INCOMING EXCHANGE STUDENT
HANDBOOK

WASHINGTON STATE UNIVERSITY
Congratulations! You have been nominated to participate in the International Student Exchange Program at Washington State University (WSU). An exchange can be a truly transformative experience in which one is immersed in a new culture and emerges with a different set of academic and personal perspectives, as well as lifelong friends. In your case you will have the added benefit of forever being able to claim your status as a “Coug.”

To assist you throughout the process please ensure you utilize the information in this Incoming Exchange Student Handbook as well as information provided online and via email. As an exchange student you are expected to complete tasks independently; however, in the event you have questions the Office of International Programs (IP) and WSU exchange coordinator will be your primary contact throughout the process and will be able to assist you while at WSU.
WSU AND PULLMAN

Washington State University was founded in 1890 as Washington Agricultural College and School of Science as the state’s original land grant institution. WSU’s main campus is located in Pullman Washington, 280 miles (450km) east of Seattle and 78 miles (125km) south of Spokane, in a part of America’s Inland Northwest know as the Palouse. This wide-open rural landscape of gently rolling hills is one of North America’s most productive agricultural regions. Pullman offers unique opportunities to experience traditional American culture and a friendly place to share your own culture as well.

In the years since its founding, the University and small town of Pullman have grown and developed together, forming a vibrant, student-centered culture. As a result, Pullman is a classic college town—a community built around its university and students ranking as the sixth-best college town in North America according to MSN.com. University students make up 65 percent of the population; faculty, staff, local professionals, and their families round out the population, forging a vibrant community of friends, scholars, and fellow Cougs.
THE WSU EXPERIENCE

The center of campus is a 10-minute walk or less from all undergraduate residence halls, so it is easy to attend a noontime musical performance on the pedestrian mall, grab a scoop of Ferdinand’s mouth-watering ice cream, join friends for exciting Pac-12 football at Martin Stadium, or participate in one of the hundreds of other special opportunities that make WSU such a dynamic place.

Despite Pullman’s small size WSU attracts headliners from throughout the entertainment industry—ranging from popular music groups to symphonies and speakers of international acclaim. Recent visitors to Pullman include Snoop Dogg, Kelly Clarkston, Jeff Dunham, Macklemore, Flogging Molly, Wayne Brady and more.

Whatever your interests are, you can find people at WSU who are eager to share them with you. Get involved in more than 300 student clubs and organizations. Exchange students are welcome to get involved in student government or help with any of the campus-wide cultural events throughout the year. The University’s Outdoor Recreation Center offers group trips to enjoy activities such as hiking, skiing, snowboarding, backpacking in locations through the western United States. WSU also has a very robust intramural sports program where students of all skill levels are welcome to participate.

The Compton Union Building (CUB) is the center of student life at WSU. Here you will discover a variety of student services in one convenient campus location, including a food court student bookstore, coffeehouses, gaming stations, banks, and plenty of comfortable seating. International and domestic students often gather in the CUB to watch international soccer matches, University sporting events, and popular television shows on a large projection screen.
SOCIAL LIFE

There are many ways to get involved at WSU and in the community. Some of the groups and activities both on and off campus contributing to social life at WSU include:

ATHLETICS

Sports have a strong tradition at WSU. As a member of the prestigious Pac-12 Conference, the WSU Cougars compete in several sports including football, men’s and women’s basketball, and women’s soccer to name a few. For schedules and info: [http://wsucougars.com](http://wsucougars.com).

FRATERNITY AND SORORITY LIFE

Approximately 24% of undergraduates are members of this community known as “Greek.” These organizations focus on development from an experiential perspective and offer a strong network of social support. For more info visit: [http://gogreek.wsu.edu](http://gogreek.wsu.edu).

STUDENT ENTERTAINMENT BOARD

SEB helps organize and promote a wide range of events geared towards students from concerts like Macklemore and Taylor Swift to newly released movies shown weekly and everything in-between. For events visit: [http://seb.wsu.edu](http://seb.wsu.edu).

ART, MUSEUMS, AND CULTURE

WSU has a number of art galleries and museums across campus featuring rotating art displays or large animals from around the world. Trips are organized to local theme parks or cultural events to see American culture. Open access and IP notification of events.

