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<table>
<thead>
<tr>
<th>Quarter</th>
<th>Instruction Begins</th>
<th>Instruction Ends</th>
<th>Final Examination Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Quarter 2013</td>
<td>September 25</td>
<td>December 6</td>
<td>December 9-13</td>
</tr>
<tr>
<td>Winter Quarter 2014</td>
<td>January 6</td>
<td>March 14</td>
<td>March 17-21</td>
</tr>
<tr>
<td>Spring Quarter 2014</td>
<td>March 31</td>
<td>June 6</td>
<td>June 9-13</td>
</tr>
</tbody>
</table>

# UW HOLIDAYS

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran's Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 28-29</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>January 20</td>
</tr>
<tr>
<td>President’s Day</td>
<td>February 17</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 26</td>
</tr>
</tbody>
</table>

# EMERGENCY AND INCLEMENT WEATHER

CLASSROOM CLOSURE INFORMATION

In the case of an emergency (i.e. earthquake, fire, bomb threat) or inclement weather (i.e. snow, black ice, extreme bad weather) information will be gathered and posted as “red alert” information on the UW home page about any facility and campus classroom closures. You can check the options below to see if classes are cancelled or will remain in session.

- Main UW info line, **206-547-INFO** or **206-547-4636** (an option will be recorded specifically for UWEO and IEP Student and instructor information.)
- Up to date alerts are posted online at [www.washington.edu](http://www.washington.edu)
- To have UW alerts sent to your cell phone via text message visit [www.washington.edu/alert](http://www.washington.edu/alert)
INTRODUCTION
As an ISAYA student, you will have several course options available to you. These options will vary depending on your division and individual preferences. In all cases, you will be an active participant in your own course registration. Your responsibilities as an ISAYA student include understanding and following course registration procedures.

CASCADE VS. OLYMPIC DIVISIONS
The ISAYA Institute contains two divisions – Olympic and Cascade. Olympic students will take mostly English language courses, while Cascade students will take International Studies courses. Both divisions will also take the ISAYA Discovery course during autumn quarter and one ISAYA Core course during winter quarter and spring quarters. If you are unsure of which division you are in, check with your Program Coordinator. Cascade students can switch to Olympic prior to the start of each quarter. Olympic students may not switch to Cascade after the program has begun.

TAKING ADDITIONAL CLASSES
The program fee that you have paid covers: regular tuition and fees for all academic quarters (as defined for your division on each respective course calendar), tech fees, and two or three quarterly U-PASSes.

- library fines
- late registration fees
- textbooks

Permission to exceed the total credit amount for any quarter may be granted on a case-by-case basis, but you will be responsible for the cost of any additional credits. Contact the Program Coordinator for more information.

MATRICULATED VS. NONMATRICULATED
ISAYA students are non-matriculated, meaning that they are not earning a degree from the University of Washington. All matriculated (degree-seeking) students are given priority during the UW course registration process. Therefore, Cascade students must wait until the first day of the quarter to officially register for International Studies classes, but they can still obtain instructor permission before class starts and go on “standby” status (please refer to the Cascade registration section).

Note: All ISAYA students must take JSIS courses for a numerical grade to earn credit. Courses taken on a Satisfactory/Non-Satisfactory basis do not count toward ISAYA studies.

MyUW
MyUW (http://myuw.washington.edu) is a simple and easy-to-use tool for accessing campus resources. Log on to MyUW using your UW Net ID to access registration information, grades, library books, research databases, and more. You can customize your MyUW page to make your favorite resources more accessible.
OLYMPIC DIVISION
ACADEMIC COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Credits</th>
<th>Type</th>
<th>Class</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2013 (18 Credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8*</td>
<td>Customized ISAYA</td>
<td>ISAYA Discovery Course</td>
<td>ISAYA Students</td>
</tr>
<tr>
<td>5*</td>
<td>Elective</td>
<td>IEP Course</td>
<td>ISAYA and IEP Students</td>
</tr>
<tr>
<td>5*</td>
<td>Elective</td>
<td>IEP Course</td>
<td>ISAYA and IEP Students</td>
</tr>
<tr>
<td>Winter 2014 (20 Credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Customized ISAYA/JSIS</td>
<td>ISAYA Core Course: International Economies/Global Sustainability</td>
<td>ISAYA and UW Students</td>
</tr>
<tr>
<td>5*</td>
<td>Elective</td>
<td>IEP Course</td>
<td>ISAYA and IEP Students</td>
</tr>
<tr>
<td>5*</td>
<td>Elective</td>
<td>IEP Course</td>
<td>ISAYA and IEP Students</td>
</tr>
<tr>
<td>5*</td>
<td>Elective</td>
<td>IEP Course</td>
<td>ISAYA and IEP Students</td>
</tr>
<tr>
<td>Spring 2014 (15-20 Credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Customized ISAYA/JSIS</td>
<td>ISAYA Core Course: International Economies/Global Sustainability</td>
<td>ISAYA and UW Students</td>
</tr>
<tr>
<td>5*</td>
<td>Elective</td>
<td>IEP Course</td>
<td>ISAYA and IEP students</td>
</tr>
<tr>
<td>5 or 10*</td>
<td>Elective</td>
<td>JSIS course or 2 additional IEP courses</td>
<td>ISAYA, UW, and/or IEP students</td>
</tr>
</tbody>
</table>

*These courses earn CEUs (Credit Equivalent Units). Recognition of CEUs may vary from institution to institution.

REGISTRATION OVERVIEW

FOR THE 1ST QUARTER
- Meet with IEP advising staff to select courses. Remember to consider the Discovery course schedule when selecting IEP courses. You will need to register for a total of two hours of IEP courses.

FOR THE 2ND QUARTER
- Attend the IEP Registration Tutorial with the Program Coordinator during the first quarter.
- Complete and submit the Catalyst survey noting your Core course preferences.
- Meet with IEP advising staff to select courses (optional). Consider the Core course schedule and avoid course conflicts when selecting your IEP classes. You will need to register for a total of three hours of IEP courses.

FOR THE 3RD QUARTER
- Complete and submit the Catalyst survey noting your Core course preferences.
- Meet with IEP advising staff (optional). Consider your Core course schedule when selecting IEP and JSIS classes.
- Submit IEP registration form for one hour or three hours of IEP courses.
- For students taking one IEP course and one JSIS course:
  - Attend the JSIS Registration Tutorial with the Program Coordinator during the second quarter.
  - Get permission from at least 3 JSIS professors; forward them to the ISAYA registration email account.
  - During week one, attend all classes. Obtain add codes for any standby Jackson school classes (Pg. 12).
  - Once you are enrolled in your one referred JSIS course, or by the Sunday after week one, send an email to the ISAYA registration account (isayareg@pce.uw.edu) to drop all other JSIS classes.
**WHAT IS IEP?**

Intensive English Program (IEP) courses are designed for non-native English speakers who are looking to improve their English speaking, listening, reading and writing abilities. Please note that not all classes listed below will be offered every quarter, and classes may be cancelled due to low enrollment.

