WELCOME!

WILLKOMMEN

BIENVENIDO

BIENVENU

BENVENUTO

VELKOMMEN

WELKOM
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Welcome to the MU Family!

I’m so glad you’re finally here! It’s been a long process, but now you’re ready to start your Manchester journey and I couldn’t be more excited for you!

As your admissions counselor, my job is basically done now that you’re here on campus. There are plenty of other resources for you to take advantage of. If you have issues with your roommate, make sure you talk with your RA. If you have issues in a class, talk with your professor. If you’re having issues with culture shock and homesickness, talk with Michael Dixon and any one of the MAPs (who you will meet later in this book). All of these people are here to help you! Please take advantage of the many resources to help you be successful!

Even though you won’t need me as much anymore, please do not hesitate to shoot me an email or stop by my office if you need to talk with someone. I will always be here to help support you or guide you in the right direction! My office is in the Welcome Center in the Academic Center!

Welcome to the beginning of your Manchester journey! 😊

Kyle Grubbs
Assistant Director for Admissions
International Student Recruiter/Designated School Official (DSO)
Dear MU Students,

Welcome! It has already been a long journey from your first application submission to arriving on campus, but you did it—you are here! Please make the most of these four years—study, study, study, get involved in clubs and organizations, make new friends, and get to know your professors. If you do these things, you will have an awesome experience.

As the International Student Coordinator, I am here to help you! I will work with you to ensure your SEVIS record stays up to date, sign your I-20 when you plan to leave the country, help with your travel to and from campus, and being here when you have questions or need a friend. Stop by my office in the Administration Building, room 115 (next to the large University Advancement doors) or email me at tlbarber@manchester.edu any time.

MU offers a free Spartan Shuttle Service for you to shop, eat and visit North Manchester and other nearby cities. Please take advantage of these services. It is always nice to “get away” from time to time and what better way to do it then with a group of your fellow MU students.

I am excited about the incredible adventure that has just begun for you--Enjoy!

Sincerely,
Tammy B

Tammy Barber
Enrollment and Marketing Specialist
International Student Coordinator/Primary Designated School Official (PDSO)
With the many choices you could have chosen to complete your degree, we are so happy you chose Manchester. International students have come from around the world to study here at MU and have gone on to have some really successful lives. We believe we have a great family atmosphere to be a member but it is up to you to make it a part of your experience.

The purpose of this document is to give you some information you can reference quickly when you’re sitting in your room. As you transition from your home life to life here at Manchester, there is going to be information that you will hear that you may not remember. This booklet can serve as that reminder for you if you use it.

As you learn more about Manchester University and North Manchester, IN, we invite you to share with us information that would have made your transition easier. You can share that information with someone from the Office of Multicultural Affairs or with someone in the Admissions office. We are so glad you are here!

Michael Dixon
Chief Diversity Officer / Director of Intercultural Services
International Student Advisor/Designated School Official (DSO)

Meet the MAPs
(Multicultural Affairs Programmers)

Mariam Aly Ibrahim
Cairo, Egypt
Major: Political Science & Psychology
Minor: International Studies
Athletics: MU Women’s Tennis Team
Favorite Part of Manchester? Professors
Residence Hall: Oakwood
Piece of Advice for new Students: Embrace the beauty of Liberal Arts education. Don't be afraid to try new things and to push yourself outside of your comfort zone. Branch out, challenge yourself, and become your best self. Welcome to the Manchester family!

Sambo Amaza
Jos, Nigeria
Major: Economics
Minor: Information Systems & Mathematics
Favorite Part of Manchester? The small classroom setting
Residence: East Street Apartments
Piece of Advice for New Students: Come with an open mind to learn and grow!

Delina Tewelde
Maryland
Major: Marketing
Favorite Part of Manchester? The small chapel
Residence Hall: Helman
Piece of Advice for new Students: Work hard, but still have fun
Meet the MAPs Continued

Angela Gonsiorowski
Cedar Lake, Indiana
Major: Art & Psychology
Minor: Peace Studies
Favorite Part of Manchester? Eel River. I love going for walks in the woods either for fun or to clear my head if I’m stressed
Residence Hall: Garver
Piece of Advice for new Students: Don’t be afraid to join clubs halfway through the semester. Come out any time we always want your company!