STUDENT INVOLVEMENT

Helping students identify student organizations with similar interest and puts on events throughout the year. This is a great way to get involved before arriving on campus, search organizations and learn how to get involved. Visit [http://studentinvolvement.orgsync.com/](http://studentinvolvement.orgsync.com/).

OUTDOOR ACTIVITIES

The Pacific Northwest is an ideal outdoor fan’s dream with quick access to all sorts of activities including snow and water skiing, rock climbing, rafting and hiking. Washington has almost every geographic landscape waiting to explored. Students encouraged to experience the region.

NIGHTLIFE

Several local bars and clubs with different themes can be found just off campus, downtown and throughout Pullman and Moscow. Students must be 21 years old to enter certain areas and/or stay past certain hours. Passport or Washington ID may be required.

SHOPPING CENTERS

Pullman has a small number of shopping centers and tends to focus more on specialty shops and general merchandise. Larger shopping centers are located in Moscow, Idaho, Spokane and Seattle, Washington. Pullman shopping focused toward students.

“They are so kind and professional. They will help you to achieve your goals and dreams here.”

- Tomohiko Kimura | Saijo City, Japan
**HOW TO APPLY**

After your nomination has been submitted by your home institution and accepted by WSU, the exchange coordinator will grant you credentials to access the International *Exchange Bilateral/ISEP application*. You will receive an automatic system generated email with instructions on how to log in and change your password. As the application does require you to read and digitally sign documents a *Signature Verification Form* and copy of government issued identification should be submitted if not included with your nomination. **IMPORTANT:** Login credentials last for five (5) days after they are initially generated. If you fail to log in and change your password within five (5) days you will need to contact the WSU exchange coordinator to have your password reset.

There are multiple parts to completing your Incoming Exchange Bilateral/ISEP application. You should have the following information/documents on hand in order to complete your application quickly.

- Copy of Official Transcript(s) from all Universities/Colleges Attended
- Letter of Recommendation from Faculty/Instructor (in English)
- Documentation of English Language Proficiency
- Copy of Valid Passport (identification page)
- Emergency Contact Information
- Proof of Finances

**ENGLISH LANGUAGE PROFICIENCY**

Students who apply holding passports from countries where English is not the primary language will have to provide proof of English language proficiency. Additional information regarding these requirements and waivers can be found at: [https://ip.wsu.edu/future-students/requirements](https://ip.wsu.edu/future-students/requirements)

**PROOF OF FUNDING**

In order to study at WSU as an exchange student you must be able to provide evidence you have the available funds to cover your expenses while at WSU. A Certificate of Finances with instructions on how to satisfy this requirement can be downloaded from the Incoming Exchange Bilateral/ISEP application.

Current cost estimates for the next full academic year can be found at [https://ip.wsu.edu/future-students/tuition-fees/](https://ip.wsu.edu/future-students/tuition-fees/). As an exchange student WSU will guarantee your tuition, up to 18 credits, for the duration of your exchange. If you are attending for a single semester simply divide the costs listed in half. All costs listed on forms and websites are in USD unless otherwise stated.
VISA AND IMMIGRATION

All exchange students studying in the United States require a nonimmigrant, exchange visitor, J-1 Student Visa. After you have completed and selected the “Commit” button on your Incoming Exchange Bilateral/ISEP application your official acceptance letter and Certificate of Eligibility for Exchange Visitor Status (DS-2019) are sent directly to your home institution.

**ISEP Exchange Students Only: DS-2019 will be generated and sent from ISEP and not WSU.**

While specific supporting documentation may vary, the following are needed to apply for the J-1 Visa. Students should check the specific embassy or consulate website for additional information on their particular requirements.

- Form DS-2019
- Passport Valid for Travel to the United States
- Completed Online Form DS-160
- Fee Receipt Showing Payment of Visa Application Fee
- 2x2 photograph meeting U.S. Department of State Format Requirements

Once your DS-2019 has arrived you are encouraged to apply for your Visa as soon as possible as wait times for interviews and processing vary from country to country. For detailed information on the process as well as to identify the embassy or consulate nearest you, please visit [http://www.travel.state.gov/content/visas/en/study-exchange/exchange.html](http://www.travel.state.gov/content/visas/en/study-exchange/exchange.html). While this information is provided as a guide, it is your responsibility to verify the requirements and obtain your own Visa.

