Welcome to Plymouth State University! We’re happy to have you join us as an international student. You are an essential part of our campus and community. Leaving home and traveling to study in a new country can be a stressful experience, even though this is something that you may have planned for and prepared.

This guidebook is designed to help you learn more about our university as you transition to your new home. The topics addressed in this guidebook are based on feedback from PSU international students, faculty and staff. Each page covers important information regarding resources, services and advice to make your transition to PSU as smooth as possible. As it is impossible to anticipate all the questions that you may have, key offices and resources are included for your reference.

Finally, please know that I am always available to you as a resource in answering any questions or concerns you may have. My door is always open.

Again, welcome to PSU!

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(603) 535-2484
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I. Information for Academic Adjustment and Success!

A. Education System

As you adjust to academic life at PSU, you are going through a dual process of Adjustment (Tseng & Newton, 2002). Not only do you need to adapt to life in a new culture, but you need to adapt to a new education system. You may find many aspects of the American higher education system different from those in your home country. Below is some academic information that you need to know about PSU.

1. Types of Courses

   Undergraduate students take 3 different types of courses while attending Plymouth State University: General Education courses, major courses, and elective courses. A description of each type is listed below.

   (a) General Education – A distinctive feature of the American higher education system is its requirement for General Education. General Education courses are designed to give students a broad perspective on the diverse human experiences across cultures, develop skills necessary for academic success and expose students to different approaches to scholarship. To this end, General Education requires students to take classes across many academic disciplines, such as in arts, literature, history, math, nature and social science.

   General Education courses are classified into 3 components. All students must complete the credit requirements for these courses to graduate. For Direction and Connection courses, undergraduate students choose from a list of classes under each of the 8 categories listed below.

   First Year Experience Courses:

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<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>EN 1200</td>
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<td>IS 1111</td>
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   Direction Courses:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>CTDI</td>
<td>Creative Thought</td>
<td>6</td>
</tr>
<tr>
<td>PPDI</td>
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<td>6</td>
</tr>
<tr>
<td>SIDI</td>
<td>Scientific Inquiry</td>
<td>6-8</td>
</tr>
<tr>
<td>SSDI</td>
<td>Self and Society</td>
<td>6</td>
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   Connection Courses:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DICO</td>
<td>Diversity</td>
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<td>GACO</td>
<td>Global Awareness</td>
<td>3</td>
</tr>
<tr>
<td>INCO</td>
<td>Integration</td>
<td>3</td>
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<tr>
<td>WECO</td>
<td>Wellness</td>
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</table>
(b) **Major Courses** – Major courses are directly related to your declared field of study at PSU. Many major courses are sequential, meaning that you are not able to take the next level course if you have not completed other course prerequisites. A prerequisite is just a prior required condition. In other words, before you can take certain courses in your major, you must meet any prerequisites that are required. It is also important to keep in mind that some courses in your major are not offered every semester. As a result, it is a good idea to meet with your academic advisor, so you can plan your course schedule strategically.

(c) **Elective Courses** – In addition to General Education courses and courses taken in your major, you will also be able to take free elective courses. There are no requirements for elective courses. Electives allow students to take classes to nurture a developing interest, whether inside or outside your field of study. Your major will determine how many elective courses you can take.

2. **GPA**
GPA stands for Grade Point Average. It is a standard way of measuring academic achievement in the U.S. Basically, it works as follows: Each course is given a certain number of "units" or "credits," depending on the content of the course. Most of the courses at PSU have a load of 3-credit hours or 4-credit hours. If you take a three-credit hour course, and receive an A as grade, you receive 3 credits times 4 points (for the A), which gives a total of 12 grade points for the course. If you also take a 4-credit hour course and receive a C grade, that's 4 credits times 2 points (for grade C) for a total of 8 points. So, for these two classes you would have accumulated 20 grade points for the 7-credit hours. Dividing the accumulated grade points (20 points) by the number of units (7 units), your GPA is 2.86, which is slightly less than a B average. Students are expected to maintain at least a 2.0 or higher GPA.

3. **Syllabus**
At the start of each semester, you will be provided with a syllabus for each course. A syllabus is your guide to a course’s requirements and expectations. The syllabus will include course objectives, due dates for scheduled assignments, grading criteria and course policies and rules. Pay close attention when your professor discusses the syllabus, as she/he will often explain how grades will be determined. Be sure to check all the deadlines for all your courses to make sure you know what to expect during the semester. A course syllabus is also a good guide for the class reading schedule and it can be a helpful tool for preparing and studying for exams.
B. Classroom Etiquette

The classroom should be a learning-centered environment. Below is summary of appropriate conduct expected at U.S. universities:

1. **Americans Value Punctuality**
   Some professors will take points off your attendance grade if you are late for class. Regularly arriving late is perceived as a sign of disrespect.