A variety of courses are available. IEP has academic focus courses and communication focus courses, which usually meet every day for one hour. In general, academic courses are recommended for ISAYA students.

### IEP COURSE LIST

<table>
<thead>
<tr>
<th>ACADEMIC FOCUS COURSES</th>
<th>COMMUNICATION FOCUS COURSES</th>
<th>SPECIAL COURSES IN AMERICAN CULTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Listening &amp; Speaking</td>
<td>Advanced Conversation</td>
<td>Art (autumn)</td>
</tr>
<tr>
<td>Academic Listening &amp; Writing</td>
<td>Business English</td>
<td>Film (autumn &amp; spring)</td>
</tr>
<tr>
<td>Academic Reading &amp; Speaking</td>
<td>Grammar</td>
<td>Music (winter)</td>
</tr>
<tr>
<td>Academic Reading &amp; Writing</td>
<td>Grammar &amp; Writing</td>
<td>News</td>
</tr>
<tr>
<td>Applied Academic Skills</td>
<td>Independent Writing</td>
<td></td>
</tr>
<tr>
<td>IELTS Preparation</td>
<td>Intermediate Conversation</td>
<td></td>
</tr>
<tr>
<td>Multi Genre Reading</td>
<td>Listening &amp; Speaking</td>
<td></td>
</tr>
<tr>
<td>Multi Genre Writing</td>
<td>Pronunciation</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>Vocabulary &amp; Idioms</td>
<td></td>
</tr>
<tr>
<td>TOEFL Preparation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ATTENDANCE AND REGISTRATION POLICIES

IEP attendance and registration policies are stricter than for UW campus courses. Pay special attention to the following IEP policies:

1. Attendance is strictly tracked. If you miss 20% of your classes in any IEP course, you will be dropped from ALL IEP courses, which will endanger your visa status.
2. Prior to the quarter, you will receive specialized advising to help you decide on your courses. You are not permitted to change your IEP classes after the quarter has started.
REGISTRATION OVERVIEW

FOR THE 1ST QUARTER
- Follow instructions provided by Coordinator before arriving at UW. You will receive instructions and a course list to help you in making schedule choices. Complete the Catalyst survey (sent to you by the Program Coordinator) to submit your course choices.
- During first week of quarter, attend all standby or enrolled classes. Obtain add codes for any standby courses.
- Once you are enrolled in the JSIS course you want, drop any other courses by Sunday after the first week of classes, by sending an email to the ISAYA registration account (isayareg@pce.uw.edu).

FOR THE 2ND QUARTER
- Attend the ISAYA Registration Tutorial with the Program Coordinator during the first quarter.
- Be on standby for at least one course prior to the start of the quarter.
- Complete and submit the Catalyst survey noting your Core course preferences.
- During week one, attend all standby or enrolled classes. Obtain add codes for any standby courses.
- Once you are enrolled in the JSIS course you want, drop any additional courses by Sunday after the first week of classes, by sending an email to the ISAYA registration account.

FOR THE 3RD QUARTER
- Be on standby for at least one course prior to the start of the quarter.
- Complete and submit the Catalyst survey noting your Core course preferences.
- During week one, attend all standby or enrolled classes. Obtain add codes for any standby courses.
- Once you are enrolled in the JSIS courses you want, drop any additional courses by Sunday after the first week of classes, by sending an email to the ISAYA registration account.

*These courses earn CEUs (Credit Equivalent Units). Recognition of CEUs may vary from institution to institution.

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<tr>
<th>Credits</th>
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<th>Class</th>
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<tbody>
<tr>
<td>Autumn 2013 (13 Credits)</td>
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<tr>
<td>8*</td>
<td>Customized ISAYA</td>
<td>ISAYA Discovery Course</td>
<td>ISAYA Students</td>
</tr>
<tr>
<td>5</td>
<td>Elective</td>
<td>JSIS Course</td>
<td>UW Students</td>
</tr>
<tr>
<td>Winter 2014 (15 Credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Customized ISAYA/JSIS</td>
<td>ISAYA Core Course: International Economies/Global Sustainability</td>
<td>ISAYA and UW Students</td>
</tr>
<tr>
<td>5</td>
<td>Elective</td>
<td>JSIS Course</td>
<td>UW Students</td>
</tr>
<tr>
<td>5</td>
<td>Elective</td>
<td>JSIS Course</td>
<td>UW Students</td>
</tr>
<tr>
<td>Spring 2014 (20 Credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Customized ISAYA/JSIS</td>
<td>ISAYA Core Course: International Economies/Global Sustainability</td>
<td>ISAYA and UW Students</td>
</tr>
<tr>
<td>5</td>
<td>Elective</td>
<td>JSIS Course</td>
<td>UW Students</td>
</tr>
<tr>
<td>5</td>
<td>Elective</td>
<td>JSIS Course</td>
<td>UW Students</td>
</tr>
</tbody>
</table>
These instructions apply to JSIS courses and not to the ISAYA Discovery course, ISAYA Core courses, or IEP courses.

REGISTRATION PERIODS
Registration periods are numbered 1-3. Period 1 and 2 are times when matriculated UW students register prior to the start of the quarter; Period 3 takes place during the first week of classes. All non-matriculated students including ISAYA students register during Period 3 for their JSIS courses.

<table>
<thead>
<tr>
<th>REGISTRATION PERIOD</th>
<th>AUTUMN 2013</th>
<th>WINTER 2014</th>
<th>SPRING 2014</th>
</tr>
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<tbody>
<tr>
<td>Period 3</td>
<td>September 25 - Oct 1</td>
<td>January 6 - 12</td>
<td>March 31 - April 6</td>
</tr>
</tbody>
</table>

MyUW
MyUW ([http://myuw.washington.edu/](http://myuw.washington.edu/)) is the easiest way to check your current enrollment status. Each course will be listed on the front page, along with its classroom, meeting times, and current status (e.g. enrolled, on standby). MyUW is particularly helpful during week one of each term, when enrollment status is changing quickly.
TIME SCHEDULE
You will use the course catalog listed on the UW's Time Schedule to browse all available Jackson School classes before the new quarter starts. The Time Schedule website is www.washington.edu/students/timeschd/