“Pullman is different. I didn’t feel like a stranger when I came here. There is a healthy connection between the students and the institution.” - Adel Yafi | Homs, Syria
ACCOMMODATIONS

By visiting Housing and Residence Life at http://housing.wsu.edu/ you will be able to explore the various housing options available to incoming exchange students. Exchange students are required to live in University housing and it is recommended students stay in residence halls as these are furnished, include utilities, and centrally located. Residence halls which tend to be a good fit for exchange students include; Community/Duncan Dunn, Global Scholars, Honors, McCroskey, and Rogers.

After you have received your official acceptance letter you can apply for housing by visiting the WSU Housing website at http://housing.wsu.edu/housing-essentials/apply-for-housing. It is possible for you to pre-select your roommate, but it is highly recommended you not choose someone from your home institution as part of the exchange experience is rooming with a domestic student.

All housing payments will be made via your WSU student portal, my.WSU.edu. To determine what housing option is the best fit use the Rate Estimator found at http://housing.wsu.edu/housing-essentials/rate-estimator/. This allows the various housing options to be compared easily for your individual budget and needs. While most housing options are listed for full year contracts, it is easy to terminate a contract early with one month notice to Housing Services.

ISEP Exchange Students Only: As part of your ISEP exchange you will receive a stipend for housing and a Residence Dining Account for the total of Room & Board listed for the appropriate year in Undergraduate Students/Pullman-Resident. http://finaid.wsu.edu/cost-of-attendance/
FOOD AND DINING

Availability of cooking facilities varies significantly from one housing option to another. If available, cooking supplies are generally limited and may require you to check them out at the hall front desk. Most students tend to purchase an RDA (Residence Dining Account) as it is frequently the easiest option. The cost for an RDA will differ based upon the level selected from Level 0, the cheapest, to Level 3 the most expensive. University Cafes offer students using RDA dollars 40% discount on food and many other locations on and off campus will accept CougarCash with different discount percentages.

Additional funds can be added online at any point, but unused RDA dollars at the end of an exchange will not be refunded. Students have experienced both extremes when purchasing the same RDA level where some needed to add funds, and other have had to spend remaining funds at the end of their exchange. Most residence halls require at least level 1 but some do allow level 0 for students planning on cooking or eating out exclusively. For more information about RDA plans, costs, and what is included visit http://dining.wsu.edu.

For students who would rather purchase and cook their own meals, a number of shopping options exist on campus as well as off campus. The three main grocery stores in Pullman include Dissmore’s IGA, Safeway, and Walmart; all of which have bus stops adjacent. Specialty food shops can be found throughout Pullman offering unique items not typically found in U.S. grocery stores. In addition to these shopping options there are a number of restaurants and fast food establishments appealing to most culinary tastes.

ISEP Exchange Students Only: As part of your ISEP exchange you will receive a stipend for housing and a Residence Dining Account for the total of Room & Board listed for the appropriate year in Undergraduate Students/Pullman-Resident. http://finaid.wsu.edu/cost-of-attendance/
SEARCHING FOR CLASSES

Not every course is offered every term, to identify what courses are available during any given term it is recommended you search the Schedule of Classes at [http://schedules.wsu.edu/](http://schedules.wsu.edu/). Ensure your initial exchange term is selected for the Pullman campus.

Generally speaking, course numbers can be used to identify the level of a course and indicate what amount of prior knowledge is required. 100 and 200 level courses are known as lower division and tend to be introductory courses for students with little or not previous knowledge of the subject. 300 and 400 level courses are known as upper division and are generally more specific coursework within a particular field, these courses frequently have prerequisite requirements. 500 level courses are graduate and require prior written approval from the instructor before enrollment will be allowed by the department. It is not recommended exchange students list 500 level courses on their Course Selection Forms (CSF). Any course 600 level or higher is off limits to exchange students.

When identifying classes of interest pay particular attention to sections identified as Lab and any prerequisites the course may have. The images below are designed to familiarize students with how information is portrayed and items of importance for enrollment.

