname: The Show-Me State, The Cave State
- Capital: Jefferson City
- Current governor: Eric Greitens
- Population: 6,083,672
- Size: 69,700 square miles (180,500 square kilometers)
- Population density: 33.70 inhabitants per square kilometer
- Largest cities: Kansas City (475,378), St. Louis (315,685), Springfield (166,810), Columbia (119,108), Independence (117,255)

For more information about popular Missouri cities, go to:

- http://visitkc.com
- http://explorestlouis.com
- http://visitjeffersoncity.com
Columbia, Missouri, offers small-city charm in a culturally diverse community. Columbia is located about halfway between St. Louis and Kansas City (about 125 miles from each). With a population of 120,000, including more than 30,000 college students at three separate institutions, Columbia has earned the nickname “Collegetown, USA.” This atmosphere of culture and higher education creates a stimulating environment for all students.

Greetings
People in the U.S. often greet each other by asking “How are you?” This is part of the general greeting routine, and they are not expecting an elaborate answer. With new or casual acquaintances, provide a short answer (e.g. “I’m well”) and reciprocate by asking the same question.

Weather
In the Midwest you are likely to experience all four seasons: summer, fall, winter and spring. Please pack a variety of clothing to prepare for your stay! You can find climate information at http://www.spc.noaa.gov/faq/tornado/safety.html.

Snow
As the weather gets colder and snow starts sticking, there is a chance that Columbia College might call a snow day. During this day, you will not have to attend classes and usually all offices will be closed. To find out if this is the case, visit the Columbia College website, www.ccis.edu, or check the Columbia College Facebook or Twitter page.

Severe weather
In the Midwest, tornadoes are the most common form of severe weather. The city of Columbia uses a series of warning sirens to alert the public of a tornado sighting in the immediate area. If you hear the warning siren, take cover immediately. The sirens are also tested the first Wednesday of every month and this test does not mean you are in danger. On campus, go into a building and stay in an interior hallway. Never be near glassed areas, foyers, stairwells, entrances or windows. If you are outside and see a tornado but cannot get into a safe building, seek a low place such as a ditch and lie down. It is not safe to stay in your vehicle. Lightning can also be a potential threat to anyone outside during a storm. During periods of severe weather, know your places of safety.
Diet and Dining

Most meals are based around meat such as beef or chicken, with seafood being a fairly rare commodity. Grain-based foods are also quite common, as are dairy foods, along with a variety of fruits and vegetables. With this in mind, it is easy to maintain a vegetarian, vegan or otherwise specialized diet while studying at Columbia College.

The college's cafeteria is Dulany Hall. All resident students are required to have a meal plan. The college offers two meal plan options for residential students: (1) 20 meals per week or (2) 14 meals per week. Commuter students may purchase one of these meal plans or a lunch-only meal plan. Students may change their meal plan option up to the first day of classes for the semester. Students are required to swipe their IDs at the entrance to the dining hall. Students missing meals due to a class conflict may request an alternate meal through the Student Affairs office or use the value exchange option available at the Cougar Cafe in Atkins-Holman Student Commons. Commuter students may sign up for meal plan in the Student Affairs office or purchase meals at campus dining locations.

Casual meal rates

Breakfast $4.25, Lunch $5.25, Dinner $6.00 (subject to change). Glasses, dishes and food are not to be taken from Dulany Hall.

Aside from the meals offered in Dulany Dining Hall on campus, Columbia offers a wide variety of restaurants including Indian, Chinese, Italian, Thai, Korean, Middle Eastern, Mediterranean and traditional American fare. Multiple downtown ethnic markets are within walking distance from Columbia College, and various grocery chains are a short drive, bike ride or bus ride away.

Note! At the beginning of your stay, avoid consuming excessive amounts of fatty, rich or spicy foods. Your body will likely need a period of adjustment to U.S. food and drink. Eat balanced meals, drink lots of water and get lots of rest so you will have the energy you need to stay healthy.
MO-X Shuttle Service
MO-X is an ground transportation service that provides door-to-door transportation to Columbia from the Kansas City (MCI) and St. Louis (STL) airports for about $50. For exact prices, schedules and reservation information, call +1 (573) 256-1991 or go to http://moexpress.com.

EZGO Bus
EZGO Bus is an airport shuttle service in Columbia shuttling to and from Lambert Airport in St. Louis.

EZGO Bus price for one way is $10 more than the MO-X Shuttle Service. They don’t have refund policy. For more information, go to http://www.ezgobusmo.com/.

Connecting Flights
You can arrange for a connecting flight directly to the Columbia Regional Airport. For details on flight information, go to http://flymidmo.com. The airport is about a 20-minute drive from campus. Taxi services are available, though you may need to call one from the airport upon arrival.
If, for any reason, you need to book a hotel, you are responsible for making the arrangements.

**Near the Lambert-St. Louis International Airport:**

- Ramada Inn (2.6 miles from airport, shuttle service) | +1 (314) 731-7700
  About $50 per night

- Hilton (0.2 miles from airport, shuttle service) | +1 (314) 426-5500
  About $71 per night

- Drury Inn (0.2 miles from airport, shuttle service) | +1 (314) 423-7700

**Near the Kansas City International Airport:**

- Marriott (0.6 miles from airport, shuttle service) | +1 (816) 424-2200
  About $100 per night

- Clarion Hotel (0.2 miles from airport, shuttle service) | +1 (816) 464-2423
  About $79 per night

If you need to stay in a hotel in Columbia, please see the Columbia Convention and Visitors Bureau website for hotel listings: [http://visitcolumbiamo.com](http://visitcolumbiamo.com).

**In Columbia:**

- Tiger Hotel, 23 South 8th St. | +1 (573) 875-8888 | [http://thetigerhotel.com](http://thetigerhotel.com)

- Hampton Inn & Suites, 1225 Fellows Place | +1 (573) 214-2222

- Drury Inn, 1000 Knipp St. | +1 (573) 445-1800

- Days Inn, 900 I-70 Drive SW | +1 (573) 442-1191

**Note!** Rates vary; contact hotel for current rate.
U.S. Student Visa

If your certificate of eligibility (I-20/DS-2019) is correct, immediately make an appointment with the nearest U.S. embassy or consulate to apply for your student visa. In some countries, it may take several months to receive a decision on your student visa application. Therefore, we encourage you to start this application process as soon as possible. Know that you may apply for your visa at any time but, in some countries, you will not receive the visa in your passport until four months prior to your program start date.

You should apply at the U.S. embassy or consulate with jurisdiction over your place of permanent residence. Although you may apply at any U.S. consular office, it may be more difficult to qualify for the visa outside your country of permanent residence. For a list of locations of U.S. embassies and consulates, go to [http://usembassy.state.gov](http://usembassy.state.gov).

Required Documentation

You should visit the website of the embassy/consulate where you will be applying to get a list of required documents for student visa applicants. You must pay a nonrefundable application fee and submit the following:

- Online application form DS-160 (some applicants will also be required to submit a form DS-157). All forms must be completed and signed and can be found at [http://state.gov/m/a/dir/forms](http://state.gov/m/a/dir/forms). A separate form is needed for children, even if they are included in a parent’s passport. Blank forms are available without charge at all U.S. consular offices and on the visa services website listed above.

- Passport valid for travel to the U.S. that is valid at least six months into the future. If more than one person is included in your passport, each person desiring a visa must complete an application.

- One 2-by-2-inch recent photograph for each applicant, showing the full face and against a light background.

- Your I-20 (F applicants) or DS-2019 (J applicants).