As you find Jackson School classes you are interested in taking, should make note of the SLN number, class restrictions, quiz sections, and available spaces in the course, which are all listed on the Time Schedule.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>SLN 1</th>
<th>SLN 2</th>
<th>SLN 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSIS 478</td>
<td>SPEC TOPICS GLOBAL</td>
<td>15563</td>
<td>15564</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>W 130-420</td>
<td>T 1030-1220</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ARC G070</td>
<td>RMS 203</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAKINGS OF AMERICAN DIPLOMACY</td>
<td>RISE OF GLOBAL CITIES AND THE CHALLENGES OF ECONOMIC AND ENVIRONMENTAL CHANGE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>INSTRUCTOR BUTTE-DAHL</td>
<td>INSTRUCTOR BRIAN G.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open 4/40</td>
<td>1/15</td>
<td></td>
</tr>
</tbody>
</table>

SLN: This is a 5-digit identification number unique to each class. This is the number of credits the class is worth. More credits = more work. This column shows the time, day, and location of the class, along with extra comments and restrictions. This shows how many students have signed up for the course. This is not a real-time update so it can only provide an estimate.

Quiz (QZ) Sections
“QZ” stands for a quiz section, in which you meet in smaller groups. For classes like these, you must sign up for both the lecture (SLN 15549, in the example shown below) and a QZ section (in this case, 15550 or 15551).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>SLN 1</th>
<th>SLN 2</th>
<th>SLN 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSIS 203</td>
<td>RISE OF ASIA</td>
<td>15549</td>
<td>15550</td>
<td>15551</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>AA</td>
<td>AB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TTh 830-1020</td>
<td>Th 230-320</td>
<td>Th 1230-120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FREED 110</td>
<td>THO 331</td>
<td>PAR 313</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HAMILTON, GARY G.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open 37/125</td>
<td>Open 10/21</td>
<td>Open 4/21</td>
</tr>
</tbody>
</table>

Remember to sign up for both lecture and QZ section.

To find UW student evaluations of many courses and professors, visit the following link and search for each Jackson School course: www.washington.edu/cec/s-toctoc.html
Current Section Status

<table>
<thead>
<tr>
<th>SLN</th>
<th>Course</th>
<th>Section</th>
<th>Type</th>
<th>Credits</th>
<th>Title</th>
<th>General Education and Basic Skills Requirements</th>
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</thead>
<tbody>
<tr>
<td>15564</td>
<td>JSIS 478</td>
<td>I</td>
<td>LC</td>
<td>5</td>
<td>SPEC TOPICS GLOBAL</td>
<td>I&amp;S</td>
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</tbody>
</table>

Display Textbooks

<table>
<thead>
<tr>
<th>Current Enrollment</th>
<th>Limit</th>
<th>Room Capacity</th>
<th>Space Available</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>35</td>
<td></td>
<td>Entry Code required</td>
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</table>

Meetings

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTh</td>
<td>10:30-12:20</td>
<td>BNS 203</td>
<td>CASSERLY, BRIAN G.</td>
</tr>
</tbody>
</table>

Notes

Offered jointly with JSIS 478 J
Add Code required
RISE OF GLOBAL CITIES AND THE CHALLENGES OF ECONOMIC AND ENVIRONMENTAL CHANGE
**SECTION FOR ISAYA INSTITUTE STUDENTS**

Staff strongly recommend that ISAYA students restrict their enrollment to courses in the 100 or 200 level.
CASCADE DIVISION
REGISTRATION PROCESS

You must get “permission” from Jackson School professors: this means that you need confirmation from a professor that you are allowed to take the class (space permitting). Depending on the preference of the professor, this may be done by e-mail or a Non-Matriculated Student Registration Approval form. If you contact the professor early, you are likely to get a better chance to introduce yourself to the professor and demonstrate your interest in a course.

- Start seeking permissions for a course about 4-6 weeks before the start of the quarter.
- Obtain permission for up to 6 Jackson School classes (30 credits) so that you have ample back-up choices if you are unable to get your first choice. Turn in the completed form or forward professors’ e-mail permission to the ISAYA email.
- If your course has a quiz section, select one or two quiz section preferences (if applicable). To be placed on standby for the course, you MUST indicate your quiz section preference(s) in your message to ISAYA registration. When possible, choose quiz sections with open space.

E-MAILING YOUR REQUEST TO THE REGISTRATION DEPARTMENT

If you have permission for a JSIS class and you are ready to ask the registration department to register you for the class, e-mail the following information to isayareg@pce.uw.edu.

- Your Name
- Your Student Number
- Permission
- Add/Drop: Course Name and Number
- SLN

Example: Registering for JSIS 478

The e-mail would look like this:

<table>
<thead>
<tr>
<th>JSIS 478</th>
<th>SPEC TOPICS GLOBAL</th>
<th>(I&amp;S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15564 X 5</td>
<td>TTh 1030-1220 ENS 203</td>
<td>CASSERLY, BRIAN G.</td>
</tr>
</tbody>
</table>

RISE OF GLOBAL CITIES AND THE CHALLENGES OF ECONOMIC AND ENVIRONMENTAL CHANGE
**SECTION FOR ISAYA INSTITUTE STUDENTS**

[Image of e-mail exchange]

Below is my permission from Prof. Casserly.

Sincerely,
John Smith

From: Professor Brian Casserly
Sent: Friday, May 18, 2012 10:24 AM
To: John Smith
Subject: JSIS 478

John, thanks for your email. You have permission to take JSIS 478 next quarter if there is space available.

Sincerely,
Professor Brian Casserly
Faculty, UW
**WEEK ONE**

During the first week, monitor your MyUW to track what courses you have been enrolled in (status changes may show up on MyUW the same or next day after the registration department receives add codes).

Even if you plan to drop some courses, you should not stop attending any classes until you are “enrolled” in a sufficient number of courses.

You must notify the registration department of any extra classes for which you are on standby and do not want to take. All adds and drops requests must be emailed by the Sunday of week one.

**Important:** While the ISAYA staff is here to help, you are responsible for making your own schedule requests by corresponding directly with the registration office. **After the first week, you will be responsible for paying a late fee for any added or dropped classes.**

**NON-MATRICULATED PERMISSION FORM**

[www.outreach.washington.edu/nondegree/register/ApprovalForm.pdf](http://www.outreach.washington.edu/nondegree/register/ApprovalForm.pdf)

You will only use this form if the professor requests it. This form requires 2 signatures from the department.

**GETTING AN ADD CODE**

Typically, add codes are distributed when courses are full. They allow a certain number of students to “overload” into a course. “Overloading” means a professor gives permission for additional students to enroll in a course that is already full. A professor may or may not agree to allow students to overload.