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1. This includes the course prefix (MATH), course number (171), University requirements ([QUAN][N]), and course name (Calculus 1). **Always identify course prefix and number on CSF.**

2. Special notes on courses will be identified with associated explanations. In this case it identifies a special course fee of $20.

3. The course section identifies an individual class within a course taught at multiple times. Click the section number to access specific information about the course such as prerequisites and description.

   **NOTE:** if a course also lists a Lab it is expected you enroll in BOTH lecture AND lab section for the course.

4. SLN, or Section Line Number, is the code used to enroll in specific course sections. For students enrolling in courses which have a lab component they will have 2 separate SLN's.

5. Credit value; most WSU courses are 3 credits, those with 4 will generally have a lab section. WSU's credit system is based on 15 contact hours per credit. Exchange students MUST be enrolled in at least 12 credits to main their J-1 Visa.

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**Course Description**

1. MATH 171 [QUAN] [N] Calculus 1

2. $20.00

3. [QUAN]

4. 02399

5. **Course Requirement:** MATH 106 with a C or better and MATH 108 with a C or better, or ALEKS math placement score of 83%

6. Enrollment not allowed if credit already earned for MATH 140, 202, or 206. Differential and integral calculus of one variable with associated analytic geometry. Credit not normally allowed for more than one of MATH 140, 171, 202, 206.
ACCESSING MY.WSU

The student information system used at WSU is known as my.WSU and can be accessed online via my.WSU.edu. Upon being accepted to WSU as an exchange student your initial information is entered into the system granting you access. My.WSU will be your primary student portal for the majority of your interactions while at WSU including enrollment, paying bills, and checking your grades. As part of the acceptance packet is a letter listing your unique WSU Student ID number in bold. This number will be used and referenced frequently throughout the duration of your time at WSU and is different than the WSU Network ID (NID) which must be set up separately. A short video on how to obtain a WSU NID can be found on https://admission.wsu.edu/apply/mywsu/. For questions during the NID account creation process contact the WSU Help Desk, Monday-Friday from 8 a.m. to 5 p.m. (0800-1700) Pacific Time at 1-509-335-4357 or by emailing helpdesk@wsu.edu. Students are strongly encouraged to memorize both their WSU NID and WSU Student ID number.

ENROLLING AND REGISTERING FOR CLASSES

Registering for classes at WSU is very different than the process to which most exchange students are accustomed at their home institution. By comparison the enrollment process in the United States will likely be significantly more fluid than to what you are accustomed. This difference has caused nearly every exchange student to worry about not getting enrolled in classes, just keep in mind this is normal. It is important to understand that while every attempt is made to ensure you are enrolled in at least twelve (12) credits prior to arrival at WSU, a lack of enrollment is not a serious cause for concern as courses are easily added throughout the first two weeks of class.

If you encounter difficulties while enrolling please view the enrollment procedures found on the my.WSU FAQs for Students page at http://registrar.wsu.edu/ before emailing. The two most commonly used FAQs are “How to see my enrollment information and enroll in classes” and “How do I validate my shopping cart?” Due to the enrollment process it is common for exchange students to experience enrollment error messages as a result of the system not recognizing prerequisites; your transcripts and Course Selection Forms are sent to academic departments to address this issue. Because prerequisite review and exceptions are made by the individual departments it is important the Course Selection Form be complete and list alternate courses. Do not expect to have all courses approved if you only request four (4) and all list prerequisites. Departments may request syllabi to determine equivalencies.

Occasionally departments will simply enroll students into approved courses as opposed to granting permissions, this depends on the department and is not the standard. Continue to attempt enrollment every other week to see if new permissions have been granted. It is important to remember that enrollment is a very fluid process and a lack of enrolled courses upon arrival is not a serious cause for concern.

When students first select to register for classes a number of optional services become available. Any service purchased is the responsibility of the student to pay and is NOT included in the exchange.
“The spirit here [at WSU], you won’t understand it until you get here.”

- Ben Butcher | Stirling, Scotland

WASHINGTON STATE UNIVERSITY
FIGHT SONG

Fight, fight, fight, for Washington State!
Win the victory!
Win the day for Crimson and Gray!
Best in the West, we know you’ll all do your best,
So, on, on, on, on! Fight to the end!
Honor and Glory you must win!
So, fight, fight, fight for Washington State and victory!