Fotini Kristuli
Albania
Major: Accounting
Favorite Part of Manchester? Intercultural Center & Peace Garden
Residence Hall: East Hall
Piece of Advice for new Students: Study hard, have fun harder!

Zander Willoughby
Grandville, Michigan
Major: Political Science & French
Minor: Peace Studies
Favorite Part of Manchester? Office of Multicultural Affairs & Peace Studies
Living off campus
Piece of Advice for new Students: Take naps, drink lots of coffee and be extra nice to the MAPs! 😊
Where Am I?

North Manchester, IN
North Manchester is a small rural town in the state of Indiana.

We are in the Eastern Time Zone.

On the line below, write down the # of hours Manchester is before/behind your home country time zone

_________________________________ (hours)

Campus Mailing Address:
604 E. College Ave.,
Box # ______ (insert box #)
North Manchester, IN 46962

My Residence Hall:

________________________(insert hall name)
________________________(insert floor #)
________________________(insert room #)

Manchester University is:
• 20 minute drive from Huntington, IN & Wabash, IN
• 45 minute drive from Fort Wayne, IN (FWA airport code)
• 2 hour drive from Indianapolis, IN (IND airport code)
• 3 hour drive from Chicago, IL (ORD airport code)
Key Dates for 2017-2018 – Registrar’s Office

August – Fall Semester 2017
26-29 New Student Welcome Week
30 Fall classes begin
30-31 Change of Course Days

September
1 Change of Course Days
15 Last day to convert course to Honors
22 Week 3 Academic progress reporting due
29 Last day to withdraw with a W for first half-semester class or convert to P/NP

October
2-3 Fall Break (Classes resume 8am October 4th)
18 End of 1st half of semester
18 Deadline for spring semester and summer session Incompletes
19 Beginning of second half-semester classes
20 Week 7 Academic Progress reporting due (5pm)
20 Week 7 Progress available on ChetNet
26-11/4 Registration for 2018 January Session and Spring Semester courses

November
3 Last day to withdraw with a W for full semester classes or convert to P/NP
17 Last day to withdraw with a W for second half semester classes or convert to P/NP
22-26 Thanksgiving Break (classes dismiss 6pm Nov. 21; resume 8am Nov. 27)

December
11 Reading Day (no classes, no exams)
12-15 Final Exams
19 Grades due at 5pm
21 Fall Semester grades available on ChetNet

January – January Session 2018
4 January Classes begin
4 Change of Course Day
5 Last day to convert course to Honors
17 Last day to withdraw with a W or convert to P/NP
24 Session ends
29 January Session grades available on ChetNet
January – Spring Semester 2018
31 Spring Classes Begin
31 Change of Course Days

February
1-2 Change of Course Days
14 Last day to convert course to Honors
23 Week 3 academic progress reporting due

March
1 Last day to withdraw with W for first half semester classes or convert to P/NP
16 End of 1st half of semester
16 deadline for fall semester and January Session incompletes
17-25 Spring Break & Easter Recess (classes dismiss 6pm March 16, resume 8am March 26)
23 Beginning of second half semester classes
29 Week 7 academic progress reporting due
29 Week 7 progress available on ChetNet
30 Good Friday Holiday (classes dismiss 6pm March 29, resume 8am April 2)

April
11 Last day to withdraw with a W for full semester classes or convert to P/NP
11-20 Registration for Fall 2018, January, and Spring 2019
26 Last day to withdraw with a W in second half semester courses or convert to P/NP

May
14 Reading Day (no classes, no exams)
15-18 Final Exams
TBA Baccalaureate Service
19 Commencement Ceremonies
22 Grades due at 5pm
24 Spring Grades available on ChetNet

http://www.manchester.edu/academics/registrar
The Success Center

Success Center is open Monday-Thursday, 8:00 a.m. to 10:00 p.m., Friday, 8:00 a.m. - 5:00 p.m. and Sunday evenings, 5-10 p.m. The Success Center has four components:

**The Writing Center:** The Writing Center is utilized by students at all levels to improve their writing and thinking processes across the curriculum. Through workshops in the Success Center and in individual classes, the Writing Center focuses on specific topics to support students, faculty and staff. Workshop topics are posted each semester.