- Receipts showing payment of visa application and SEVIS fee.

- Evidence of sufficient funding to cover your period of intended study. Bank statements should be no more than one year old. If you are not providing funding for yourself, be prepared to fill out an affidavit of support: [http://www.uscis.gov/sites/default/files/files/form/i-134.pdf](http://www.uscis.gov/sites/default/files/files/form/i-134.pdf)
Other Documentation
You must establish to the satisfaction of the consular office that you have binding ties to a residence in a foreign country, which you have no intention of abandoning, and that you will depart the U.S. when you have completed your studies. It is impossible to specify the exact form of that evidence since applicants’ circumstances vary greatly.

You are also advised to think about and articulate how your chosen program of study in the U.S. fits into your academic and career plans in your home country.

SEVIS Fee
In addition to a visa processing fee, you will be charged a one-time SEVIS fee. Ask the embassy or consulate to explain this procedure when you make your visa appointment. SEVIS fee procedures vary by country.

For more information about the SEVIS fee, go to http://ice.gov/sevis/i901. You receive your SEVIS number when your I-20 or DS-2019 is created.

Note! The U.S. Department of State has a great website with a lot of useful information for international students. Go to http://educationusa.state.gov to find out more about:

- Applying for a student visa
- Financial aid resources
- Definitions and helpful terms
- Living in the U.S. (social customs and more)
F and J student visa holders may enter the U.S. up to 30 days prior to the program start date listed on their certificates of eligibility (I-20/DS-2019). When you arrive in the U.S., an officer from Customs and Border Protection (CBP) will review your documents at the port of entry before you are admitted to the country. Please have the following documents ready for the CBP officer to review:

- **Passport** – Your passport must be valid for at least six months beyond your intended period of stay.
  - The CBP officer in the U.S. will review your passport and student visa. The officer will then stamp your passport to indicate the date and place you arrived in the U.S.

- **Certificate of eligibility (I-20 or DS-2019)**
  - The CBP officer will stamp and make a notation on this document as well.
  - You must show the certificate of eligibility for the school you plan to attend. If you applied to multiple schools in the U.S., you must show the I-20/DS-2019 that lists the school you will actually attend.

Please know that the CBP has the authority to deny admission into the United States. If you have difficulties crossing the U.S. border, please call the International Center and ask to speak to an advisor.

- **8 a.m. – 5 p.m., Monday – Friday: +1 (573) 875-2756**

### I-94

An I-94 record is an online form that is automatically filled out for you at the port of entry as you enter the United States. In the past, this form has been given to students on a white piece of paper. However, now all I-94 records are electronic. To access your most recent I-94 record, go to [https://i94.cbp.dhs.gov/I94/#/recent-search](https://i94.cbp.dhs.gov/I94/#/recent-search). Make sure you have a copy of this I-94 record each time you re-enter the United States.

This record is your proof of crossing the American border legally. For more information about what to expect at the border, go to: [http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html](http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html).
You are given an immigration status when you are admitted to the U.S. There are rules that you must follow to maintain status as a student in the English for Academic Purposes program.

To remain in-status you must do the following:

- Attend class full-time.
- Make normal academic progress in all of your classes.
- Keep all documents current.
  - Check that your passport is still valid at least six months into the future.
  - Check your I-94 record and I-20/DS-2019 for accuracy.
- Notify the International Center within 10 days if you change your address or telephone number.

Out-of-status

If you do not maintain your status by following the rules listed above, you will be out-of-status. The following are examples of when a student is out-of-status:

- The student has stopped attending classes in the middle of a semester without notifying the International Center.
- The student has been dismissed from his or her academic program for failure to make normal progress.
- The student has taken an unauthorized semester off in the United States.
- The student has let his or her I-20/DS-2019 expire.
- The student has worked off campus illegally.
- The student has engaged in illegal activities.

What happens if you become out-of-status?

**Reinstatement:** If you do not maintain status, you either have to leave the United States immediately or apply to the United States Citizenship and Immigration Services (USCIS) immediately to reinstate your immigration status. USCIS will only reinstate you after looking at your records and deciding if the reason that you became out of status was out of your control. If USCIS does not reinstate you, your visa will be cancelled and you will be required to return to your home country promptly. Please contact the International Center if you have any questions about this.

**Termination:** If you do not follow the rules and expectations of the EAP program, you may be terminated from our program. This means that you must immediately find another school that is willing to admit you and help you file for reinstatement, or you must leave the United States. Remember, you must leave the U.S. or reinstate with another school without delay.
Columbia College requires that all international students purchase mandatory health insurance. In addition to insurance, Columbia College offers Health Services on campus. Health Services is available at no charge to you and can be utilized to obtain general health services, prescriptions or advice on medical issues on a regular basis.

Also, if you are diagnosed with a medical problem that causes medical issues on a frequent basis, you may need to contact someone. The Campus Safety number, the emergency personnel at Columbia College, can be contacted. Always keep a list of important phone numbers with you in case you are in an accident and need immediate help.

In Case of Medical Emergency

Health and Wellness

Insurance

Forms and Vaccination Requirements

In Case of Medical Emergency

Health and Wellness

Insurance

Forms and Vaccination Requirements

In Case of Medical Emergency

Health and Wellness

Insurance

Forms and Vaccination Requirements
Cigarette Smoking

In order to promote a healthy work and educational environment, a smoking policy is enforced. As of August 21, 2017, all Columbia College locations will be tobacco free. This will include smoking, vaping, smokeless tobacco and any other tobacco products at all of our facilities nationwide. Existing smoking areas will be removed prior to this date. The college offers free smoking cessation assistance for students and employees.

Alcohol and Controlled/Illlicit Drugs

Columbia College prohibits the manufacture, possession, use, distribution and sale of alcohol and controlled or illicit substances by Columbia College students, regardless of age, and employees on college-owned property and at college sponsored or supervised events or activities.

- Public intoxication on campus property is prohibited. Those conditions considered to indicate intoxication include but are not limited to affected manner or disposition, speech, muscular movements, general appearance or behavior as apparent to the observer.

- Containers that have alcohol as well as empty alcohol containers are prohibited on campus in the residence halls. Possession of empty alcohol containers will be regarded as a violation of this policy. Furthermore, the body is considered a vessel for alcohol.

- Campus displays or advertisements that support or promote alcohol or drug use, possession, manufacture or distribution are prohibited.

- Behavior resulting from intoxication or the illegal use of controlled or illicit drugs will incur disciplinary action.

- Possession of drug paraphernalia and misuse of prescription drugs will be regarded as violations of the drug policy.

- Alcohol and other drugs possessed or consumed in violation of this policy are subject to confiscation.

Any of these activities are grounds for disciplinary action. Columbia College will notify the parents/guardians of students under the age of 21 who have violated the Alcohol and Other Drug policy. Representatives of the college will cooperate with outside authorities in their efforts to enforce existing laws regarding illegal drugs and alcohol.

Medical Amnesty

Medical amnesty encourages students to seek medical attention for themselves or a fellow student currently experiencing an alcohol or other drug overdose or medical emergency. This policy encourages students to call for medical assistance by removing the threat of campus judicial repercussions. However, the student in need will still participate in mandated substance abuse education and treatment services. The health protection strategies will not shield students from disciplinary actions when other rules or code of conduct have been violated. Students will still be subject to legal consequences for violating other college codes of conduct and state/federal laws.
Academic Life

At Columbia College, your professors are happy to meet with you to get to know you better and help you with any questions you may have. Classroom experiences can vary widely, with some courses taking a more discussion-based approach, while others are more traditional lecture courses. The informal classroom environment does not diminish the high academic expectations of the faculty. Creativity, individualism and open-mindedness are encouraged.