During the first week of class, attend all the classes for which you are on standby. If you are on standby for any courses, you will need to speak with your professors about getting an add code for the course (this applies to quiz sections also). **Once you have an add code for a course, send the add code in an e-mail to the registration department as soon as possible.**

In some cases, there are exceptions to the rule of needing an add code; for example, when the course has sufficient open space, you may be automatically enrolled if you are on standby. To be safe, though, you should seek to get add codes in all cases. If a professor is not giving out add codes, but tells you that you can take the class, you will need to get some kind of written permission (e-mail, handwritten note, non-matriculated permission form with two signatures, etc.). The permission should be forwarded or delivered to the registration department in place of an add code.
CLASS POLICIES

There are differing attendance and homework policies for JSIS classes and IEP classes. You are responsible for knowing your course policies, which are described on the class syllabi.

In some classes, participation is graded heavily, and your attendance affects your participation (particularly in IEP courses). Therefore, you need to be aware of the consequences of missing class, homework or tests. The IEP and Discovery course instructors may send you e-mails or midterm evaluations informing you of your progress in program courses, but not for JSIS classes. Low grades and/or poor attendance may lead to academic probation or dismissal from the program.

GRADES AND TRANSCRIPTS

Your grades will be available to you at the end of each quarter. At the end of the program two official transcripts will be mailed to you, or to the Study Abroad Foundation for all SAF students: one for your records and the other for your home university. UW will maintain a copy of your transcript and academic records on file for five years in case you need an extra copy.

GRADING AND GPA SCALE

Grading is done on a 4-point scale as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0-3.9</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.8-3.5</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.4-3.2</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.1-2.9</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.8-2.5</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.4-2.2</td>
<td>Fair</td>
</tr>
<tr>
<td>C</td>
<td>2.1-1.9</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.8-1.5</td>
<td>Poor</td>
</tr>
<tr>
<td>D+</td>
<td>1.4-1.2</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.1-0.8</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>Lowest Passing Grades</td>
</tr>
<tr>
<td>F</td>
<td>0.6-0.0</td>
<td>Academic Failure No Credit Earned</td>
</tr>
<tr>
<td></td>
<td>CR = Credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NC = No Credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I = Incomplete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>X = Grade not yet submitted</td>
<td></td>
</tr>
</tbody>
</table>

Students must receive a numerical grade for the Discovery course, the Core courses and all JSIS courses. Successful Completion/Unsuccessful Completion grades (SC/USC) are not accepted.

Some IEP courses are only offered as SC/USC. Students in those courses may elect to have a SC grade changed to a 3.3 numerical grade.

TEXTBOOKS

You must purchase your own textbooks for your JSIS and IEP courses. The University Bookstore is the main place to purchase textbooks. It is located at 4326 University Way NE. Professors will directly submit textbook requests here for students to pick up. Textbooks can usually be returned at the end of the quarter for a partial refund.
ACADEMIC PERFORMANCE

GRADES
The ISAYA Institute requires that you make satisfactory academic progress while at the University of Washington. During the ISAYA Institute, you must earn at least a 2.7 grade for each individual course and at least a 3.0 cumulative GPA.

Cascade students earning a 0.7 or lower grade in one or more courses will be switched to the Olympic Division. Olympic students earning a 1.9 or lower grade have failed the course and will need to repeat it.

PROBATION
If you fail to meet the grade standards in a quarter, you will be placed on academic probation during the following quarter. If you do not show sufficient improvement the following quarter, you will not receive a Certificate of Completion from the ISAYA Institute. Any student who does not meet the academic performance standards during their last quarter may not earn a certificate of completion.

RECEIVING A CERTIFICATE OF COMPLETION
To receive a Certificate of Completion, you must earn a cumulative GPA of 3.0 or higher and a minimum grade of 2.7 in each course for all work done at the University of Washington. If you have any questions regarding grades, credits or academic hardships, contact the ISAYA Program Coordinator.

DISMISSAL FOR POOR ATTENDANCE
You may be dismissed if you are not attending class regularly or do not remain enrolled in a full course of study each quarter. All ISAYA students must be enrolled in the minimum number of course credits as defined by the Academic Course Schedule. Failure to attend classes regularly could affect your enrollment status, meaning that you could be dropped from the course(s), potentially affecting your visa status.

Remember
- If a student fails to attend classes regularly, s/he may be dismissed.
- If a student earns below a 2.7 GPA for any individual course, s/he may not earn a certificate of completion.
- If a student earns below a 3.0 cumulative GPA for the program, s/he may not earn a certificate of completion.

Contact your professor or Program Coordinator immediately if you are struggling in a course or have concerns about your academic performance.
CAMPUS RESOURCES

There are many free resources to help you succeed during your studies at the UW.

RESEARCH TUTORIALS
The UW library system offers a number of short “How do I...” video tutorials designed to help students with library resources and common research questions. Video topics include an introduction to using the Libraries, how to find specific resources, off-campus library access, citation management, database tips, how to search smartly in Google, and tips on staying current with email alerts and RSS feeds.

To watch the “How Do I...” video tutorials, go to: http://guides.lib.washington.edu/howdoi

CATALYST WORKSHOPS
UW Catalyst offers six series of computing workshops, taught by UW students, for UW students. These free walk-in workshops were created to support students with the technology demands of their courses.

There are workshops on everything from how to create a website to how to make a PowerPoint presentation. Some examples include: Microsoft Office Suite, Macromedia Dreamweaver, Adobe Photoshop, Apple iMovie, and Final Cut Pro.

To see the schedule, go to: http://catalyst.washington.edu/workshops

WRITING CENTERS
To get general help on writing papers, you can visit one of UW’s many writing centers. The tutors at the centers are very helpful in proofreading papers and offering advice on how to improve your writing. If you have a paper due in class, bring a rough draft to the Writing Center and have them check for clarity and grammar. It always helps to have a paper proofread before turning it in. These centers are also helpful for information about essay formats as well as citation formats.

<table>
<thead>
<tr>
<th>Writing Center</th>
<th>Location</th>
<th>Hours of Operation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUE Evening Drop In</td>
<td>MGH Center for Undergraduate</td>
<td>Sun -Thurs: 6:30PM - 12AM</td>
<td>Interdisciplinary, open to all undergraduates. No appointment necessary.</td>
</tr>
<tr>
<td></td>
<td>Advising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Odegaard Writing Lab</td>
<td>OUGL Library Room 121</td>
<td>Mon - Thurs: 9AM - 5PM</td>
<td>Research-focused writing help. Walk-in or make an appointment at: <a href="http://depts.washington.edu/owrc/">http://depts.washington.edu/owrc/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri: 9AM - 1PM Sun: 1PM - 5PM</td>
<td></td>
</tr>
</tbody>
</table>

List of all Writing Centers on campus can be found at: www.washington.edu/uaa/gateway/advising/help/writecen.php
LIBRARIES

THE UW LIBRARY system is very large. There are two main libraries: the Odegaard Undergraduate Library and Suzzallo Graduate Library. In addition, about 25 branch libraries are located throughout campus, each focusing on a specific subject area. You may study in or check out books from any library. To borrow books, you need to present your Husky Card, which serves as your library card. For more information, visit www.lib.washington.edu. You can chat directly with a UW librarian between 9AM and 5PM. You can also chat with a non-UW librarian regarding library research and resources during off hours.