2. **Expectation of Regular Attendance**
   Regular attendance and class participation is expected and can constitute significant part of your grade. You are expected to let your professor know ahead of time if you will be absent for several classes due to family issues, athletic obligations, or illness. If you must miss a class because of illness, you may need a doctor’s excuse.

3. **Distractions**
   Make sure your phone is turned off, as it can be distracting to hear someone’s phone go off in class. Side conversations should be avoided. Having an unrelated private conversation during class is disruptive to both professor and the students.

C. Classroom Interaction

The interactive nature of university classrooms sometimes comes as a shock to new international students. At U.S. universities, the relationship between professors and students is very informal compared to other countries. American professors prefer their students to actively discuss ideas rather than just passively sit, listen and memorize information. This means that participation from students is expected. Depending on the professor, participation may be a significant part of your grade. By participating, you demonstrate you are interested in the course content and have done all readings assigned. It is acceptable and expected for students to ask questions, discuss topics and to debate different perspectives with their professors/classmates. Differences in opinions and perspectives are valued in US education; if you are not comfortable asking questions in class, visit your professor during office hours to get clarification on the content discussed and to address any concerns that you might have. If it helpful, ask your professor if it possible to get a few discussion questions ahead of time so you can prepare for the discussion.
On the other hand, although active participation is preferred, please keep in mind that the way in which you express your viewpoint is also important. Start your comments by first acknowledging the professor or a classmate’s point of view and then offer your opinion. You may say “I understand your view, but in my opinion...” or “you brought up a good point, but I think...” or “I am not sure, but I feel...” If you do not understand, don’t hesitate to ask for clarification. American students are generally expected to ask questions and indicate areas where they have confusion.

D. Academic Integrity

Academic integrity is one of the most important policies in U.S. higher education institutions. It is important that you understand the rules governing academic conduct at PSU. Violations of academic integrity are severely penalized and can bear serious consequence for your study. PSU’s Academic Integrity Policy (2018) provides examples of violations of academic integrity, which include but are not limited to the following:

- Providing or using unauthorized books, notes, or other sources of information during an examination
- Submitting another person’s work as one’s own (i.e., plagiarism). This includes, for example, copying during examinations; purchasing papers or taking them from Internet/World Wide Web resources; copying papers, reports, laboratory results, or computer work; quoting or paraphrasing library or Internet/World Wide Web sources without proper citations.
- Doing work for which another person will receive credit. This includes, for example, allowing one’s examination answers, reports, laboratory results, or computer work to be submitted by another person as his or her own work.

Because of the seriousness of this topic, academic integrity will be explicitly addressed and explored in the course EI 1024: College Skills for International Students.

E. Interacting with Faculty During Office Hours

Approaching faculty outside of the classroom can feel a little intimidating, but it’s an essential part of being a successful student. It is important to know that meeting faculty during their office hours is not just reserved for students who are having trouble with course content. Highly motivated and competent students are often the ones who make use of faculty’s office hours. Beside office hours, if you would like to schedule an appointment with a faculty member, it is important to keep the faculty member’s preference for communication in mind. Most faculty will write on their syllabus, or state in the class, how students can get in touch with them if students cannot make their regular office hours.
If you are feeling a little behind in class, or have a concern, please do not hesitate to let your professor know. Please keep in mind that faculty appreciate it when a student comes to see them in person, as it indicates that the student is taking initiative on her/his learning and that you care about your performance and take it seriously. In addition, please remember to be proactive if you have any concerns or questions about requirements or assignments; you should avoid contacting professors to ask them for help right before an assignment is due. Lastly, your professor can be more effective in guiding you if you go to a professor’s office hours with specific questions rather than just saying, “I’m lost.” Background information on how you’ve approached a problem, text, or assignment can help your professor focus on the exact issue.

II. Immigration and Visa Matters

As an international student, you may have to make academic decisions to protect your immigration status. There are many ways in which your academic status and immigration regulations intersect. For example, there are several visa regulations with which international students on an F-1 or J-1 student visa must comply in order to maintain legal status in the United States.