W — A — S — H — I — N — G — T — O — N
S — T — A — T — E — C — O — U — G — S
Go Cougs!
MY.WSU STUDENT ACCOUNT

You are responsible for paying all expenses as part of your exchange aside from tuition, or select expenses for ISEP exchange students. Charges will appear on your my.WSU Student Account under Finances which can be accessed by logging in using your WSU NID and password then selecting Student Center. Prior to your arrival your account will include non-resident tuition which will be reduced and guaranteed by our office. It is recommended you do not make payments to your account while this tuition charge is listed. This topic will be covered in more detail as part of orientation. Housing can be paid up front for the duration of your semester or as monthly payments, but should not be paid until after tuition has been removed.

Late fees will not be assessed until the third week of classes and will periodically increase, due dates and fee rates can be found at https://studacct.wsu.edu/tuitionduedate.html. Please note this is generally not an issue for incoming exchange students who actively attend class and check their my.WSU account and email regularly. Information on how to pay your student account can be found on Student Accounts website, https://studentacct.wsu.edu/howtopay.html, with additional information for international students wishing to pay from a non-U.S. account.

BANKING

Students interested in opening a bank account are able to do so after arrival. Checking and savings accounts are both common accounts for students to obtain where checking accounts allowing for deposit and withdrawal of funds frequently are ideal for paying bills and daily living costs. Generally exchange students find checking accounts easier to use as a result of easy access to funds compared to savings accounts.

While specific documents required may vary by bank/credit union, in general students will need the following to open and begin using their bank account; passport with U.S. visa, address in home country, address while at WSU, initial funds of about $25. Students should inquire as to the ability to transfer funds internationally with the primary account and transfer purpose of paying expenses while in the U.S. as a student and what additional documents, if any, are needed.

COUGARCARD AND IDENTIFICATION

Upon arrival, students should quickly obtain their CougarCard from the CougarCard Center located in the CUB. This serves as University identification, allows RDA and Cougar CASH purchases at on-campus and some Pullman merchants near campus. It also grants access to the Student Recreation Center, library privileges, Pullman transit (buses), some residence halls, and athletic events with the purchase of a sports pass. It is possible to upgrade this card to a CougarCard Maxx by linking to a U.S. Bank (specific bank) checking account which allows ATM transactions and debit card purchases anywhere Visa card are accepted worldwide. Visit http://cougarcard.wsu.edu/default.aspx for more information about the CougarCard and CougarCard Maxx.

Exchange students over 21 may opt to obtain a Washington State ID card or Driver’s License with proper documentation. For more information on this process and what is required visit http://www.dol.wa.gov/driverslicense/gettingidcard.html.
PACKING

With the recommended housing options being furnished you should not have to pack much in order to feel comfortable at WSU. A list of items you may wish to bring can be found below. While this list is not exhaustive it should give you a good idea of what to include.

Weather in Pullman can change quite quickly, occasionally you may experience rain, sun, snow, and more sun all in the same day. As a result you will want to bring clothes for both hot and cold weather, this should include a waterproof jacket/cold weather coat, waterproof shoes/boots, and a hat. Most students tend to dress informally for class; jeans/leggings, T-shirts and hooded sweat-shirts. Professional or formal options for special events or some business courses may be a good idea, but are by no means required.

To help with the initial cost of bedding and additional early purchases it is recommended you bring some cash to cover the first two weeks. Please be aware that traveling with large sums of money is not advisable and WSU cannot be responsible to safeguard any cash you bring. Traveler’s checks are another good option for students as they can be cashed at any local bank.

WHAT TO BRING
- Towel
- Washcloth
- Personal Toiletries
- Shower Shoes/Flip Flops
- Warm Weather Clothes
- Jacket
- Coat
- Cold Weather Clothes
- Waterproof Shoes/Boots
- Posters/Pictures (to feel more at home)
- Laptop/Computer
- Mouse
- USB Flash Drive
- Headphones
- Space for Souvenirs
- Items Representing Country/Institution
- Surge Protector from Home & 1-2 adapters

WHAT NOT TO BRING
- Bedding
- Appliances
- Pots and Pans
- Printer
- Excessive Clothing
- A Closed Mind
- Prohibited items such as illegal drugs, guns/weapons (including toys, firecrackers/explosives/propane, pets (approved service animals excluded), candles/open flames.