Odegaard Undergraduate Library has a Media Center where you can watch videotapes, films, and slides. This is an excellent way to improve your listening comprehension. In addition, there is an ESL area which has readers, grammar books, and reference books at all levels. Odegaard also has a good periodical (magazine) section. The second floor of the library has MAC and PC computers which you can use with your UW NetID. Odegaard is the only 24-hour library Saturday - Thursday during the academic year.

Suzzallo Graduate Library has an Elementary Education section with easy-to-read books, a section of foreign newspapers, college catalogs, and a periodicals section. Suzzallo Library houses the famous Reading Room on the second floor.

RESERVING A STUDY ROOM
If you have group projects you need to work on and need a common meeting place, there are many available spaces around campus. Visit www.spacescout.uw.edu to see what rooms are available. You will need your Net ID or student number to make reservations.
ACADEMIC HONESTY

Universities in the United States take issues of academic honesty and integrity very seriously. Be familiar with each of the definitions and consequences of plagiarism as outlined by the University of Washington at the following website: http://depts.washington.edu/grading/conduct.

PLAGIARISM
One of the most common forms of cheating is plagiarism: using another’s words or ideas without proper citation.

Examples of plagiarism
1. Using another writer’s words without proper citation.
2. Using another writer’s ideas without proper citation.
3. Citing your source but reproducing the exact words of a printed source without quotation marks.
4. Borrowing the structure of another author’s phrases or sentences without crediting the author from whom it came.
5. Borrowing all or part of another student’s paper or using someone else’s outline to write your own paper.
6. Using a paper writing “service” or having a friend write the paper for you.

Note: These guidelines also apply to information found on websites. Internet references must specify precisely where the information was obtained and where it can be found. Since Wikipedia is open source, professors do not think it is credible. Do not cite Wikipedia in your research.

Examples that are NOT plagiarism
1. Asking someone to read your draft and to suggest possible improvements which you then make in your own words.
2. Asking a tutor in one of the writing centers to help you find your mistakes which you then correct.
3. Asking your instructor for help with your paper.
4. Paraphrasing what someone else has written and citing the source.

You may think that citing another author’s work will lower your grade. In some unusual cases this may be true, if your instructor has indicated that you must write your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further your own thinking. Your professors write this kind of paper all the time.

- **Original:** If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists.
- **Unacceptable borrowing of words:** An ape who knew sign language unsettled linguists and startled animal behaviorists.
- **Unacceptable borrowing of sentence structure:** If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior.
- **Acceptable paraphrase:** When they learned of an ape’s ability to use sign language, both linguists and animal behaviorists were taken by surprise.

💡 The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else’s begins.
WHAT HAPPENS IN A CASE OF MISCONDUCT?

Cascade
A JSIS instructor who believes that they have encountered an act of cheating will submit a grade of X (the equivalent of an unreported grade) for that course until the charge of academic misconduct is resolved. The registrar will place a hold on the student’s registration if he or she fails to respond to the written request to meet with the Dean’s Representative for Academic Conduct within two weeks.

Students have the right to offer a testimony before the Committee. If the student is found guilty, they will receive one of a number of punishments, ranging from a verbal or written warning to dismissal from ISAYA and UW. All actions are reported to the Office of the Vice Provost for Student Life. Information about being charged with Academic Misconduct and the possible punishments can be found at http://depts.washington.edu/grading/pdf/StudentInfo.pdf.

Olympic
Students in the IEP who cheat on quizzes or exams will be assigned a zero for that entire exam and be put on a performance contract. If they cheat again, they will be dismissed from the program. Cheating includes copying other students' answers, plagiarism, having another student take the exam or do the work, and any other action which violates the rules and directions for a quiz, exam, paper or project. If a student disputes the charge of cheating, arrangements will be made for both the teacher and student discuss the matter with the Program Director before any disciplinary action is taken.
IMMIGRATION

Contact the immigration staff if you have any questions about immigration or medical insurance.

The U.S. Department of Homeland Security is the U.S. government agency in charge of your non-immigrant visa status while you are in the United States. If you are admitted to the United States on an F-1 visa in the SEVIS system, it is your responsibility to maintain your F-1 status. The immigration advisors are here to help you understand the rules you need to follow while you are on an F-1 visa.

SEVIS I-20
ISAYA staff report to the SEVIS system when you arrive in the United States, change your division or address, extend your stay in our program, or transfer to another program. If you plan to travel outside the U.S. your I-20 must have a current travel signature on page 3 and you must return to the U.S. prior to the end date on the I-20.

ENTRY STAMP
The round stamp in your passport shows how long you are allowed to stay in the U.S. If the stamps says "F-1 D/S" you may remain in the U.S. for as long as you have a valid I-20 and are enrolled in full time studies.

CHANGING YOUR ADDRESS
All F-1 visa holders are required to notify the U.S. Department of Homeland Security of address change within 10 days of moving while in the U.S. This means that you must notify your Program Coordinator or the Designated School Official (DSO), immediately after you move. They can then update your address in SEVIS for you.

IMPORTANT: If you fail to report that you have changed your address, you will be out of status!

PASSPORT
Renew your passport with your government six months before it expires.

VISAS
A student visa (F-1) is issued to those who wish to enter the United States to study. The visa stamp that you got in your country is an entry visa. If it says “multiple,” then you can enter and leave the U.S. more than once before the expiration date. If your visa expires while you are in the U.S., it is okay because the visa is simply used for entry to the U.S. Once you are in the U.S., you can stay as long as you have a valid I-20 and maintain your F-1 status. Citizens from most countries can also travel to Canada or Mexico even if their F-1 visa is expired. If your visa expires and you travel to another country besides Canada or Mexico and you plan to return to the U.S., you need to get a new entry visa from the U.S. embassy in your country. Be sure your I-20 has not expired before your date of return to the U.S.