Writing consultants help writers to think critically about their goals, to consider how an audience might respond to key points, and to examine the impact of organizational and visual elements of writing. They do not copyedit or correct papers – rather, they teach editing strategies and review rules of grammar and punctuation that writers may apply to their own writing. Working with a writing consultant doesn't guarantee an "A" on a writing assignment, but it helps students to become more successful overall with writing.

Please feel free to contact the Writing Center coordinator, Laura Turner-Reed at WritingConsultants@manchester.edu

**Academic Support: HOW CAN ACADEMIC SUPPORT HELP ME?**
The goals of Academic Support include helping all members of Manchester University

1) learn efficiently and effectively,
2) develop college study strategies, and
3) develop the critical thinking skills necessary to succeed in college.

All students, including those with documented disabilities will find assistance through Academic Support and its many services. You'll find Academic Support in the Success Center on the second floor of the Jo Young Switzer Center.

**Center for Service Opportunities:** (located in Calvin Ulrey) provides:

- Volunteer opportunities with worthwhile initiatives
- Service opportunities to make a difference in the local community
- Ideas and programs for service learning classes and projects
- Meeting areas and supplies for service clubs and organizations
- Support services for students, faculty and staff
- Grant opportunities for volunteer and service ventures
- Placement and monitoring of students for faculty who include service
- learning in their curricula
- A library of service learning materials

**Career & Professional Development:** The mission of Career and Professional Development (CPD) is to help individuals learn strategies to explore, evaluate and implement career goals that reflect life values. This starts in your first year at Manchester! Our staff can also meet with you individually to discuss major or career choices, seek out experiential opportunities, or review application materials such as a resume.
FUNDERBURG LIBRARY
manchester.edu/library

study spaces
The library offers spaces for all kinds of study styles, such as:
- Quiet study room
- Individual study rooms
- Group study areas
- Computer labs
- Lounge areas

resources
No matter what your area of study, we have resources to help you, including:
- Over 100,000 books
- 90 databases
- 60+ course research guides
- Over 250,000 eBooks

librarians
Don't be afraid to talk to a librarian - they're here to support your studies! Librarians are available to help you:
- Develop a research topic
- Find resources for papers
- Get your citations correct
- Save time by using library services

for fun
The library isn't just for studying - here are some other things available to you:
- DVDs, best sellers, & graphic novels
- Pokéstop with phone chargers
- Free food and drinks during finals

For more information, stop by in person or visit us online at
LIBGUIDES.MANCHESTER.EDU/INTERNATIONAL
Working on Campus

A quick way to gain experience, get involved and build your resume is to either volunteer or seek out a campus job. All campus jobs are found on our online job database, Spartan Jobs. You can access it through the MU website and log-in the same way you would any MU network computer. You must have a resume to apply. Make sure it is up-to-date! We are happy to look over it for you.

If you are not ready for employment, then be sure to stop by the Center for Service Opportunities, located in Calvin Ulrey Hall, to sign up for a volunteer event!

Chartwells (below) is a great on campus employer for our international students!

You are the Piece to help complete our team

Join our Chartwells Team as a student employee. Positions include catering, retail, kitchen, and dishroom

Flexible hours, free meals during working hours, great Chartwells staff.

Apply at http://www.Manchester.edu/OSD/Career/spartanjobsuntr.htm

bit.ly/MUSpartanJobs
Health Services

Manchester University Health Services' mission is to enhance health, safety and wellness of students by providing compassionate and quality healthcare services to students. Health services strives to allow students to flourish academically by meeting their healthcare needs in a cost-efficient, confidential and timely manner.