Academic Calendar

To access the academic calendar, go to your CougarTrack and scroll down to see the calendar. To open more data, click on the “View Calendar” link. This will take you to CougarLink, the calendar for the school that shows all important information in addition to fun events around campus.

Course and Level Advancement

In order to pass each course and advance to the next level, students must earn a grade of C (75 percent) or higher. If a student fails his/her Oral Communication Skills course but passes his/her Written Communication Skills course, the student is permitted to advance to the next level in only the Written Communication Skills course. The student must repeat the Oral Communication Skills course the following semester. In this case, he/she will be a split-level student the following semester.

FERPA

FERPA (Federal Educational Rights and Privacy Act) has many requirements that impact instructors and students. In general terms, non-directory information, such as grades and class schedule, cannot be made available to or presented in such a way as to be accessible to anyone other than the student.
Scholarships
A 15-percent tuition-only grant is available to full-time English for Academic Purposes (EAP) new freshmen or transfer students enrolled in at least 12 semester hours of the following courses: EAPP 100, EAPP 101, EAPP 102, EAPP 103, EAPP 104, EAPP 105 or EAPP 106. This grant is awarded to students who are new to Columbia College and is applied during the first two semesters the student is enrolled in the EAP sequence. This grant is not renewable, which means it is only available for the one year you receive the tuition grant.

Grade-Point Average
Grade-Point Average (GPA) is determined by assigning point values to letter grades for each semester hour earned at Columbia College. Quality points are assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

To determine GPA, multiply the number of quality points earned by the number of credit hours given for each class. (If a B is earned in a 3-hours class, for example, multiply 3 times 3. If an A is earned in another 3-hours class, multiply 3 times 4.) Add these figures together (in the example, 9 + 12 = 21) and divide by the total number of hours attempted (21/6 = 3.5). This calculation is the semester GPA. Cumulative GPA is the average of all hours completed at Columbia College.

Grading System
A student's academic progress is reported mid-semester (100- and 200- level courses for day students only) and at the semester's end. Academic success in a course is recorded in terms of a letter grade. The following system is used at Columbia College:

- A = Excellent, B = Superior, C = Satisfactory, D = Inferior, F = Failing
- WE = Exempt from the course for extraordinary circumstances.*
- I = Incomplete: Unfinished work to be completed without further class attendance.
- W = Withdrew
- Y = Audit: Completed course. No official credit recorded on transcript.
- N = Audit: Did not complete course.
- S/U = Satisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen.
- U = A grade that may be given to students when they have not achieved a passing grade in ENGL 107, MATH 104/106 and/or ESOL courses.

*Extraordinary circumstances: Generally, this phrase is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, a change in the student's employment, or mental or physical illness befalling the student or a member of his/her immediate family).
Class Attendance

It is important that you attend your classes and that you arrive on time. Your instructor will most likely get to class about five minutes before class time starts, so make sure that you arrive somewhere around that time to prepare yourself for class.

Make sure to bring a notebook and a pen so you can take notes. This will help you in your studying. For math and science classes you may need extra supplies such as a graphing calculator. Check your syllabus or with your teacher to make sure you have all necessary supplies.

Academic Integrity

The college expects students to fulfill their academic obligations through honest and independent effort. In a community of scholars committed to truth, dishonesty violates the code of ethics by which we live and is considered a serious offense subject to strong disciplinary actions. Academic misconduct includes, but is not limited to, the following:

- Knowingly furnishing false or misleading information.
- Falsification, alteration or misuse of college forms or records.
- Any joint effort in examinations, assignments or other academic activity unless authorized by the instructor.
- Plagiarism in any form: using another’s phrase, sentence or paragraph without quotation marks; using another’s ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one’s own. Self-plagiarism is also not permitted.
- Willfully aiding another in any act of academic dishonesty. Columbia College is equally concerned about the interpersonal social relationships that affect the learning environment. Respect for the conditions necessary to enhance learning is, therefore, required.
**Plagiarism**

Plagiarism is the copying of someone else's work in any way, shape or form, without giving them the necessary credit. While it is accepted to use someone else's words in some papers (check with your instructors!), it always has to be in the right quotations and with proper citation throughout the paper. Other ways in which you may use someone else's words as your own are not accepted at Columbia College, and you will be reprimanded for these kinds of acts.

Different instructors have varying policies, ranging from a steep deduction of points to instant removal from the class. Be careful; plagiarism is not something that you want on your student record.

There are plenty of online resources to help students not plagiarize. Please review the following if you are concerned about your writing:

- [http://turnitin.com/](http://turnitin.com/)
- [https://www.grammarly.com/](https://www.grammarly.com/)

**Studying Resources**

It is our number one focus to help you succeed during your time here at Columbia College. It is therefore very important that you adopt necessary study skills. For some helpful tips, visit [http://web.ccis.edu/Offices/AcademicResources/WritingCenter/StudySkills.aspx](http://web.ccis.edu/Offices/AcademicResources/WritingCenter/StudySkills.aspx).

The Ether L. Bruce Math Center is open from 8:30 a.m. to 8:30 p.m. Monday through Thursday, 8:30 a.m. to 4 p.m. Friday and 1-5 p.m. Sunday. For more information, visit [http://web.ccis.edu/Offices/AcademicResources/MathCenter.aspx](http://web.ccis.edu/Offices/AcademicResources/MathCenter.aspx).

The Elizabeth Toomey Seabrook ’42 Writing Center and Tutoring Services are available by appointment. To get help with your writing, call (573) 875-7616. For tutoring services, call (573) 875-7614. For more information, go to [http://web.ccis.edu/Offices/AcademicResources/WritingCenter](http://web.ccis.edu/Offices/AcademicResources/WritingCenter).
**Professor Office Hours**

You are always welcome to visit the offices of your professors. What you need to keep in mind are the hours at which you visit. Instructors will not always be available to meet with you, as they will be off campus, in class or in meetings. To ensure you will be able to meet with your instructor, send them an email or make an appointment after class.

Your instructors will also have some set hours every semester during which they will be stationed in their office for you to stop by and ask questions. It is important for you to realize that they might already be working with another student during that time, so be there on time or make another appointment.

For any other office, it is easy to just walk in and make an appointment if there is no time for you to see the person you are looking for. Be mindful that some offices may have different policies, so double-check before you head over. It never hurts to send them an email or give them a call!

**Books**

To buy your books for classes, you can go to the bookstore on campus. The on-campus bookstore also has its own online shop where you can buy your books. Go to [http://ccis.bncollege.com/](http://ccis.bncollege.com/) to order books, Columbia College gifts and Columbia College apparel. Remember, you can also sell your books back to the bookstore for a smaller price at the end of every semester.

There are other websites where you can purchase books, such as Amazon and Chegg. However, these websites are not affiliated with the school, so you have to ensure that you buy the correct books. The typical cost of books varies per semester. It depends on which classes you are taking, and some classes require more expensive books than others. Keep in mind that the costs for books can be very steep!

**Graduation**

When you are finished with all your classes and you are graduating, it is nice to have a plan for your future. Decide whether you are looking to stay in the United States, and take steps to remain in good standing with immigration services. Please see the advisors at the International Center to help you with your decision.