LOST OR STOLEN PASSPORT?
If your passport is lost or stolen while you are studying here, contact a Designated School Official immediately. Also report it to your country’s nearest consulate.
STAYING “IN STATUS”
To maintain your student visa status, you must adhere to the following guidelines as set forth by the Department of Homeland Security:

- Attend classes regularly and make satisfactory progress.
- Any student who does not meet the academic performance standards during the second or third quarter may not earn a certificate of completion.
- Report all address changes to the DSO WITHIN TEN DAYS of moving.
- Be sure your I-20 is signed and valid before you leave the country! The signature on the back of the I-20 is good for six months, for multiple entries.
- Check the program end date on your I-20. You have 60 days after the end date to prepare for your departure.

Satisfactory Progress = maintaining at least a 2.7 grade in each course and a 3.0 cumulative GPA

OUT OF STATUS
If you are dismissed for excessive absences, poor performance, or if you leave the program early, then you will be out of status. If you fall out of status, you have two choices:

- Leave the country immediately (or risk deportation from the United States),
- Make an application for reinstatement.

REINSTATEMENT
If you fall out of status and you don’t want to leave the country, you can file an application called a reinstatement. In this application, you ask the U.S. Department of Homeland Security to consider your case and grant you F-1 status again with the help of the school. There is a $300.00 fee for this process. The U.S. Department of Homeland Security is very strict about reinstatement and you must be able to prove that the reasons why you fell out of status were completely out of your control. The I-539 Form is used if you need to file for a reinstatement.

TRAVELING TO CANADA AND MEXICO DURING YOUR PROGRAM
If your visa allows multiple entries, you may travel outside of the U.S. during your studies as long as you have a valid travel signature on page 3 of your I-20. The travel signature should not be older than 6 months. Also be sure that your passport is current and will not expire before 6 months from the date you plan on re-entering the U.S. (for example, don’t leave for a weekend trip to Canada if your passport will be expiring in a month). You will not be able to re-enter the U.S. without a valid passport.

TRAVELING TO CANADA AND MEXICO AFTER YOUR I-20 HAS EXPIRED
After the program finishes you have 60 days to leave the country. During those 60 days, you are free to travel anywhere within the U.S.

After you have finished studying in our program, you cannot travel outside the U.S. and use your I-20 to re-enter the U.S. You would have to reapply for another visa to re-enter the U.S.
CAMPUS EMPLOYMENT

International students are only eligible for campus employment if they are registered for at least six regular UW credits. Olympic students will not be eligible throughout the duration of their program, and Cascade students will only be eligible during the second and third quarters.

Eligible international students are permitted by Immigration to work up to 19.5 hours per week on campus during the academic quarter without a work permit. “On Campus” means a student is paid by the University of Washington. International students are not eligible to apply for “work study” jobs.

WHERE TO LOOK FOR A JOB ON CAMPUS

If you’re interested in finding a job on campus, you may go directly to the place you’d like to work. Ask to speak to the Office Supervisor or Manager and inquire if they have any part-time jobs available for students. Here are few places to start your search:

The Daily Newspaper
The Daily, the UW student newspaper, has jobs listed in the classified section. Look for the jobs that are on the campus only. You can also check the Daily’s website at: http://dailyuw.com

Center for Career Services - Husky Jobs
The Center for Career Services, located in Mary Gates Hall room 134, offers a variety of workshops and career services. For job listings, visit http://careers.washington.edu/HuskyJobs

Housing and Food Services
Jobs with UW’s Housing and Food Services (barista, dining, clerical type jobs).
www.hfs.washington.edu/about/hfs/Default.aspx?id=763

IMA

Libraries
Libraries on campus home a variety of different positions available to students.
www.lib.washington.edu/about/employment/students/

AFTER FINDING A JOB

Once you have secured a job (an on-campus employer has offered you a position) you should contact the DSO. You will need to get a letter from the employer stating that you will be an employee. The DSO can provide you with a template for this letter.

The DSO will then provide you with a second letter that includes:

- a statement that the student is authorized to engage in on-campus employment
- the nature of the employment to be engaged in
- the employer for whom the student will be working

With these two letters, you will then apply for a Social Security Number (SSN). The DSO can provide you with information on how to get your Social Security Number.
HUSKY CARD

The Husky Card is your permanent University of Washington student ID card and it is important to carry it at all times while on campus. You can use the Husky Card to access a variety of campus services and facilities, such as to check out books at the UW libraries, for admission to events and to purchase game tickets, for discounts at the UW golf driving range and the Waterfront Activities Center, and for free admission to the Henry Art Gallery and Burke Museum on campus. For more information, see www.hfs.washington.edu/huskycard

A Husky Card Account is a pre-paid debit card system that may be used at any University Bookstore, at any of the university cafeterias for food purchases, at the Student Accounts Office, for campus computer lab printouts, and at the Odegaard Undergraduate Library Copy Center. Using a Husky Card Account is optional. For information, see www.hfs.washington.edu/huskycard

If you lose your Husky Card, immediately report it to the Husky Card Account / ID Center at 206-543-7222 or the link above. You will be required to pay a replacement fee and show legal photo identification to obtain another card. Notify the UW Library System at 206-543-2553 to prevent anyone from using your card to check out books.

U-PASS

The U-PASS is a electronic bus pass that is implanted inside your Husky Card for use on Metro buses, Link Light Rail, and Community Transit, Sound Transit buses. When boarding the bus, tap your husky card on the reader located near the bus driver. The reader will beep, signaling that you have paid your fare.

TRANSPORTATION OPTIONS AFTER DARK

Do not walk alone or ride the bus alone at night. Ensure that you have a ride home when going out with friends. Only accept transportation from trusted persons. Never get into a car if the driver has been drinking.

The Night Ride shuttle takes you from campus directly to your front door (within one mile N, W, or S of campus) Monday through Friday from 8PM to 12:00AM during autumn, winter, and spring quarters. Riders must have a Husky Card.

The Night Ride operates in three different zones, each colored for identification: the east zone is blue, the north zone is yellow, and the west zone is green. Both the zone and the color are displayed on the front and side of each van. You can board the Night Ride from any of the six campus stops, including the IMA. Let the driver know where you want to get off and you will be dropped off in front of the location requested.

Night Ride schedule information is available at www.washington.edu/facilities/transportation/uwshuttles/Nightride.

Night Walk is a great option if you want a security escort to walk or occasionally give you a ride home. Call 206-685-WALK (9255) for service, available seven days a week from 6PM - 2AM.

Information on Night Walk can be found at www.washington.edu/admin/police/security/.
Advise program staff and host family of any and all allergies, medications currently being taken, medical conditions, or special needs before arriving or at orientation.

If you become ill, make an appointment with a clinic or health center approved by your insurance company. Notify the program staff if you need assistance with making an appointment.

Use a condom or insist that your partner use one if you have sexual intercourse. It is possible to contract AIDS, Hepatitis B and/or other sexually transmitted diseases through unprotected sex.