The Health Center, located on the first floor of Calvin Ulrey Hall, is staffed by a registered nurse and student health assistants.

Care is given for minor illnesses and injuries without charge to all registered students at Manchester University. More serious problems are referred to a local physician, family physician or specialist. The cost of health care beyond that provided by the Health Center is the responsibility of the student or the student’s family.

Health education is an important part of the services available to the students. Individualized information pertaining to the specific condition or illness is given to each student who uses Health Services. Patient care is provided by appointment only. Cause, care, prevention and after-care are all addressed.

Students may contact Health Services by calling or stopping by the office to schedule an appointment.

Office Hours by appointment only

- M-F: 8 a.m. - 5 p.m.

Contact

- Phone: 260-982-5306
- healthservices@manchester.edu
- http://www.manchester.edu/health

Counseling Services

College is typically a time of exploration, growth and change. It can also be a time of struggle, frustration, stress and distress. To assist students as they find ways to cope with these and other issues, and to foster personal awareness/growth, Manchester University offers counseling, and support services.

Counseling Services, a part of the Student Experience Team, is housed in Calvin Ulrey, on the first floor as a part of Health and Counseling Services.

Individual counseling services are available, consultation, and facilitators, all at no charge to students.

To schedule an appointment or consult with a member of the staff, contact the Office of Counseling Services at 260-982-5306. http://www.manchester.edu/counseling
MU Mobile

MU Mobile is a homegrown app created by Manchester University. Students will be able to access information concerning career opportunities, essential first year information, lunch menus, and much more. As Manchester continues to develop the app, more features will become available.

Go to the Apple or Play store to install or
Here is the link to download the app:
https://mobile.manchester.edu/install
Where Can I Eat?

Haist Commons Dining Room
All meal plans accepted
All you Care to Eat Dining

The Oaks Snack Bar
All meal plans accepted
Sandwiches made to Order
Home Made Chips
Smoothies

Wilbur’s
All meal plans accepted
Sandwiches Made to Order
Taco Tuesdays
Milkshakes

Sisters Cafe
Voluntary and Lifestyle
meal plans accepted
Starbucks
Sandwiches and Salads
Made to Order
Late Night Dining

Hours of Service
Monday through Friday
7:00 am – 9:00 am
10:30 am – 1:00 pm
4:30 pm – 7:00 pm
Saturday
7:30 am – 9:00 am
11:00 am – 1:00 pm
4:30 pm – 6:30 pm
Sunday
8:00 am – 9:00 am
10:30 am – 1:00 pm

Hours of Service
Monday - Thursday
7:30 am - 7:30 pm
Friday
7:30 am - 4:00 pm
Saturday
12:00 pm – 5:00 pm
Sunday
Closed

Hours of Service
Monday - Thursday
11:00 am - 7:00 pm
Friday
11:00 am - 5:00 pm
Saturday and Sunday
Closed

Hours of Service
Monday - Thursday
7:30 am - 5:00 pm
Friday
7:30 am - 4:00 pm
Saturday
Closed
Sunday
5:00 pm - 9:00 pm
Athletics at Manchester

<table>
<thead>
<tr>
<th>Women’s Sports</th>
<th>Men’s Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Basketball</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>Golf</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Soccer</td>
<td>Football</td>
</tr>
<tr>
<td>Softball</td>
<td>Golf</td>
</tr>
<tr>
<td>Swimming &amp; Diving</td>
<td>Soccer</td>
</tr>
<tr>
<td>Tennis</td>
<td>Swimming &amp; Diving</td>
</tr>
<tr>
<td>Track - Indoor</td>
<td>Tennis</td>
</tr>
<tr>
<td>Track – Outdoor</td>
<td>Track – Indoor</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Track - Outdoor</td>
</tr>
<tr>
<td></td>
<td>Wrestling</td>
</tr>
</tbody>
</table>

Intramurals

Over 75% of MU students participate in Intramural Sports, which is where you play against other Manchester students. There are different levels of competition as well.