If you are planning to return to your home country, make sure you do so within the grace period that you are granted. If you are an F-visa student, you have a 60-day grace period to leave the country. If you are a J-visa student, you will only have 30 days to return to your home country.
Columbia College International Center

The International Center advisors are available to assist with various situations and issues, such as interactions with government agencies, community organizations and other campus offices. This office can help with anything ranging from issues with your visa to education on American customs.

Feel free to stop by the office located in Missouri Hall (MOH) 232 anytime between 8 a.m. and 5 p.m. if you have any questions. You can also make an appointment by emailing the advisor directly.

The members on staff are:

Britta Wright (MOH 242) | Director of International Services
blwright@ccis.edu | (573) 875-7686

Leah Buretta Glenn (MOH 234) | Assistant Director of International Services
lcburetta@ccis.edu | (573) 875-7155

Merri Wente-Chapman | Immigration and Support Services Specialist
mwentechapman@ccis.edu | (573) 875-7285

Patrick Arsenault | Graduate Assistant
parsenault@ccis.edu | (573) 875-7896

Disability Services

Disability Services coordinates services and academic adjustments for Columbia College students with disabilities to ensure equal access to facilities, programs, services and resources of the college.

Individuals interested in receiving more information about disability services at Columbia College should contact the Coordinator for Disability Services with any questions.

Students may call (573) 875-7626 or email at disabilityservices@ccis.edu for more information or visit the coordinator’s office, located in Atkins-Holman Student Commons, room 215. Stop by the Student Affairs office to see if the Disability Services Coordinator is in her office; Student Affairs is open every weekday from 8 a.m. to 5 p.m.
Counseling Services
Coming to college can be stressful. Doing so in another country can be even harder. Columbia College recognizes the unique struggles students face and provides you with an outlet to receive one-on-one attention you may need to transition to college life in the United States. Counseling Services provides short-term services to help you with struggles you may face while a student at Columbia College. Your success is our goal and being healthy is an important factor to your overall success. To make an appointment, call (573) 875-7423.

Coping With Culture Shock
If you are feeling sad, scared or tired, it may be that you are getting used to a new country, language and way of living. This is called “culture shock,” and there are many things to do to help you cope:

- Get plenty of rest, eat healthy meals and exercise.
- Bring pictures from your home and show them to your host family or American friends.
- Email and Skype with your family and friends — but not in class!
- Don’t stay in your room all the time.
- Use English as much as possible. The more you improve your English, the less frustrated you will become with American culture.
- Become involved in campus or community activities, play sports or join a club. It’s a great way to meet Americans and making American friends will help ease your cultural adjustment.
- Take special notice of things you enjoy about living in the host culture.
- Don’t expect the host culture to be like yours. Ask questions! The more you learn, the more you will understand. Also, many Americans will be more open to you if you show an interest.
- Take time to think and to talk about your feelings.

Counseling Services is available to help you talk about your feelings and to give you suggestions on how best to deal with culture shock.
Postal Services

You will receive an assigned mailbox when becoming an on-campus student, and you will be able to pick up letters in there. Packages will be delivered to Mail, Imaging and Printing Services, and you will be able to pick those up in the Robnett-Spence building on campus.

- Domestic and international mail can be sent via Mail, Imaging and Printing Services located in Robnett-Spence.
  - Mail, Imaging and Printing Services is open every day from 8 a.m. to 5 p.m.
- Check with other carriers for rates and delivery times if you are mailing a package that is time-sensitive.

United States Postal Service (USPS)
511 East Walnut Street | Columbia, MO
(800) 275-8777 | www.usps.com

The UPS Store
503 East Nifong Blvd. | Columbia, MO
(573) 442-3755 | www.ups.com

Note! Many factors affect the price of shipping: the package's size and weight, its destination, insurance, tracking services and the speed of delivery. Stamps are available for purchase at Mail, Imaging and Printing Services. If you are having mail sent to you, be sure to have it addressed with YOUR name listed on it. Deliveries that are addressed to individuals who are not students at Columbia College may be returned back to the sender.
Employment

Once you are settled on campus and comfortable with your studies, having a job on campus may be a good idea. You can earn extra money, meet new people, make new friends, improve your communication skills and learn how to manage your time more effectively. Campus jobs look good on a resume, too, and may provide strong references for future employment or graduate school.

Once you have a job on campus, you will need to visit with the International Center to obtain a Social Security Recommendation Letter. Then, you will need to get a Social Security card from the Social Security Office. The address is 803 Gray Oak Dr., Columbia, MO 65201.

You must bring the following documents:

- Your passport
- Your I-20/DS-2019
- I-94 Record
- Completed Social Security Application form: [https://www.ssa.gov/forms/ss-5.pdf](https://www.ssa.gov/forms/ss-5.pdf)
- Letter from the International Center

Note! You must have special work authorization if you want to work off-campus! Students who do not have a job are not eligible for a Social Security number.

Safety

Pedestrian crosswalks are clearly marked and should always be used whenever crossing a street. Bicycles are a part of the campus lifestyle. You should ride with traffic on streets and avoid riding on sidewalks where pedestrians are present. REMEMBER, on sidewalks people walking have the right of way, not the bicycle.

Always secure your bicycle to a fixed immovable object using an appropriate chain and lock. Never leave the bicycle unattended, just to run in, without being secured. Bicycles should be identifiable by engraving. Write down a good description and serial number for your bicycle. When off campus, try to stay with a group of people. Do not take rides from strangers. Avoid "risky areas" such as dark places or deserted areas. Also, you should never take drinks from other people and don’t leave your drink unattended. Be alert for "date rape drugs." Those drugs can cause drowsiness, loss of coordination, dizziness and memory loss. Have a friend with you and watch out for each other. Follow your instincts!

Never leave book bags or other personal items unattended. This includes laptops, computers, iPads, radios and books. Have all your personal property marked (engraved and written). Furthermore, if you live in college housing or off campus, always lock your doors and windows when you are not present. On campus, do not prop open entrance doors or remove window screens.
Emergency Notification System

It is important that you regularly update your contact information with the college, including your emergency contact information, through CougarTrack to receive text and voice message alerts. In the event of an emergency situation, check your CougarMail and the Columbia College website. Emergency notices also will be provided through email, voice notification on campus, student mobile device (both text message and voice message), and local television and radio stations. Please remember, your assistance is invaluable to the safety of the campus community.

Campus Safety Security Services

To ensure a safe and secure environment, Columbia College provides security services through the Campus Safety office. Campus Safety assists with after-dark escorts, parking and traffic control, opening and securing buildings and rooms, and safety inspections. Students in need of assistance may contact a Campus Safety officer at (573) 875-7315.

Note! In the case of an emergency, contact emergency services by dialing 911 from any telephone. This number will connect you to the fire department, police department or an ambulance. If you hear a fire alarm, immediately leave the building. If you are in a room, first feel the door for heat. A hot door means you should not open the door. Call for help by phone. Exit the building if possible, and do not return to the building until told to do so. Report all fires, no matter how small.
Internet on Campus

It is very helpful to have your own computer so you can do homework in your room and have access to a computer no matter what time of day. If you do not have a computer, there are a few computers in each residence hall.

You will need access to the internet to check your school email, so it is necessary for you to set this up as soon as possible. To access the campus internet, just type in any internet address in your browser, and it will direct you to the setup page. Fill out the information according to what kind of device you are registering with the school and click next. You will have to download a program onto your computer that will scan for anti-virus software. After this happens, you are almost finished. You will have to fill out the password to the school network, which is CC1851CC. Whenever you go through all the steps, you should have internet access.