Check with your cellphone provider to see if additional fees will apply abroad before arriving.

PULLMAN WEATHER
- Avg. winter low: 26° F (-3 °C)
- Avg. summer high: 83° F (28 °C)
- Avg. annual precipitation: 21 inches (53 cm)
- Avg. annual snowfall: 26 inches (66 cm)

U.S. voltage is between 110/120 V. so be careful when selecting electrical items to bring.
TRAVELING TO WSU

There are several methods students can use to get to Pullman, the costs and benefits of each are outlined below. These include flying into and through different airports and how pickup can be arranged for each.

If flying via Seattle-Tacoma International Airport (SEA) in Seattle, Washington to Pullman-Moscow Regional Airport (PUW): The cost ranges from $200-400 depending on which day you fly. Travel time is about 1-1.5 hours and students arrive 2 miles (3.2km) from campus with airport pickup available for certain dates. As exchange students are picked up during non-standard dates ensure you complete your Arrival questionnaire in your exchange application. Taxis can also be easily arranged from the airport to campus if WSU pickup is not available [http://www.flypuw.com/transportation/taxi-cabs-hotel-courtesy-shuttles/](http://www.flypuw.com/transportation/taxi-cabs-hotel-courtesy-shuttles/). Flying into Pullman is the recommended method due to the significant distance from other airports.

If flying into Spokane International Airport (GEG) in Spokane, Washington: From Spokane, students will need to take a Wheatland Express Shuttle to Pullman [http://www.wheatlandexpress.com/airportexpress/](http://www.wheatlandexpress.com/airportexpress/). The cost is approximately $40 one way. Travel time is 1.5 hours and students are dropped off at either the WSU French Administration building on campus or the Residence Inn 1 mile (1.6km) from campus. Taxis from this location can be easily arranged using the same contact information above. Be aware that depending upon flight arrival and shuttle departure students will most likely need to book a hotel in Spokane if using this method. While not the recommended method, this option is available.

You should arrive no more than two days prior to the start of orientation as most University housing is not yet available earlier than this. In the event you are scheduled to arrive earlier temporary housing can be arranged in advance by contacting Housing & Residence Life at [http://housing.wsu.edu/contact.aspx](http://housing.wsu.edu/contact.aspx) or by staying at a local hotel.

When moving into your accommodations you will need to follow the instructions provided from Housing & Residence Life and check in with the contact identified. Additional information will be provided directly from their office after you have completed your housing application.
PRE-ORIENTATION

Before arriving at WSU, you will need to complete the online iCoug Tutorial which will provide helpful information about studying and life at WSU. Students planning to take Math or English courses should have already taken applicable prerequisite courses at their home institution to avoid placement tests.

ORIENTATION

You must attend orientation before the start of your exchange as it covers important information relating to your time at WSU. Generally, orientation begins the week prior to the start of classes and lasts 2-3 days for exchange students. During orientation, you will meet Office of International Programs staff, become familiar with the WSU-Pullman campus, complete immigration document check-in, receive important immigration information, attend cultural sessions, and interact with other international students. Additional information about orientation can be found at https://ip.wsu.edu/future-students/orientation-advising/.

MEASLES VACCINATION

Upon arrival, you will need to show proof of having received your vaccination for measles. In the event you have not been vaccinated, it is possible to receive this vaccination at Health & Wellness Services on campus. When possible, you should obtain your vaccine prior to arriving.

INSURANCE

Students attending WSU are required to maintain health insurance for the duration of their program. Both federal and University regulations dictate what types of insurance plans meet minimum requirements. While incoming exchange students frequently have insurance from their home institution, most plans do not meet the minimum requirements for WSU, usually as a result of not being based in the United States. As identifying and obtaining qualifying insurance can be difficult, Health & Wellness Services (HWS) facilitates the process for all incoming exchange students by automatically enrolling them in the international Student Health Insurance Plan (iSHIP), for more information visit https://studentinsurance.wsu.edu/international-students/. To see what other services HWS provides visit https://hws.edu/. iSHIP is mandatory for all bilateral exchange students and HWS will discuss iSHIP during orientation. ISEP exchange students are provided qualifying insurance by ISEP.