Some examples of Intramurals at Manchester include:
Sand Volleyball, 3 vs. 3 Volleyball, Basketball, Indoor Soccer, Softball, etc.

http://www.manchester.edu/athletics/intramural-sports
## Clubs & Organizations: A-Z


<table>
<thead>
<tr>
<th>A Cappella Choir</th>
<th>MU Athletic Training Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>African Students Association</td>
<td>MU International Association</td>
</tr>
<tr>
<td>American Chemical Society</td>
<td>Manchester Catholics</td>
</tr>
<tr>
<td>American Fisheries Society</td>
<td>Minecraft Club</td>
</tr>
<tr>
<td>Artists Anonymous</td>
<td>Mock Trial</td>
</tr>
<tr>
<td>Ballroom and Latin Dance Club</td>
<td>Model United Nations</td>
</tr>
<tr>
<td>Black Student Union</td>
<td>National Communication Association Student Club (NCASC)</td>
</tr>
<tr>
<td>Circle K</td>
<td>Political Science Club</td>
</tr>
<tr>
<td>Campus Interfaith Board</td>
<td>Pre-Pharmacy Club</td>
</tr>
<tr>
<td>College of Business Club</td>
<td>Pre-Professionals of Science</td>
</tr>
<tr>
<td>College Democrats</td>
<td>Project HOPE</td>
</tr>
<tr>
<td>College Republicans</td>
<td>Psi Chi</td>
</tr>
<tr>
<td>Commuter Student Association</td>
<td>Psychological Society</td>
</tr>
<tr>
<td>Dance Team</td>
<td>Puppies of Ability and Conviction</td>
</tr>
<tr>
<td>Disney Club</td>
<td>Student Athletic Advisory Committee</td>
</tr>
<tr>
<td>Economics Club</td>
<td>Senate</td>
</tr>
<tr>
<td>Environmental Studies Club</td>
<td>Simply Brethren</td>
</tr>
<tr>
<td>Exercise Science Club</td>
<td>Social Service Club</td>
</tr>
<tr>
<td>Fashion Club</td>
<td>Student Education Association</td>
</tr>
<tr>
<td>Fellowship of Christian Athletes</td>
<td>Society of Physics</td>
</tr>
<tr>
<td>Feminist Student Union</td>
<td>Students Pondering About Math</td>
</tr>
<tr>
<td>Fishing Club</td>
<td>Students for Justice in Palestine</td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td>Students for Sensible Drug Policy</td>
</tr>
<tr>
<td>History Club</td>
<td>Swim Club</td>
</tr>
<tr>
<td>Hispanics Unidos</td>
<td>Symphonic Band</td>
</tr>
<tr>
<td>Kenapocomocco Coalition</td>
<td>The 300</td>
</tr>
<tr>
<td>Knitting Club</td>
<td>Theatre Society</td>
</tr>
<tr>
<td>League Academy</td>
<td>Tri-Beta</td>
</tr>
<tr>
<td>Love Your Melon</td>
<td>Ultimate Frisbee Club</td>
</tr>
<tr>
<td>Manchester Activities Council</td>
<td>Urban Gaming Club</td>
</tr>
<tr>
<td>MU Literacy Council</td>
<td>United Sexualities</td>
</tr>
<tr>
<td>MU Euchre Society</td>
<td>We Are Board</td>
</tr>
</tbody>
</table>
On the MUve

Manchester University’s campuses in North Manchester and Fort Wayne are located in the vibrant region of Northeast Indiana. In the welcoming nearby communities, you’ll find a broad spectrum of restaurants, shopping and attractions to visit with your friends on weekends or between classes.

Learn more about all the things you can do in North Manchester and Fort Wayne, as well as the surrounding communities of Wabash, Huntington, Roanoke, Warsaw and Winona Lake – all within a half hour drive. Follow MU students Tobe and Adam on their video tour of the local hot spots, and read about recommendations from Lauren and Karly in their blogs.

Where will your next adventure take you? It’s time to get on the MUve and discover all the area has to offer!