You can also use the Computer Lab, located in BUH 106. You can call the lab at (573) 875-7333. The Technology Services Student Computing Lab is open to all registered students. Student email accounts may also be set up there. The lab is closed anytime classes are not in session, primarily during semester breaks and holidays.

CougarTrack

CougarTrack is the main webpage for students and faculty of Columbia College. Through CougarTrack, students have access to their Columbia College email account, the ability to view and print class schedules, grades and unofficial transcripts, and the ability to register and make payments. CougarTrack has many additional capabilities, so take the time explore all the benefits of this resource.

You will be able to access your email through this webpage, and this email address is a special one set up just for you on the school's network. Email is primary form of communication for college business. Every email address is: [first initial][middle initial][last name]@cougars.ccis.edu. You will receive emails from your professors and from other people around campus on this email address, so make sure to check it frequently!

Student ID

You can get your student ID card through Student Affairs from AHSC 215, and you can contact the ID office at (573) 875-7400. With your student ID, you will have access to the residence hall you live in, and you will be able to use your card to get food in the dining hall or cafe. Keep your student ID with you at all times, as it is proof that you are a student here on campus. In case of any emergency, an official may ask to see your student ID and you will have to be able to present this to them during that time.

Student ID cards are also needed to check out library materials, rent and buy books from the Columbia College Bookstore, pick up loan checks and attend college-sponsored events. There is no charge for the first ID. A $20 fee will be charged to the student's account for the replacement of any lost or stolen card. After three replacements, the charge increases to $40.
Good friends help make Columbia College more than just a school and create a wonderful place to experience American life. You can build these friendships by participating in residential life, various campus organizations and the Conversation Partner Program. You can also find a student or tutor who can help you with homework or studying.

The college also offers a variety of activities and excursions. To view the most current activity calendar, go to www.ccis.edu/CougarLink.

**International Club**
International Club is open to all students. Members take an active role in helping international students transition to American customs as well as student life at Columbia College. This group promotes diversity, culture, respect and understanding through programming, social activities and service projects at Columbia College and in the larger community. Meetings are weekly.

**Lunch Beyond Borders**
Lunch Beyond Borders is an opportunity to improve language and culture skills in a fun and relaxed environment while making connections with faculty, staff and students across campus. Enjoy a meal together in Dulany Dining Hall periodically throughout the semester. Look for the marked tables!

**EAP Excursions**
EAP Excursions, part of the EAP program, plans an assortment of cultural enrichment activities and outings each semester. Typical activities include movies, sports and weekend trips to nearby locations.

**International Coffee Hour**
International Coffee Hour is an informal gathering that brings Columbia College students, staff and faculty together over coffee and international cuisine. Hosted each month by students from a different country, International Coffee Hour is an opportunity to share culture and friendship through food, entertainment or talks in a casual environment.

**Cross Cultural Mentors Program**
Cross Cultural Mentors Program is a collaborative initiative that seeks to provide an environment for EAP students to practice and develop their speaking skills and to introduce students interested in peer leader positions to new cultures and experiences. EAP students are paired with native English speakers, and the pair meets each week to practice conversational English while learning about one another's culture. Other activities, such as a bowling excursion and joint classes, are also offered.

**Sports**
Tickets for men's basketball games are $8 for adults and $5 for students. Tickets for Cougar soccer, women's basketball and volleyball games are $5 for adults and $3 for students. Tickets may be purchased at the event. (Ticket prices are subject to change without notice). There is no admission charge for Columbia College students who show their Columbia College ID at home games. Please contact Kim at kakliegel1@ccis.edu or (573) 875-7433 for more information.
On-Campus Housing

At Columbia College, there are three residence halls: Banks, Hughes and Miller. Banks is a co-ed residence hall with community-style bathrooms. Hughes is an all-female residence hall with suite-style bathrooms, and Miller is a co-ed residence hall with suite-style bathrooms.

There are also shared apartments available in Cougar Village. These are mainly for upperclassmen and are sectioned out by gender. These apartments have two shared bathrooms and single as well as double bedrooms. The apartments also include in-unit kitchens and washing machines. Columbia College residence halls have an open visitation policy, meaning guests can visit 24 hours a day, with the consent of the roommate.

Refrigerators 4.6 cubic feet and smaller are permitted in the residence halls. A full-sized refrigerator is provided in all Cougar Village apartments. No open-flame appliances are allowed in the halls, and no microwaves are allowed in rooms. However, microwaves and toasters are available for students’ use in each residence hall. Kitchen facilities are also available. In Cougar Village, a microwave is provided in the kitchen of each apartment. Coffee pots are only allowed if they do not have an open heating source.

For a Columbia College student to live off campus, they must meet one of the following requirements:

- Married
- Single parent
- Resides with parents in Boone County, Missouri, where such address has been established as the sole, legal and permanent residence of the parents
- Age 22 or older
- Military veteran as defined by federal guidelines

Note! Housing contracts are binding for both the fall and spring semesters of that academic year as long as the student remains full-time in the day program.
Off-Campus Housing

If you choose to live off campus, it is advisable to fill out applications for more than one housing complex because acceptance to any one place is not guaranteed. Many places charge application fees and security deposits prior to moving in.

Some important factors must be considered when choosing a residence:

- Rent
- Distance to campus and bus stops
- Date of room availability
- Lease requirements

- Services such as laundry facilities, computer labs or swimming pools
- Parking availability
- Restrictions on pets
- Safety of area

Setting Up Utilities

If you choose to live off-campus, in most cases you will need to pay for electricity, gas, water, trash and other services for your apartment. Below is a list of standard utilities and service providers, but refer to your landlord for information on preferred service providers for your building.

Water and Electricity
City of Columbia | [https://www.como.gov/WaterandLight/](https://www.como.gov/WaterandLight/)

Gas
AmerenUE | (800) 552-7583

Trash Collection
You will be automatically billed for trash collection, which is provided once a week, once you open your water and electricity account. If you live outside the city, you need to arrange for trash collection with a private company.
City of Columbia | (573) 874-6291

Recycling
Columbia provides curbside collection for recyclable materials. Use the provided blue bags for cans and bottles and the white bags for yard waste. For more information, call the Columbia Public Works Department. Your apartment complex may also have recycling bins. Contact your apartment manager for more information.
City of Columbia | (573) 874-6291

Cable TV and Internet Access
Mediacom | (885) 633-4226
Charter Communications | (855) 757-7328
Socket | (573) 817-0000

Landline Telephone
CenturyLink | (573) 886-3336
Most banks in Columbia allow students to open a bank account. To open a bank account, you will need your passport, your Columbia College identification card and a cash deposit. In the event you do not yet have your Columbia College ID, some banks require a second piece of photo identification. In some cases, your bank may require that you keep a minimum amount of money in your account to avoid service charges.

Checking and savings accounts are the most common types of bank accounts for students. A checking account allows you to deposit money into the account and then use a debit card or write checks to make purchases, meaning you don’t have to carry large amounts of cash. Savings accounts allow deposits to accumulate interest, but you may not be able to use a debit card or write checks in order to make purchases.

Here are some things you should know when considering a new bank account:

- Free checking options are often available to students.
- Visa and MasterCard debit cards are accepted in most stores and restaurants.
- With a debit card, purchases are deducted from your account balance as they are made.
- Online banking is usually available with your account so you can monitor your balance to avoid overdraft charges.
- Many banks will charge you a fee if you withdraw cash from an ATM belonging to another bank; use your bank’s ATMs whenever possible.
- Some banks have ATMs nationwide, which is convenient for domestic travel.
- Many banks have an international presence; ask your home bank if they have U.S. affiliates.

