

## Information for Current International Students

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### Steps to Academic Success

- Meet with your instructors on a regular basis and get to know them personally. They are the best resource any institution can offer. Instructors are your ladder to reach success.
- Plan your time and break large assignments into smaller tasks. Don't try to cram a semester's worth of work in one night.
- Don't procrastinate. You will miss out on an awesome feeling of getting things done early.
- Get involved in clubs and organizations on campus but budget your time carefully.
- Make friends in each class that help you excel, not limit your potential.
- Try your hardest and never give up on any task. Determination is the best motivation.
- Study in an environment that allows you to focus. Find your peak time and your learning styles. Join study groups if that helps you.
- Take good notes and don't throw them away after the class. You never know when you might need them again.
- Manage your time well. Set time limits for tasks. Give yourself free time as well but not enough to swerve you from your goals.
- Sit in the front row in the center so that the instructor can see you. This will help you pay more attention and avoid distractions. You will also hear and see better.
- Don't believe other people's opinions about teachers, formulate your own.
- Over study for the first test. After that you will know what the instructor's tests are like.

- Don't forget to take care of yourself. Eat properly, exercise and get plenty of sleep. You will be surprised how much these things will help in retention of material and staying attentive and motivated.
- Don't be afraid to ask questions, even if you think they are dumb. Learning is a process and if you don't ask you'll never learn. Asking questions is your recipe for success.
- Find a successful upperclassman and utilize him/her as your mentor.
- If you do not understand the material, make use of campus resources like that University Center for Academic Excellence and the Library.
- Review notes before and after class and on weekends to put them into memory.
- Make a schedule or planner of things to do. It will help you see when tests are and when projects are due. Make realistic and accomplishable "To-Do" lists.
- Plan ahead of your classes and make sure you graduate on time. Go to the advisors and each semester and ask about any policy or course changes that might affect you.
- Visit the career center and try to get a job or internship in your major.
- Go to each class with an open mind and find something interesting in the subject everyday, even if you think it is a boring class.
- Participate in class by expressing your opinions. You will get out of class what you put in.
- There is no such thing as an impossible task or a hard task. You make it impossible or hard.
- After exams, don't only argue more points. Ask your instructor what you missed and try to figure out what you missed it so you won't make the same mistake again.
- Meet with professors before tests and ask them what you can expect and how to study. Because they already know what's on the test. They can point you in the right direction.
- Be persistent in how you study and make it a routine part of your day.
- Use your books. Read them. Underline and highlight words and sentences. Make notes in the margins.

- Reward yourself according to your accomplishments.
- Know your priorities. Don't deviate from your main goal, which is getting a good education.

## Keeping Yourself Safe

This information is for your safety and security. Please read this information carefully.

Whether you live on/off campus

Lock your doors and windows 1) every time you leave, and 2) even while you are at home.

Sliding glass doors? Keep them locked and place something in the track to keep them secure.

Do not open the door to strangers.

Ask for I.D. if you do not know the person at your door, even if he/she is in uniform.

Buy renter's insurance to protect your possessions from fire and theft.

Do not give personal information (phone number, address, etc.) to strangers.

Do not let others use your money, credit cards, car, or expensive equipment.

Walking on campus/Outdoor Safety

Do not walk alone, especially at night (this includes men and women).

On and off campus, go places with friends.

Look around you and be aware while you are out.

Keep your money in your wallet or purse, and do not "flash it" in public.

There are 150 emergency telephones on campus. They are yellow boxes with a blue light on top. Each telephone rings directly to the emergency center. You should not hesitate to use these telephones if you have an emergency. The Campus Police are available to escort you on campus. You can reach them from any Blue Light Emergency phone.

Car Safety

NEVER drink alcohol and drive.

If your friend is drunk, take his/her keys away. If you can't get the keys, do not ride with that person. Call a taxi or another friend.

Lock all of your doors at all times.

Lock all your doors every time you leave your car and NEVER leave the keys in the ignition.

Hide bags, purses, CDs, cell phones and packages under the seat or in the trunk.

Look in your backseat and around your car before you get in.

Keep your gas tank at least half full of gas.

Be aware of anyone standing near your car.

If you think you are being followed DO NOT go home. Drive to a well-lit, public place, and call the police.

If a car behind you flashes its lights, or you hear a siren, a police officer may be signaling

you to “pull over”.

If the car is clearly and obviously a police car:

1. Pull over to the side of the road.
2. Turn off your car engine and wait for the officer with both hands on the steering wheel.
3. Most importantly, do not get out of your car and don't reach for anything while you are waiting for the officer to approach.

It is frightening to be stopped by a police officer-so, if you are extremely nervous (especially if the officer is in “plainclothes” or in an “unmarked” car), turn on your four way flashers, and you are allowed to drive to a public place before stopping.

#### Personal Safety for Women and Men

Do not allow any stranger to get too close.

Don't give information about your credit cards to a stranger.

Your body belongs to you! If you do not want someone to touch or kiss you, tell him/her “NO!” and get away from them.

AND If someone touches you and you do not want him/her to, this is considered sexual harassment.

It is hard, especially for women, to fight back, since women are raised to “be nice”, but if someone tries to take you away somewhere, fighting back may save your life!!

**In the UNITED STATES, the EMERGENCY number is 911. You can call from any phone and do not need money to call.** The MTSU campus has an assigned POLICE department that has jurisdiction on and off campus. If you are On-campus, it is advised that you call campus POLICE because they will respond faster.