1. Maintaining Credit Hours
   F-1 and J-1 undergraduate students must register for and complete at least 12 credit hours each Fall and Spring Semester to maintain their immigration status. Dropping below 12 credits without prior authorization by the GEO is considered a violation of your F-1 or J-1 immigration status and will result in a negative SEVIS record termination. For graduate students in Masters’ degree programs, they must complete at least 6 credit hours each semester to maintain their immigration status.

2. Government Sponsorship
   If your study at PSU is sponsored or receives scholarship from a government agency in your home country, please know that changing your major may result in an issue with your government sponsorship and visa status.

3. Grade-Point Average (GPA)
   International students who are performing poorly or who are on academic probation are at a greater risk of jeopardizing their legal status.

If you have any questions regarding immigration status, please make an appointment with the Global Engagement Office (GEO) to ensure that any change in your academic status does not put your student visa status in jeopardy.
III. English Language and American Culture Courses

Plymouth State offers several credit-bearing courses for non-native speaking students. International undergraduate students who fall below PSU’s language proficiency requirements are required to take language classes during their first semester. Students who meet PSU’s English language proficiency requirements – but would like additional language support – are also free to register for language classes. Language classes currently offered include:

**EI 1021: U.S. Culture and Communication**
This course introduces international students to multiple aspects of U.S. culture and provides them with the language skills necessary for successful communication in the classroom and on campus. Through course readings and discussions, students will increase their comprehension, critical thinking skills, vocabulary, and knowledge of English grammar. Students will also have opportunities to collect and analyze data from the community on cultural topics discussed in the classroom.

**EI 1022: Academic Reading for English Language Learners**
This course is designed to develop the academic reading skills of English language learners preparing for study at a U.S. university. Emphasis is placed on reading complex college-level texts across disciplines. Topics include identifying main ideas, making inferences, generating and forming questions, summarizing, building vocabulary and grammar knowledge, and annotating text. In addition, students will have the opportunity to integrate writing strategies and to develop their communication skills.

**EI 1023: Academic Writing for English Language Learners**
This course is designed to develop the academic writing skills of English language learners preparing for study at a U.S. university. Emphasis is placed to both the process of writing an essay as well as the final product. Particular attention is given to unity and coherence within and across paragraphs, use of transitions, use of outside sources, and patterns of organization. In addition, students will have the opportunity to integrate critical reading strategies and to develop their communication skills.

**EI 1024: College Skills for International Students**
This course introduces international students to the expectations of US college life and provides them with the strategies needed to pursue a successful academic career. Students develop listening, note-taking, test-taking, and presentation skills while expanding their knowledge of American campus and classroom culture. Students have the opportunity to apply a critical-thinking approach to authentic lectures and peer-reviewed research articles.
VI. Academic/Language Support Services

This section provides a summary of the academic/language resources and services that are available at PSU to support your development and academic success. Contact information and a brief description for each service is provided below.

A. English as a Second Language Tutoring Support

Location: Mary Lyons Building  
Contact: pgparker@plymouth.edu  
Hours: Varies each semester  
Website: https://campus.plymouth.edu/english-language-and-american-culture/

Every semester the Center for English Language and American Culture has ESL tutors available to provide support for non-native English speakers. Tutors can support students in the areas of pronunciation, reading, writing, listening and speaking.

B. Writing Center

Location: Lamson Library (first floor)  
Contact: (603) 535-2831  
Hours: M/T/W 9am – 9pm; TH/F 9am – 5pm; Sunday evenings 6pm – 9pm  
Website: https://campus.plymouth.edu/writing-center/

The Writing Center offers writing tutorial services to all undergraduate and graduate students. The Center helps all writers at any stage of the writing process, whether brainstorming ideas, creating outlines, sharing a draft or partial draft, responding to professors’ comments, checking mechanics and grammar, or citing sources. Students can sign up on the basis of need, up to two weeks in advance, for help with papers, short assignments, ESL issues, and other writing requirements.

C. Plymouth Academic Support Services (PASS)

Location: Speare Administration Building  
Contact: (603) 535-2270  
Hours: M-TH 8am – 9pm; F 8am – 4:30pm  
Website: https://www.plymouth.edu/current-students-success/academic-support/academic-support/tutoring-services/

The primary goal of Plymouth Academic Support Services (PASS) is to collaborate with undergraduate students in becoming efficient, independent learners. PASS provides one-on-one tutoring service on content areas. Study skill tutoring is also offered to help students with time management and examine preparation skills.
D. Math Activities Center

Location: Hyde Building, Room 351  
Contact: (603) 535-2960  
Hours: M/W 11am – 5pm; T/TH 10am – 5pm; F 11am – 2pm  
Website: https://campus.plymouth.edu/math/activity-center/

The Math Center provides student peer tutors for all undergraduate courses offered by the math department. Peer tutors are generally math majors who are interested in teaching math and practicing their instructional skills.