Bank of America
800 East Cherry Street | Columbia, MO
(573) 876-6260 | www.bankofamerica.com

Central Bank of Boone County
720 East Broadway | Columbia, MO
(573) 874-8100 | www.boonebank.com

Commerce Bank
3100 West Broadway | Columbia, MO
(573) 886-5660 | www.commercebank.com

Landmark Bank
801 East Broadway | Columbia, MO
(573) 499-7333 | www.landmarkbank.com

Missouri Credit Union
111 East Broadway | Columbia, MO
(573) 874-1477 | www.mizzoucu.org

Regions Bank
3111 South Providence Rd. | Columbia, MO
(800) 734-4667 | www.regions.com

UMB Bank
1516 Chapel Hill Road | Columbia, MO
(573) 445-4600 | www.umb.com

US Bank
1000 East Broadway | Columbia, MO
(573) 443-1621 | www.usbank.com

**Note!** When opening a bank account, ask the clerk about the bank’s policies regarding overseas transactions, in case someone from home wants to wire you money.
Columbia College does not provide phones in each individual room. However, several phones are available in each residence hall and are easily accessible to students. To make long-distance calls using the residence hall telephones, students must purchase and use a calling card. Most U.S. students do not use landline phones. Cell phones are available through a number of carriers in the United States:

- **AT&T Wireless**
  1305 Grindstone Parkway #100 | Columbia, MO
  (573) 256-7929 | [www.att.com](http://www.att.com)

- **Sprint Store**
  2540 Broadway Bluffs Dr., Suite 105-107 | Columbia, MO
  (573) 214-2410 | [www.sprint.com](http://www.sprint.com)

- **T-Mobile**
  21 E Conley Rd., Suite M | Columbia, MO
  (573) 875-0446 | [www.t-mobile.com](http://www.t-mobile.com)

- **US Cellular**
  213 North Stadium Blvd. | Columbia, MO
  (573) 445-5594 | [www.uscc.com](http://www.uscc.com)

- **Verizon Wireless**
  303 North Stadium Blvd. | Columbia, MO
  (573) 447-0466 | [www.verizonwireless.com](http://www.verizonwireless.com)

- **Straight Talk Wireless**
  1-(877)-430-CELL | [www.straighttalk.com](http://www.straighttalk.com)
  Available at Walmart

Depending on the length of your term of study, avoid long-term contracts and look for carriers with pay-as-you-go options that let you choose a price point that will reflect your phone usage. There are also several prepaid options where minutes can be purchased as needed.
Shops within walking distance of campus sell food, household items and toiletries. Several large grocery stores and the mall are easily accessible by bus.

Downtown District | [http://discovethedistrict.com](http://discovethedistrict.com)
Columbia Mall | [http://visitcolumbiamall.com](http://visitcolumbiamall.com)

### Ethnic Groceries

**Hong Kong Market**
3504 I-70 Southeast Dr. | Columbia, MO
(573) 474-2878

**Olive Café & Food Store**
21 North Providence Road | Columbia, MO
(573) 442-9004

**World Harvest International & Gourmet Foods**
3700 Monterey Drive | Columbia, MO
(573) 442-3833

### Specialty Groceries

**Clover’s Natural Market** | [http://cloversnaturalmarket.com](http://cloversnaturalmarket.com)
Restaurants and Tipping

There are several restaurants, cafes and bars within walking distance of campus.

- In restaurants or bars, you should leave a tip for your server. The suggested rate is 15 percent for standard service and 20 percent or more for exceptional service.
  - Tipping is usually expected as wages for laborers in the service industry are low.

- Be sure to check your bill to see whether a tip has already been included (look for the word “gratuity”). In most restaurants, larger parties (usually eight or more people) are automatically charged a standard gratuity. In this case, it is up to you whether to leave an additional tip.

- If you are using cash, leave the tip on your table in plain sight with some kind of weight to prevent it from falling off the table.

- If you are paying your bill with a debit or credit card, you may be able to add a tip to the receipt you sign, and it will be added to your payment.

Parks and Recreation

There are several city and state parks in or near Columbia. The city also has a wide network of trails for running or biking. For more information go to [http://gocolumbiamo.com/ParksandRec](http://gocolumbiamo.com/ParksandRec) or [http://mostateparks.com](http://mostateparks.com).

Activity & Recreation Center (ARC)
1701 W. Ash Street | (573) 874-7700

Flat Branch Park | [http://gocolumbiamo.com/ParksandRec/Parks/Flat_Branch/index.php](http://gocolumbiamo.com/ParksandRec/Parks/Flat_Branch/index.php)
101 S. 4th Street | 400 Locust Street

2001 E. Broadway
**Movie Theaters**

Regal Columbia Stadium 14  
2800 Goodwin Pointe | Columbia, MO  
(844) 462-7342 | [www.gohollywood.com](http://www.gohollywood.com)

Goodrich Forum 8  
1209 Forum Katy Parkway | Columbia, MO  

Ragtag Cinema  
10 Hitt Street | Columbia, MO  
(573) 443-4359 | [http://www.ragtagcinema.org](http://www.ragtagcinema.org)

Missouri Theater Center of Arts  
203 South Ninth Street | Columbia, MO  
(573) 882-3781 | [http://www.concertseries.org](http://www.concertseries.org)

**Museums**

Art and Archaeology | [http://maa.missouri.edu](http://maa.missouri.edu)

Enns Entomology | [http://museum.insecta.missouri.edu](http://museum.insecta.missouri.edu)

Anthropology | [http://anthromuseum.missouri.edu](http://anthromuseum.missouri.edu)


**Art Galleries and Studios**

P.S. Gallery | [http://perlow-stevensgallery.com](http://perlow-stevensgallery.com)

Artlandish Gallery | [http://artlandishgallery.com](http://artlandishgallery.com)

Columbia Art League | [http://columbiaartleague.com](http://columbiaartleague.com)

Orr Street Studios | [http://orrstreetstudios.com](http://orrstreetstudios.com)

The Mud Room | [http://mudroomstudio.com](http://mudroomstudio.com)
Religious Congregations

Chi Alpha Christian Fellowship
1001 Rogers St. | Columbia, MO
mizzouchialpha@gmail.com

Assembly of God
1100 N Seventh St. | Columbia, MO
(573) 443-3626

Campus Lutheran Church
304 S College Ave. | Columbia, MO
(573) 442-5942

Church of Jesus Christ of Latter-day Saints
305 S College Ave. | Columbia, MO
(573) 443-5055

Columbia Korean Baptist Church
3601 I-70 Drive NW | Columbia, MO
(573) 446-6036

Community United Methodist Church
3301 West Broadway | Columbia, MO
(573) 445-6131

Congregation Beth Shalom (Jewish)
500 W Green Meadows Rd. | Columbia, MO
(573) 499-4855

First Presbyterian Church
16 Hitt St. | Columbia, MO
(573) 442-1164

Grace Bible Church
601 Blue Ridge | Columbia, MO
(573) 449-6794

First Baptist Church
1112 East Broadway | Columbia, MO
(573) 442-1149

Healing Room of Columbia Inc.
201 West Broadway | Columbia, MO

International Community Church
812 Hitt St. | Columbia, MO
(573) 256-1720

International Friends
1205 University Ave. | Columbia, MO
(573) 321-3501

InterVarsity Christian Fellowship
1001 Rogers St. | Columbia, MO
Meets on campus regularly!