#### Keeping Yourself Healthy

MTSU provides Health Services to all students enrolled at the university. The Health Services Office is located in the Jack McFarland Health Services Building. Please browse the Health Services link provided to see what services are provided to you.

<http://www.mtsu.edu/~mthealth/> International Programs and Services Office always recommends that you go to the Health Services for any illness you may have. If your illness is more severe and the Doctor has to refer you to another Doctor off campus, be sure to ask the Physician to refer you to a Doctor that is covered by the university insurance policy. The university insurance policy information can be obtained from the International Programs and Services Office as well as from the Health Services Office.

## Mental Health issues

Counseling Services offers personal counseling, assisting students in their emotional, intellectual and social growth. Counseling Services sees the whole of the university as an educational opportunity, and although their work primarily involves non-classroom activities, they are equally concerned with students' academic achievement. They provide students with assistance in making life decisions. Services are provided in a non-judgmental and confidential environment. To learn more about the services provided by Counseling Services, click on the link below:

<http://www.mtsu.edu/%7Ecountest/>

## Health and Wellness

Campus Recreation offers a 140,000-square-foot facility with six basketball / volleyball courts, six racquetball courts, a three-lane indoor track, a 4,000-square-foot aerobics room, over 8,000 square feet of free weights, cardiovascular machines, an indoor swimming pool, 33 meters by 25 yards with water slide and diving board, equipment checkout, locker rooms, a rock climbing wall, a sundeck adjacent to four sand volleyball courts, outdoor pool, 75 feet by 25 feet with a depth of 0 to five feet, indoor soccer/inline hockey arena, ropes challenge course, and massage therapy room. To learn more about the services provided by Campus Recreation, click on the link below:

<http://www.mtsu.edu/%7Ecamprec/>

## Applying for a Certificate of Driving in Tennessee

Where to go:

Rutherford County

1035 Samsonite Blvd.

Murfreesboro, TN 37129

Phone: 615-898-8037

Fax: 615-898-8026

Hours: Tuesday-Friday 7:00 a.m. to 5:30 p.m.

What to bring:

Bring originals-copies will NOT be accepted.

1. Your SEVIS I-20 or DS-2019
2. Your passport booklet
3. Valid visa
4. MTSU student identification card (must have your picture and your MTSU student identification number on it. The MTSU student identification number will have 000-00-0 and 3 specific digits after the last 0 that identifies you).
5. Proof of residency (your local mailing address here in Tennessee). Post Office boxes cannot be used to be proof of residency. They need an actual street address. If you are living in a dorm here on campus, give 1301 East Main Street,

your dorm name, your dorm room number, then your MTSU PO Box number, Murfreesboro, TN 37132 and your dorm phone number.

You CANNOT use your drivers certificate to rent a car, as photo ID to board a plane, as ID to enter a club or bar. When you write a check, you cannot use the driver's certificate as photo ID. Please read the enclosed brochure about the things you can and cannot use the driver's certificate for.

When to go:

Go when they are least busy. Generally, before 11:00 a.m. the lines are shorter. Avoid lunch hour or right after lunch if possible.

What to know:

Study the driver's manual (available at the above office or on-line at <http://www.state.tn.us/safety/handbook.html>). Both the knowledge test and the road test will go more smoothly if you spend time reviewing this manual and spend time on the road with an experienced driver before you apply. Be sure to bring a proper vehicle. All safety equipment must work (horn, lights, seat belts, brakes, turn signals and windshield wipers). The vehicle registration must also be current. Bring a vehicle that you are familiar with driving.

There may be a fee to obtain the driver's certificate. A regular operator's license cost \$19.50 so go prepared to pay with either cash or a personal check. Please be aware that the driver's certificate does have an expiration date. Be sure you keep your driver's certificate valid.

If you have more questions, go to <http://www.state.tn.us/safety/gentips/htm> for more information.

Vehicle Registration: Please contact Vehicle Registration upon purchase of a vehicle or for license plate renewal or transfer. Their address is:

Vehicle Registration  
319 North Maple Street  
Murfreesboro, TN 37130  
Phone: 615-898-7800

An emissions test will be required for all newly purchased vehicles or transfer of license plates.

Be sure to purchase automobile insurance. There are various insurance agencies to purchase automobile insurance from, but as an example, State Farm Insurance is one company that is local. Automobile insurance is extremely important and you need to have your vehicle covered in case of an accident. Having automobile insurance can save you thousands of dollars should you be in an accident. There is generally a deductible you pay and the insurance payments are generally due every 6 months.

## MTSU Parking and Transportation Services

Please visit the MTSU Parking and Transportation Services web site for information on obtaining your MTSU parking pass and parking regulations on campus

<http://www.mtsu.edu/~parking/>

## Fees and Registration Expenses

Please visit the following web site for detailed information about your tuition fees and expenses <http://www.mtsu.edu/ucats/student/ex.html>

## Local Community Information

<http://www.mtsu.edu/info/community.html>

## Student Organizations

There are many student organizations that you may be interested in participating in. Please view the Student Organizations web site for additional information

<http://www.mtsu.edu/~camporgs/>

## Religious Opportunities

If you are interested in religious opportunities available on campus, please visit the following university web site for additional information <http://www.mtsu.edu/info/reg.html>