E. Undergraduate Advising Center

Location: Speare Administration Building  
Contact: (603) 535-3065  
Hours: M-F 8am – 4:30pm  
Website: https://campus.plymouth.edu/undergraduate-advising/

First year undergraduate students are assigned an academic advisor through the Advising Center. Students are encouraged to meet and discuss their program requirements with their advisor. The Center serves as an additional advising resource, particularly in relation to the graduation review process. The Center also manages the Academic Warning, Probation and Severance system on campus, and provides counsel to students in academic difficulty on the best and fastest ways to return to good academic standing.

F. Librarian Support

Location: Lamson Library (second floor)  
Contact: (603) 535-2455  
Hours: M-TH 9am – 9pm; F 9am – 5pm; Sat. 1pm – 5pm; Sun. 5pm – 9pm  
Website: https://library.plymouth.edu/

The Lamson Library provides print and digital resources, instruction, services, and facilities to support and improve the teaching, learning, scholarship, and research mission of Plymouth State University. Reference librarians are available to assist students throughout the week.
V. Additional Support Services

This section provides a summary of additional resources/services that are available to support and help you smoothly transition to your new home at PSU.

A. Global Engagement Office (GEO)

Location: Speare Administration Building
Contact: psu-geo@plymouth.edu or phone: 603-535-3370
Hours: M-F 8am – 4:30pm
Website: https://campus.plymouth.edu/global/contact-us/global-community-center/

The Global Engagement Office provides immigration advising, orientation, on-campus/post-graduation employment advising, study abroad programs, and international/global programs to students at PSU. International students have the option of being part of the Friends of the Globe (FOG) student organization, Global Ambassadors Program, and Peer-to-Peer program. For events that are happening at the Global Engagement Office, please stop by the GEO and check out the calendar or visit the Events page.

B. Counseling Center

Location: Michael L. Fischler Counseling Center
Contact: (603) 535-2461
Hours: M/T 8am – 7pm; W-F 8am – 4:30pm
Website: https://campus.plymouth.edu/counseling/

The Counseling Center provides services to students and consultation to faculty, administrators, and parents. The Center’s licensed mental health clinicians come from diverse backgrounds and orientations which are conducive to productively addressing student issues. In addition to providing direct services to students, the Center acts as a resource for the entire PSU Community by providing programs that promote intellectual, emotional, cultural, and social development.

C. Health Services

Location: Mary Taylor House
Contact: (603) 535-2350
Hours: M-TH 8am – 4:30pm; F 8am – 3pm
Website: https://campus.plymouth.edu/health/

Access to the Student Health Services on campus is included your program fee. Students are advised to call for an appointment. Health services are not available during the winter, spring break or summer sessions. Administrative help is available on a part-time basis during winter and summer times.
D. Dining Services

Location: Prospect Hall  
Contact: (603) 535-2710  
Hours: M-F 7:30am – 8pm; Weekends 10:30am – 8pm  
Website: https://campus.plymouth.edu/dining/contact-us/

Sodexo Dining Services offer a variety of services on campus, including an all-u-can eat format at Prospect Hall, the Union Grille in the Hartman Union Building (HUB), the Daily Paws in the HUB, Commons Café in Lamson Learning Commons, The Woods Café in Langdon Woods residence hall, Concessions in the Ice Arena, Campus Catering and a variety of snack and beverage vending machines.

E. Residential life

Location: Speare Administration Building  
Contact: (603)535-2260  
Hours: M-F 8:30am – 5pm  
Website: https://www.plymouth.edu/current-students/campus-community/residential-halls/

PSU’s Residential Life staff provide an enriching environment where students live, learn, and grow. All first-year students will live in one of the six traditional residence halls as part of the First Year Residential Experience, including Blair, Belknap, Grafton, Pemigewasset, Geneva Smith, and select rooms in Mary Lyon. Continuing students are eligible for housing in Res North, including the University Apartments, Merrill Place, Langdon Woods, and select rooms in Mary Lyon. All students living in a residence hall are required to be on a meal plan. The restricted meal plan is only available to students who have fulfilled the live-on requirement.