Korean First Presbyterian Church
16 Hitt St. | Columbia, MO
(573) 442-1164

Missouri United Methodist Church
204 S Ninth St. | Columbia, MO
(573) 443-3111

Shanthi Mandir (Hindu)
2006 Holly Ave. | Columbia, MO
(573) 814-1286

St. Andrew's Lutheran Church
914 West Boulevard | Columbia, MO
(573) 449-5674

St. Thomas More Newman Center (Catholic)
602 Turner Ave. | Columbia, MO
(573) 449-5424

The Islamic Center of Central Missouri
201 S Fifth St. | Columbia, MO
(573) 875-4633

United Pentecostal Church
211 Benton St. | Columbia, MO
(573) 442-4121

Unity Center of Columbia
1600 West Broadway | Columbia, MO
(573) 447-0414
Parking on Campus
Students must purchase a parking permit to park on campus. For permit pricing information, visit [http://www.ccis.edu/day/admissions/tuition.asp](http://www.ccis.edu/day/admissions/tuition.asp).

Columbia College assumes no responsibility or liability for any vehicle parked on or near college property. It is the responsibility of the owner to take precautions against damage to, or theft of or from any vehicle.

Traffic Laws
Speed limits are posted and strictly enforced in the U.S.. Missouri has a strict vehicle seat belt law. All people in a motor vehicle on the streets and roads of Missouri must use seat belts. Know and obey all traffic advisory or warning signs. This includes STOP, YIELD, SPEED LIMIT and TRAFFIC CONTROL LIGHTS. You must have a driver’s license to operate a vehicle.

You must also have appropriate vehicle insurance for the vehicle. Fines can be severe for those operating a vehicle without vehicle insurance or a driver license. Furthermore, the vehicle registration papers should be available in your vehicle.

Driving after drinking alcoholic beverages puts you and the public at risk. In Missouri, driving under the influence of alcohol or drugs is a serious crime. You not only risk losing your driving privilege, but also costly fines and possible jail time. If you are arrested for drinking and driving, contact your international student advisor immediately.

Selecting a Car
Kelley Blue Book is a site that can help you find a vehicle in your price point. It provides useful information on purchasing new and used vehicles and specializes in providing detailed pricing information of used vehicles. Fill in the model, year, and condition of the car of your choice, and the website will provide its approximate market value.

Kelley Blue Book | [www.kbb.com](http://www.kbb.com)

Once you have established the type of vehicle you are interested in, your next task is to physically locate vehicles available for sale that match your interests. If you have decided on a new vehicle, then you should contact one of Columbia's auto dealers. If you have decided on a used vehicle, “Missouri Auto Guide” and “Central Missouri’s Wheels & Deals” are excellent free publications, available online and at the Walnut Street Post Office, where both dealers and private parties advertise used vehicles for sale.

Missouri Auto Guide | Central Missouri's Wheels & Deals | [www.amileofcars.com](http://www.amileofcars.com)
**Tips for Buying Used Vehicles**

For a detailed history of a used vehicle, visit Carfax. You need the Vehicle Identification Number (VIN), which can be found on most vehicles at the bottom of the windshield on the driver’s side. Ask the owner for the VIN if you cannot find it or do not have access to the vehicle.

[Carfax](www.carfax.com)

When considering a used vehicle, the most important thing is to have the car inspected by an independent mechanic. This could cost anywhere from $50 to $150, but it is a worthwhile investment. Tell the mechanic that you are considering purchasing the vehicle. Ask them to check everything out and report any problems they find, along with the estimated cost of repairing them. You can use this report as bargaining power when you negotiate the price of the car.

If you are shopping at a dealership, do not allow the dealership's own mechanics to inspect the vehicle. They have an incentive to see you purchase the vehicle and are thus more likely to conceal any defects that car has.

**Tips for Buying New Vehicles**

You should search for rebates offered by manufacturers to find the best price on a new vehicle. You can find rebate information by either searching manufacturers’ websites or by visiting the dealership in person. Typically you will have the greatest bargaining power over the price of a new vehicle at dealership during the last days of any given month.

**Driving School**

A+ Driving School - [http://aplusdrivingschool.biz/Home_Page.html](http://aplusdrivingschool.biz/Home_Page.html)

302 W El Cortez Dr
Columbia MO, 65203
Registering Your Vehicle

A title issued by the Department of Revenue is required to operate a vehicle legally. A title is a legal document of ownership and must be kept in a safe location. To get your vehicle’s title, you will need to first make sure that the vehicle has passed inspection and has insurance. Details on registration are available online. Register your vehicle immediately; you may be fined for late registration.

Department of Revenue | http://dor.mo.gov/mvdl/motorv

Getting Insurance

Having valid insurance is a requirement for getting a title. The best way to get quotes for your vehicle is to call insurance companies. Insurance companies usually quote higher premiums for first-time drivers and offer discounts for those holding insurance for a period of time. You should evaluate your vehicle’s worth and judge whether to purchase either full coverage or partial.

Geico | (800) 861-8380 | www.geico.com
State Farm | (877) SF4-BANK | www.statefarm.com
Progressive | (800) 776-4737 | www.progressive.com
Allstate | (866) 621-6900 | www.allstate.com

Used Car Lots in Columbia

There are many car dealerships in Columbia where you can purchase a used car, many of which are located near campus. If you decide that purchasing a car is the right choice for you, it is recommended that you shop around at different dealerships and research the cars available for purchase first.

Renting a Car

In the Columbia area there are no rentals available for students under the age of 25. The prices of a rental car vary greatly, but you may rent one starting at a price as low as $55.

Go to http://www.enterprise.com/ and fill out your zip code to begin reserving a car. Make sure to reserve a car ahead of time, because there may not be one available to you if you wait too long.
To obtain a U.S. driver's license, you must pass several tests. In order to obtain a Missouri driver's license, you will need the following documents:

- **Proof of Presence**
  - F-1 or J-1 students must provide all of the following:
    - Passport
    - I-94
    - Visa
    - I-20 or DS-2019
    - Certification of Enrollment (letter from International Center)
  - F-2 or J-2 students must provide all of the following:
    - Passport
    - I-94
    - Visa
    - I-20 or DS-2019 of F-1 or J-1
    - Certification of Enrollment (letter from International Center)

To obtain Certification of Enrollment, request it from the International Center. For more information, visit the Department of Revenue's site at [http://dor.mo.gov/drivers/idrequirements.php](http://dor.mo.gov/drivers/idrequirements.php).

- **Proof of Identity**
  - Students must provide a Social Security number or a letter verifying that they are ineligible to receive one.

- **Proof of Residency**
  - Students must provide one of the following:
    - Utility bill (most recent)
    - Bank statement (most recent)
    - Paycheck (most recent)
    - Rental contract of current residence
    - Official letter or document from a state or local government agency, either printed on the agency's letterhead or marked with the official seal of the issuing agency, issued within the past 30 days
    - Official letter or document that contains the name and address of the applicant, issued within the past 30 days

Once you have assembled the necessary documents, you will need to take both a computer-based written test and a driving test at the Missouri License Bureau. Study materials for the written test are available online or at the bureau.

Missouri License Bureau | 403 Vandiver, Suite B, Columbia, MO | (573) 474-4700
If you live on campus, you will be within walking distance of downtown Columbia and all campus facilities. Columbia Transit buses have multiple stops around the city.

**Columbia Transit Buses**

Designated bus stops on Columbia Transit routes are marked with the blue “Bus Stop” sign. You can get off a bus at any point; simply indicate your decision to the bus driver by pulling the yellow string.