**See our recommendations at** [www.manchester.edu/onthemuve](http://www.manchester.edu/onthemuve)
Helpful Phone Numbers

Michael Dixon
Director of Intercultural Services ........................................... 260-982-5276
• Office located in the Intercultural Center

Tammy Barber
International Student Coordinator.................................................. 260-982-5464
• Office located in the Administration Building

Kyle Grubbs
International Student Recruiter.................................................. 260-982-5022
• Office located in the Academic Center

Campus Safety .................................................................................. 260-982-5999
• Located in Clark Computer Center

IT Help Desk ..................................................................................... 260-982-5454
• Located in Clark Computer Center

Wellness Services ............................................................................. 260-982-5306
• Located on first floor of Calvin-Ulrey Hall

Residential Life ................................................................................ 260-982-5052
• Located on second floor of Calvin-Ulrey Hall

Student Financial Services .............................................................. 260-982-5066
• Located in the basement of the Administration Building – One Stop

Registrar .......................................................................................... 260-982-5234
• Located in the basement of the Administration Building – One Stop

*To access the telephone numbers from an on-campus telephone, enter the last four digits.
### Money in the USA

One dollar, sometimes referred to as a buck, is written as $1.00. One cent, called a penny, is written as $0.01. Paper currency is mostly used for amounts of $1 or more, so coins are used for amounts under $1.

<table>
<thead>
<tr>
<th>Coin</th>
<th>Penny</th>
<th>Nickel</th>
<th>Dime</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure on Front</td>
<td>Lincoln</td>
<td>Jefferson</td>
<td>Roosevelt</td>
<td>Washington</td>
</tr>
<tr>
<td>Value in Cents</td>
<td>1 cent</td>
<td>5 cents</td>
<td>10 cents</td>
<td>25 cents</td>
</tr>
<tr>
<td>Value in Dollars</td>
<td>$0.01</td>
<td>$0.05</td>
<td>$0.10</td>
<td>$0.25</td>
</tr>
<tr>
<td>Color</td>
<td>Copper</td>
<td>Silver</td>
<td>Silver</td>
<td>Silver</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Portrait on Front</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00</td>
<td>George Washington</td>
</tr>
<tr>
<td>$5.00</td>
<td>Abraham Lincoln</td>
</tr>
<tr>
<td>$10.00</td>
<td>Alexander Hamilton</td>
</tr>
<tr>
<td>$20.00</td>
<td>Andrew Jackson</td>
</tr>
<tr>
<td>$50.00</td>
<td>Ulysses S. Grant</td>
</tr>
</tbody>
</table>
Weight in the USA
We measure our weight in pounds (lb) here in the US. Here’s a quick reference if you want to convert it to Kilograms (kg).

Pounds to Kilograms Scale

<table>
<thead>
<tr>
<th>lb</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>10</th>
<th>100</th>
<th>150</th>
<th>200</th>
<th>250</th>
</tr>
</thead>
<tbody>
<tr>
<td>kg</td>
<td>.5</td>
<td>.9</td>
<td>1.14</td>
<td>4.50</td>
<td>45.4</td>
<td>68.0</td>
<td>90.70</td>
<td>113.4</td>
</tr>
</tbody>
</table>

When you know pounds (lb) multiply by 0.4536 to find kilograms (kg).

Temperature in the USA
We still use the Fahrenheit system in which water freezes at 32°, water boils at 212°, and normal body temperature is 98.6°.

Degrees Fahrenheit to Degrees Celsius Scale

<table>
<thead>
<tr>
<th>°F</th>
<th>25</th>
<th>30</th>
<th>35</th>
<th>40</th>
<th>50</th>
<th>65</th>
<th>75</th>
<th>85</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>°C</td>
<td>-4</td>
<td>-1</td>
<td>2</td>
<td>4</td>
<td>10</td>
<td>16</td>
<td>24</td>
<td>30</td>
<td>38</td>
</tr>
</tbody>
</table>

Time Zones in the USA
Below is a map of the Time Zones in the US. North Manchester is located in the Eastern Time Zone. If you travel to other parts of the US, you will want to keep in mind that there might be a time change!