“I love that I made friends with other exchange students straight away.”

Photo by Nolan Ernst
ACADEMICS

The academic structure you will experience as an exchange student while at WSU will likely be very different than at your home institution. While class attendance is not always required, it is usually expected, frequently included in your grade, and almost always quite helpful. During the first week of classes a syllabi will be issued either in person or online for all classes containing information to ensure your academic success while on exchange. It is a good idea to interact with your instructors during the first two weeks of class and throughout the semester. Identifying yourself as an exchange student and getting to know the instructors may create additional opportunities later in the semester. Remember, you are here representing your home institution so ensure make a good impression.

Classes are frequently graded on the following at varying degrees depending upon the course; attendance, participation, homework, quizzes, essays, mid-term exam, final exam. Occasionally instructors will conduct pop-quizzes on days where attendance is low to encourage attendance and reward those who show up to class regularly. Homework is expected to be completed frequently throughout the semester in most classes and may or may not be accompanied by a submission reminder. It is important to check your syllabi for upcoming due dates on any and all assignments and quizzes.

As with general coursework, final exams function defiantly in the United States than they do in other countries. At WSU, each individual course will have a different method used at the completion of the semester varying from a multiple choice test, to a large final paper and will be explained in the course syllabi. For students planning to travel during their exchange it is recommended you inform all instructors early and ask for any notes they may be willing to provide. Some may excuse attendance to allow for travel, but be cautious to not abuse their kindness. This is where making personal connections, identifying yourself as an exchange student, and even using your accent, can come in handy.

ACADEMIC INTEGRITY

Every country has its own ideas about scholarship and cheating (not right or wrong, simply different), in the United States and at WSU, a high standard for academic integrity exists. Your instructors will expect you to complete your own work and appropriately cite your references. As the preferred format for citation will differ from one field to another it is important to ask your instructor if you have any questions not answered in the syllabi. Consequences of academic integrity violations range from simply correcting the error on a first offense to failing the course, being expelled from WSU, sent home early and possible visa implications. For more information visit https://academicintegrity.wsu.edu.
STANDARDS OF CONDUCT

While at WSU you will be expected to follow the rules and regulations of Washington State University in addition to those of your home institution. As WSU is a public state institution the Standards of Conduct for Students are state law and can be found on the WSU Office of Student Conduct’s website at http://conduct.wsu.edu/policies/ > Standards of Conduct for Students. Remember, you are still a student of your home institution and should conduct yourself as such.

DISCRIMINATION AND SEXUAL HARASSMENT

In the United States, specific groups of individuals are considered protected classes. Discrimination against these groups is illegal as well as prohibited by WSU policy. Protected classes at WSU include race, sex/gender, sexual orientation, gender identity/expression, religion, age, color, creed, national origin, physical/mental/sensory disabilities including disabilities requiring the use of a trained service animal, marital status, genetic information, status as an honorably discharged veteran or member of the military. Discrimination in all its forms destroys mutual respect and the trusting environment fostered at Washington State University and will not be tolerated.

Sexual harassment is also considered discrimination and examples include, but are not limited to; physical assault, comments of a sexual nature, unnecessary or undesirable physical contact, and display of pictures with sexual content. Sexual harassment and misconduct are prohibited at WSU and will not be tolerated.

To view WSU policies regarding Discrimination and Sexual Harassment visit the WSU Office of Equal Opportunity’s website at https://oeo.wsu.edu/.