**Fares**

Regular fare is $1.50. Half price fare ($0.75) is available for anyone with a valid student ID, children aged 5 to 11, senior citizens, Medicare recipients and certified handicapped individuals. Tender exact change or else forfeit the balance amount. For a one-way, multiple-bus journey, ask the driver for a transfer pass. Transfer passes may only be used at certain locations. FASTPasses are reduced-fare passes that offer unlimited service for 30-day intervals. They are only available for purchase at Wabash Station located at 126 N. Tenth St.

**Routes**

There are several bus routes in Columbia – orange, blue, green, red, yellow, brown and gold. Check the bus schedule issued by Columbia Transit for more information:

www.gocolumbiamo.com/publicworks/transportation

**Taxis**

- 5 Star Taxi | (573) 449-7827
- Uber | www.uber.com
- Taxi Terry’s | (573) 441-1414
- Economy Cab | (573) 886-2233
We encourage you to explore other parts of Missouri and the U.S. during weekends or academic breaks. Be sure to research your intended destination and figure out the best means of transportation to get there. Aside from flying, you might consider taking a bus or train to see more of the American landscape (www.amtrak.com; www.megabus.com; www.greyhound.com).

If you are going to travel outside the U.S., you must have a travel signature from an international student advisor. Travel signatures are valid for six months and are necessary to re-enter the U.S. on your current visa. You can get a travel signature by making an appointment with an advisor at the International Center. You may also need a visa to enter a different country. To see if you need a visa, check this website: http://cibtvisas.com/
ATKINS-HOLMAN STUDENT COMMONS, 875-4445
Monday-Friday .................................... 7:45 a.m. – 10 p.m.
Saturday .............................................. 1 – 10 p.m.
Sunday .............................................. 1 – 5 p.m.

BOOKSTORE, AHSC, 875-7618
Monday-Thursday ..................................... 8:30 a.m. – 6:30 p.m.
Friday .............................................. 8:30 a.m. – 5:30 p.m.

BRUCE MATH CENTER, MOH 209, 875-7618
Monday-Thursday ..................................... 8:30 a.m. – 8:30 p.m.
Friday .............................................. 8:30 a.m. – 4 p.m.

COMPUTER LAB, BUH 106, 875-7333
Monday-Thursday ..................................... 7:30 a.m. – midnight
Friday .............................................. 7:30 a.m. – 5 p.m.
Saturday .............................................. Noon – 5 p.m.
Sunday ............................................... Noon - midnight
Note: Lab will be unavailable during scheduled exams.

COUGAR CAFÉ, AHSC, 876-4416
Monday – Thursday ................................ 7:30 a.m. – 8:30 p.m.
Friday .............................................. 7:30 a.m. – 4 p.m.

Value Exchange Hours
Monday-Friday
Breakfast .............................................. 9 – 10:30 a.m.
Lunch ...................................................... 1:15 – 3:30 p.m.
Dinner ................................................... 7 – 8:30 p.m. (not available on Friday)

DULANY DINNING HALL
Weekdays
Breakfast .............................................. 7 – 9 a.m.
Lunch ...................................................... 11:15 a.m. – 1:15 p.m.
Dinner .................................................... 5:30 – 7 p.m.
Saturdays
Brunch ................................................... 10:30 a.m. – 1 p.m.
Dinner .................................................... 5 – 6 p.m.
Sunday
Continental Breakfast ................................ 8:30 – 9:30 a.m.
Lunch ...................................................... 12:15 – 1:15 p.m.
Dinner .................................................... 5 – 6 p.m.

GENE & FRAN KOEPKE FITNESS CENTER, 875-7434
Monday – Friday ...................................... 6 a.m. – 10 p.m.
Saturday ................................................... 11 a.m. – 10 p.m.
Sunday .................................................... 11 a.m. – 8 p.m.
Note: Facility hours may vary when classes are not in session.

MAIL & PRINT SERVICES, ROB, 875-7431
Monday – Friday ...................................... 8 a.m. – 5 p.m.
REGISTRATION AND FINANCIAL SERVICES, MOH 205, 875-7552
  Monday – Thursday ......................................................... 8 a.m. – 6 p.m.
  Friday ................................................................. 9 a.m. – 5 p.m.

SEABROOK WRITING CENTER, MOH 212, 875-7616
  Monday – Thursday ...................................................... 8:30 a.m. – 7:30 p.m.
  Friday ................................................................. 8:30 a.m. – 5 p.m.
  Sunday ................................................................. 1 – 5 p.m.

SOUTHWELL COMPLEX, 875-7277
  Monday – Friday ......................................................... 6 a.m. – 10 p.m.
  Saturday ................................................................. 11 a.m. – 10 p.m.
  Sunday ................................................................. 11 a.m. – 8 p.m.
  Note: Southwell hours may vary when classes are not in session.

STUDENT HEALTH SERVICES, AHSC 206, 875-7423
  Monday – Friday ......................................................... 8:30 – 11:30 a.m. and 1 - 4 p.m.

TECHNOLOGY SERVICES SOLUTIONS CENTER, LAU HALL 1, 875-4357
  Monday – Thursday ......................................................... 7 a.m. – 10 p.m.
  Friday ................................................................. 7 a.m. – 8 p.m.
  Saturday ................................................................. 10 a.m. – 6 p.m.
  Sunday ................................................................. Noon – 6 p.m.
  Walk-in Hours:
  Monday – Thursday ......................................................... 8 a.m. – 7 p.m.
  Friday ................................................................. 8 a.m. – 5 p.m.
  Saturday & Sunday ....................................................... by appointment only
  Note: Facility hours may vary when classes are not in session.

TENTH STREET CENTER PROCTORING LAB, TEN 102, 875-7760
  Monday – Friday ......................................................... 8 a.m. – 5 p.m.

TENTH STREET TESTING CENTER, 875-7485
  Monday – Friday ......................................................... 8 a.m. – 5 p.m.
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>Atkins-Holman Student Commons</td>
<td>AHSC</td>
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<tr>
<td>Banks Hall</td>
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<td>Brown Hall</td>
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<td>Buchanan Hall</td>
<td>BUH</td>
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<td>Columbia House</td>
<td>COL</td>
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<td>Cougar Village</td>
<td>VILL</td>
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<td>Dorsey Hall</td>
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<td>Dulany Hall</td>
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<td>Federal Hall</td>
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<td>Gene &amp; Fran Koepke Fitness Center</td>
<td>SOU</td>
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<td>Gerald T. &amp; Bonnie M. Brouder Science Center</td>
<td>BSC</td>
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<td>Hinshaw Building</td>
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<td>Hughes Hall</td>
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<td>Kirkman House</td>
<td>KIRK</td>
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<td>Launer</td>
<td>LAU</td>
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<td>Miller Hall</td>
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<td>Missouri Hall</td>
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<td>Practice Hall</td>
<td>PRAC</td>
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<td>Robnett-Spence</td>
<td>ROB</td>
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<td>Southwell Complex</td>
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<td>Southerly</td>
<td>SOU</td>
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<td>St. Clair Hall</td>
<td>STC</td>
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<td>Stafford Library</td>
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<td>Tenth Street Center</td>
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<td>Wightman</td>
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<tr>
<td>Williams Hall</td>
<td>WMS</td>
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Special thanks to the University of Missouri’s International Center for granting permission to use some of the information from their welcome guide.

This guide is intended to provide information about living in Columbia, Missouri, and campus life at Columbia College. Columbia College does not endorse or sponsor city businesses or services listed herein.