F. Plymouth State University Police

Location: University Police Building, 2 High Street  
Contact: Business Line (603) 535-2330; PSU Alert Line (603) 535-3535; Tip Line (603) 535-8477  
Hours: M-F 8:30am – 4:30pm  
Website: https://campus.plymouth.edu/police/

The University Police Department provides policing services 24 hours a day, 7-days a week. The University Police are the primary responders to criminal matters and security needs at Plymouth State University and at Holderness campus locations. The University Police Department’s priority is to work with students, faculty and staff to foster a safe environment for those working, visiting, and living within the campus community.
VI. Campus Activities and Recreation

As a large part of the college experience happens outside of the classroom, international students are encouraged to become involved with the wide variety of clubs, organizations and extra-curriculum activities that are available at PSU. This final section provides a summary of the campus activities and recreation activities that are available.

A. Students Activities Office

Location: Hartman Union Building
Phone: 603-535-2639.
Website: https://campus.plymouth.edu/student-activities/

The Student Activities Office (SAO) serves as a resource for Student Clubs and Organizations and provides exciting events for the campus community! With over 80 Clubs and Organizations represented at Plymouth State, there is something for everyone! At the beginning of each semester, the SAO promotes a Student Activities Fair, where you can meet all the organizations and choose the ones you like. Plymouth’s Awesome Weekends (PAW) organize events every Thursday, Friday, and Saturday night from 9-11pm. PAW sponsors craft nights, sport competitions, Tie Dying and more.

B. Recreation Programs

Location: Hartman Union Building
Contact: (603) 535-2956
Website: https://campus.plymouth.edu/fitness/group-exercise/class-descriptions/

Campus Recreation offers group exercise classes (e.g., Boot Camp, PiYo, Spin, Strength/Spin, Yoga Boost, Zumba) free to all PSU students. The Sport Clubs Program providing students with great athletic experiences, while developing leadership and personal skills for officers and participants.

C. Outdoor Center

Location: ALLWell North Building.
Contact: (603) 535-2622
Website: https://campus.plymouth.edu/outdoor-center/

Outdoor Center sponsors trips, clinics, and trainings. Students experience empowerment, goal achievement, and group support by moving beyond their own expectations. Outdoor Center has equipment for rental (kayaks, canoes, stand-up paddle board, backpacking equipment and snow activities equipment) which will help students access and enjoy the great outdoors. Through our SOAR (Student Outdoor Adventure Recreation) program, Outdoor center offers community building adventure-based training to PSU groups and organizations or groups and organizations from Plymouth.
D. Ice Arena

Location: Ice Arena, 17 High Street  
Contact: 603) 535-2758  
Website: https://campus.plymouth.edu/arena/

The Ice Arena is home to Plymouth State Panther men’s and women’s hockey and offers programs to the general public including open skate sessions, youth hockey, figure skating programs, broomball, curling and learn-to-skate and learn-to-play-hockey s

E. Physical Education Center

Location: Physical Education Center  
Contact: 603) 535-2770  
Website: http://athletics.plymouth.edu/information/Athletic_Facilities/Descriptions/PECenter

The Physical Education Center (PE Center) a 1500-seat gymnasium; a six-lane, 25-yard swimming pool; a wrestling room; The Vailas Performance Center fitness facility; and the Athletic Training and rehabilitation facility. Anyone using the P.E. Center facilities must have a current student or faculty ID or a facility pass.

F. ALLWell North Complex

Location: ALLWell North Building  
Contact: 603) 535-3480  
Website: https://campus.plymouth.edu/allwell-north/

The Active Living, Learning, and Wellness (ALLWell) North is an advanced academic and athletic complex. The 107,600-square-foot complex includes a large-scale, multi-use space that not only supports PSU’s Department of Health and Human Performance’s academic, research, and outreach activities but also provides students with safe, attractive, and modern athletics and recreational facilities, including an indoor track and tennis courts.

G. HUB Fitness Facilities

Location: Hartman Union Building  
Contact: 603) 535-2956  
Website: https://campus.plymouth.edu/fitness/fitness-facilities/

The HUB has two facilities, the Fitness Room (located in the first floor) of the HUB and the HUB Courtroom (located in the second floor). The Fitness Room has free weights and the other area has cardiovascular equipment as well as Nautilus equipment. The HUB Courtroom has a complete selection of cardiovascular equipment, including Life Fitness Treadmills, Precor and Octane elliptical, upright bikes, and recumbent bikes.
References