**HALL HEALTH PRIMARY CARE CENTER**

Hall Health, located on the NE side of campus, is an outpatient medical clinic on campus which offers care to UW students, faculty and staff. Hall Health is open Monday through Friday from 8AM to 5PM, except Tuesdays when it is open from 9AM to 5PM. Appointments are strongly recommended, though “walk-in” and same day appointments are available.

This medical facility has no insurance deductible and will bill your insurance plan (including the Lewer Agency) directly whenever possible. All patients are responsible for co-payments and non-covered services.

Call 206-616-2495 to make an appointment, or visit [http://depts.washington.edu/hhpccweb/](http://depts.washington.edu/hhpccweb/) for more information.

**Consulting Nurses**

Hall Health also offers consulting nurse services. You may seek advice from one of the nurses by calling the numbers below. The triage nurse is also available on a walk-in basis 8AM to 4:30PM Monday through Friday, and 9AM to 4:30PM on Thursdays.

<table>
<thead>
<tr>
<th>Consulting Nurse</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Care Consulting Nurse</td>
<td>206-221-2517</td>
</tr>
<tr>
<td>Women's Clinic Consulting Nurse</td>
<td>206-685-1031</td>
</tr>
</tbody>
</table>

**After Hours**

If you need urgent medical advice after regular clinic hours, call 206-744-2500 to speak with a nurse who can advise you, make treatment suggestions, and help you make follow-up arrangements with your insurance provider.
VOLUNTEER LANGUAGE EXCHANGE

The Language Exchange Program (LEP) matches international students with English-speaking students studying their language. The partners help each other with both languages. This is a great opportunity to work on your English skills and to make new friends. Matching depends on the availability of volunteers interested in your native language. Complete an online application at [www.outreach.washington.edu/elp/exchange](http://www.outreach.washington.edu/elp/exchange). If you have questions, send an e-mail to langex@uw.edu.

FIUTS ACTIVITIES

Foundation for International Understanding Though Students

FIUTS is a campus organization that sponsors a wide variety of activities, including monthly lunches on Wednesdays during the regular academic year. These activities are good opportunities to meet both American students and other international students. The FIUTS office is located in HUB 206. Questions? Call 206-543-0735, or you can visit the website at: [www.fiuts.org](http://www.fiuts.org).

FIUTS organizes enjoyable activities, some free and some for a small fee on weekends and weeknights. Groups of students travel to places of interest in the Pacific Northwest and Canada in trips arranged and supervised by FIUTS. Activities are open to all University of Washington students.

INTRAMURAL ACTIVITY CENTER (IMA)

The IMA, located north of the Husky Stadium, is the fitness center for university students. The IMA has four international squash courts, an indoor jogging/walking track, Dawg Bites Sports Café, three multi-activity studios, night-lighted synthetic turf sports fields, multiple basketball, volleyball and tennis courts, and two swimming pools. Students can also join specialized fitness classes and intramural sports teams for a fee.

An IMA membership is included in your program fee, and you can access the facilities with your Husky Card.
LIFE IN SEATTLE

BANKING

Be aware of the possibility of pick pocketing, theft from parked cars, and purse snatching. Students should keep extra cash, credit cards, and personal documents separately. Photocopies of passports, student visas, financial documents (travelers’ checks, etc.) should be carried separately from the original items.

All students should open a checking account or a savings account at a local bank. It is not a good idea to carry a lot of cash. A bankcard to withdraw cash any time from an ATM is useful. A social security number is not required for F-1 students to open a bank account. Some local banks are listed below:

<table>
<thead>
<tr>
<th>Bank of America</th>
<th>206-358-1959</th>
<th><a href="http://www.bankofamerica.com">www.bankofamerica.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo</td>
<td>206-547-2811</td>
<td><a href="http://www.wellsfargo.com">www.wellsfargo.com</a></td>
</tr>
<tr>
<td>Key Bank</td>
<td>206-585-9410</td>
<td><a href="http://www.keybank.com">www.keybank.com</a></td>
</tr>
<tr>
<td>Chase</td>
<td>206-461-4625</td>
<td><a href="http://www.chase.com">www.chase.com</a></td>
</tr>
<tr>
<td>US Bank</td>
<td>206-632-1124</td>
<td><a href="http://www.usbank.com">www.usbank.com</a></td>
</tr>
</tbody>
</table>

IDENTIFICATION CARDS

Always carry identification, emergency contact information, and staff contact cards with you at all times.

A Washington State Identification Card, which is different than a Driver License, can be obtained at any Motor Vehicle office. Remember, ISAYA students are not allowed to get Driver Licenses while on the program. The ID will cost $20.00 and is good for five years. While living in the US, you may be required to show government-issued ID whenever you use a credit card, go to a bank, pick up important documents, purchase tobacco, visit a nightclub or bar, or purchase alcohol. The Washington State ID is more convenient and safer to carry than your passport. It is much easier to replace a lost Washington ID card than a passport.

Department of Motor Vehicles Offices
Check out the website at www.dol.wa.gov for additional information.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellevue</td>
<td>525 156th Ave. SE, Bellevue, WA 98007</td>
<td>425-649-4281</td>
</tr>
<tr>
<td>Lynnwood</td>
<td>18023 Hwy 99, #E, Lynnwood, WA 98037</td>
<td>425-672-3406</td>
</tr>
<tr>
<td>Renton</td>
<td>1314 Union NE #4, Renton, WA 98059</td>
<td>425-277-7230</td>
</tr>
<tr>
<td>Seattle Downtown</td>
<td>205 Spring St Seattle, WA 98104</td>
<td>206-464-6846</td>
</tr>
</tbody>
</table>
SAFETY

While the campus is a relatively safe place to live and study, it experiences many of the same crime problems that occur in any major metropolitan area.

In the case of an accident or emergency, first call 911 (emergency number in the U.S.). Next, contact the host family and the Program Coordinator. Wait until the emergency situation has been addressed before calling home. In many cases, family in the student’s home country cannot be of immediate help when these situations arise.

Help the Police Help You
If you observe anything that seems suspicious or unusual, call the police at 911 from non-campus phones or 9-911 from campus office phones. It is very important to report all thefts, property losses, and other crimes to the police.

Safe Campus
Safe Campus is a UW program designed to help prevent violence before it occurs. If you are worried about what to do to prevent a violent situation from occurring, visit www.washington.edu/safecampus.