ALCOHOL AND DRUG POLICY

Drinking ages and definitions of illegal drugs vary from country to country, keep in mind that while in the United States you must adhere to U.S. laws. The national drinking age here is 21, regardless of what the drinking age is in your home country, if you are not 21 you are not legally allowed to purchase or consume alcohol. If you are over 21 it is illegal to provide or purchase alcohol for someone under 21. Regarding drugs; while some substances may be legal in your home country, or even in Washington State (e.g. marijuana), they may still be considered illegal by national laws as well as WSU policy. Being caught consuming or having in your possession illegal drugs can have severe negative impacts on your visa status. For more information about the WSU Alcohol and Drug Policy visit http://conduct.wsu.edu/policies/ > Alcohol and Drug Policy. To support a safe environment at WSU, also view the Good Samaritan Guideline for information on withheld disciplinary actions for the voluntary request of assistance for alcohol intoxication or a drug-related medical event.
COMPLETING YOUR EXCHANGE

The first step to completing an exchange is to do well on final exams, whatever form they may take. Upon the completion of your final semester at WSU one transcript is considered to be included in the exchange and will be sent directly to the International Office at your home institution. In order to ensure this process takes place smoothly it is important all fees and fines be paid, no matter how small, as transcripts WILL NOT be released by WSU until these have been paid. Additional copies of transcripts can be requested online at https://transcripts.wsu.edu/Default.asp for a small fee.

ISEP Exchange Students Only: Transcripts will be sent to ISEP and then forwarded to your home institution.

At the end of your final semester at WSU you must complete an online departure notification form via https://myPassport.wsu.edu. Instructions on how to complete this form will be sent the week prior to finals.

Finally, after the conclusion of each semester, students who have completed their exchange and returned home will receive a survey approximately one month after finals. It is the goal of our office to ensure that every student who comes to WSU has a positive experience and truly considers themselves a Coug. To reach that end please complete the short online survey asking about your time at WSU.
ON CAMPUS STUDENT SERVICES

The following services represent a small number of resources available to all WSU students. For assistance finding other student services/resources visit http://police.wsu.edu/Directorycampusservices.html, http://conduct.wsu.edu/resources/, or IP-Global Learning.

ACADEMIC SUCCESS AND CAREER CENTER
Lighty Student Services Building 160
1-509-335-6000
ascc@wsu.edu
https://ascc.wsu.edu/

ACCESS CENTER
Washington Building 217
1-509-335-3417
access.center@wsu.edu
https://ascc.wsu.edu/

COUNSELING AND PSYCHOLOGICAL SERVICES
Washington Building 302
1-509-335-4511
1-509-335-2159 (after hours crisis services)
Calling is the preferred method of contact
http://counsel.wsu.edu/

GENDER IDENTIFY/EXPRESSION AND SEXUAL ORIENTATION RESOURCE CENTER (GIESORC)
Compton Union Building (CUB) 401
1-509-335-8841
giesorc@wsu.edu
https://thecenter.wsu.edu/

HEALTH & WELLNESS SERVICES
Washington Building
1-509-335-3575
hws@wsu.edu
https://hws.wsu.edu/

HOUSING & RESIDENCE LIFE
Streit-Perham Admin Suite
1-509-335-1227
housing@wsu.edu
http://housing.wsu.edu/

OFFICE OF INTERNATIONAL PROGRAMS (GL)
Bryan Hall 105
1-509-335-6204
ip.globallearning@wsu.edu
http://ip.wsu.edu

INTERNATIONAL CENTER
CUB L46
1-509-355-4223
ip.intlcenter@wsu.edu
https://ip.wsu.edu/on-campus/the-student-center/

STUDENT ACCOUNTS
French Admin 342
1-509-335-9651
univ-receivables@wsu.edu
http://studacct.wsu.edu/index.html

WOMEN’S RESOURCE CENTER
Wilson-Short Hall 8
1-509-335-6849
1-509-335-6830 (Women’s Transit)
womens.resource@wsu.edu
https://women.wsu.edu/

WRITING CENTER
Smith CUE 303
1-509-335-7959
writing.program@wsu.edu
https://writingprogram.wsu.edu/undergraduate-writing-center/

WSU INFORMATION SERVCIES (COUGTECH)
1-509-335-4357
cougtech.wsu.edu/Contact/AskCougTech.aspx
https://cougtech.wsu.edu/Default.aspx

WSU POLICE
WSU Police Station
1-509-335-8548
911 (Emergency)
police@wsu.edu
http://police.wsu.edu

OFFICE OF INTERNATIONAL PROGRAMS (FISCAL)
Bryan Hall 108
1-509-335-6199
ip.fiscal@wsu.edu
http://ip.wsu.edu
We cannot wait to welcome you to WSU and show you what it means to be a Coug.