Protect Yourself
- Do not carry large amounts of money (more than $100); Americans usually carry about $20.00 in cash.
- Be very observant of luggage and belongings when traveling.
- Only use ATMs in lighted, busy areas. ATMs in grocery stores are recommended.
- Do not leave purses, briefcases, backpacks or valuables unattended in public places, including libraries, classrooms, or cafeterias.
- Do not walk alone at night. Instead, walk with a friend or use Night Walk.
- Walk with purpose. Project an assertive or businesslike image.
- Pay attention to your surroundings at all times.
- Yell loudly and run if you feel afraid. Go to a well-lit public area and call the police if you are still concerned. Studies show that yelling “Fire!” attracts more attention than yelling “Help!”
- Never hitchhike or accept a ride home from a stranger. Ever.

What To Do If You Lose Your Purse or Wallet
- Cancel your credit cards immediately. Keep the toll-free phone number and your credit card number on a separate piece of paper in a safe place where you can find it easily (not in your purse or wallet).
- File a police report immediately with either campus or neighborhood police.
- If you have a Social Security number, call the three national credit reporting organizations immediately to place a fraud alert on your name and Social Security number. The numbers are:
  Equifax 1-888-766-0008
  Experian 1-888-397-3742
  Trans Union 1-800-493-2392
- Contact the Social Security Administration Fraud Hotline at 1-800-269-0271.
- Inform the Program Coordinator.

Protecting Yourself at Home
- Lock doors and windows while you are sleeping, and whenever you leave the house.
- Do not open your door unless you know who is there. If a stranger is representing a group, insist on identification. Do not worry about being polite.
- If a stranger asks to use your phone, do not let him/her inside. Instead, offer to make any emergency telephone call for him/her.
- Do not leave large sums of money, jewelry, or valuables in your room.
PROGRAM RULES

1. A student must not exhibit any behavior that consistently places the student in danger of harming him/herself or others. Bullying, intimidating, or otherwise harassing others will not be tolerated.

2. Students must maintain a full-time credit load and minimum GPA as described in the scholarship policy. Students on an I-20 for the ISAYA Institute cannot miss more than 20% of their total class attendance.

3. In serious medical or psychological situations, the University of Washington will notify the student’s home university.

4. The program prohibits students from driving motor vehicle, including renting a vehicle. As a passenger, Washington State laws dictate that individuals always wear a seat belt when traveling by motor vehicle.

5. In accordance with Washington State laws, students must wear a helmet when riding a bicycle and ensure the bicycle is equipped with proper safety equipment.

6. Students must inform the program if they plan to spend significant time away from the dorm/host family. Students must leave contact information with program staff and/or host family when traveling.

7. Students must consult program staff before traveling to determine proper safety precautions. Students who want to travel outside the U.S. must inform program staff and make sure they have proper immigration documentation (see immigration sections).

8. Students are not permitted to travel to areas involved in war, areas widely known to be unsafe, or subject to civil unrest either domestically or internationally. Students are also not permitted to travel to any country for which a U.S. State Department Travel Warning exists during their participation in the ISAYA Institute.

9. In accordance with Washington State laws, persons under 21 cannot buy or drink liquor, and cannot have liquor in their possession, on the street, in a public place, or in a car.

10. Students found possessing, purchasing, selling, or using illegal drugs may be dismissed from the program.

Students are expected to abide by the UW student Code of Conduct: [www.washington.edu/students/handbook/conduct.html](http://www.washington.edu/students/handbook/conduct.html)

REFUND AND WITHDRAWAL POLICIES

REFUND POLICY
The Deposit and Program Application fees are completely non-refundable. Once a quarter begins, students are no longer eligible for a refund. Cancellation due to a student emergency or crises, if approved by UW, may result in refunds for every quarter that has not yet started and has been paid for in full. Please inquire for more information.

WITHDRAWAL POLICY
If you are not planning to continue in ISAYA, send a request to withdraw to the Program Coordinator.

WITHDRAWAL FOR HEALTH RELATED REASONS
If you have serious health problems that prevent you from completing program requirements or if professional health care providers recommend that you are not fit to study, you will be encouraged to withdraw from the program. Determinations about health issues will be made in consultation with health care providers at UW and university policies will be followed for required withdrawal for health reasons. Approval from UW physicians at Hall Health is required to remain in the program if you have diagnosed health concerns.
QUESTIONS, CONCERNS, OR COMMENTS

ACADEMIC
Problems concerning teachers, classes, absences, books, grades, and class schedules.
- Talk to your teacher first.
- If you are not satisfied, discuss your concerns with the Program Coordinator or the ISAYA Director.

ADMINISTRATIVE
Problems with the people who work in offices, the business you do there, outside activities, and registration.
- Talk to the person you are doing business with first, if possible.
- If you are not satisfied, contact the Program Coordinator or the ISAYA Director to make an appointment to discuss your concerns.

PERSONAL CONCERNS
Personal concerns can vary from health to safety issues, as well as discomfort within the program. Each should be handled based on the particular problem.

💡 In case of robbery, contact the police (911) in order to give a detailed description of the incident and the items stolen. Report the loss or theft of a passport immediately to local police and the nearest embassy or consulate.

GENERAL CONCERNS
This includes any other problems that are not covered above. Talk to the Program Coordinator first. If you are not satisfied with the solution or outcome of your meeting, contact the ISAYA Director to make an appointment to discuss your concerns further.

STAFF CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annmarie McMahon</td>
<td>Program Coordinator</td>
<td><a href="mailto:amcmahon@pce.uw.edu">amcmahon@pce.uw.edu</a></td>
<td>206-616-0837</td>
</tr>
<tr>
<td>Melissa Woldeit</td>
<td>Program Director</td>
<td><a href="mailto:mwoldeit@pce.uw.edu">mwoldeit@pce.uw.edu</a></td>
<td>206-543-8933</td>
</tr>
<tr>
<td>Sean Rodgers, Marissa Liu</td>
<td>Immigration Advisors (DSO)</td>
<td><a href="mailto:aid@pce.uw.edu">aid@pce.uw.edu</a></td>
<td>206-543-6242</td>
</tr>
<tr>
<td>ISAYA Registration</td>
<td></td>
<td><a href="mailto:isayareg@pce.uw.edu">isayareg@pce.uw.edu</a></td>
<td></td>
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</tbody>
</table>

The main office of the UW International & English Language Programs (IELP) and ISAYA staff is located in the UW Tower, 13th floor. It is open from 8:00AM to 5:00PM Monday through Friday, and staff are there to answer your questions and offer advice. You can stop by during office hours or call and make an appointment with the person you would like to meet.

Go to the IELP office if you need to:
- Ask questions about tuition billing.
- Pick up schedules and mail.
- Request and pick up transcripts, grades, enrollment letters, and recommendations from teachers.
- Ask insurance questions.
- Meet with advisors about personal problems or complaints.
- Meet with an immigration officer.