

# TABLE OF CONTENTS

<b>PREFACE</b> .....	<b>3</b>
<b>OFFICES OF INTERNATIONAL PROGRAMS</b> .....	<b>4</b>
OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS (OISS).....	4
INTERNATIONAL CENTER (IC).....	4
INTERNATIONAL ENROLLMENT (IE).....	4
EDUCATION ABROAD (EA).....	4
INTENSIVE AMERICAN LANGUAGE CENTER (IALC) .....	5
<b>THE UNIVERSITY</b> .....	<b>6</b>
Academic Advising.....	6
UNIVERSITY SERVICES.....	7
UNIVERSITY ORGANIZATIONS.....	9
Student Affairs, Equity and Diversity: Student Centers.....	9
<b>HEALTH CARE SERVICES</b> .....	<b>11</b>
MEDICAL INSURANCE .....	11
UNIVERSITY HEALTH SERVICES.....	11
EMERGENCIES.....	11
FAMILY PLANNING INFORMATION .....	12
MATERNITY CARE .....	12
WSU COUNSELING SERVICES.....	12
COMMUNITY HEALTH SERVICES .....	12
PRIVATE HEALTH SERVICES.....	12
For Visiting J-Scholars and Professors.....	13
MEDICAL INSURANCE .....	13
UNIVERSITY HEALTH SERVICES.....	13
<b>HOUSING</b> .....	<b>14</b>
ON-CAMPUS LIVING .....	14
OFF-CAMPUS LIVING .....	14
<b>FINANCES</b> .....	<b>16</b>
DOLLARS AND 'SENSE' .....	16
BANKING SERVICES.....	16
BANK LOANS.....	17
CHARGE ACCOUNTS .....	17
CREDIT CARDS.....	18
AMERICAN TIPPING .....	18
<b>MAIL &amp; SHIPPING</b> .....	<b>19</b>
LOCAL POST OFFICES .....	19
POSTAGE RATES AND REGULATIONS.....	19
SPECIAL CLASSES OF MAIL.....	19
<b>TELEPHONE SERVICE</b> .....	<b>20</b>
LAND-LINE PHONE.....	20
TELEPHONE CALLING CARDS.....	20
CELLULAR (Wireless) PHONES.....	20
<b>IDENTIFICATION CARDS</b> .....	<b>21</b>
<b>TRANSPORTATION</b> .....	<b>23</b>
PUBLIC TRANSPORTATION .....	23
MOTORCYCLES AND MOPEDS.....	23
BICYCLES .....	23
AUTOMOBILES .....	24
DRIVER'S LICENSE .....	25
AUTO INSURANCE .....	26

DRIVING WHILE INTOXICATED (DWI).....	26
SEAT BELT LAWS.....	26
Cell phone LAWS.....	26
<b>SHOPPING .....</b>	<b>27</b>
SALES TAX.....	27
RETURNING AND EXCHANGING GOODS .....	27
SHOPLIFTING .....	27
<b>REGIONAL RECREATION .....</b>	<b>29</b>
SUMMER RECREATION .....	29
WINTER RECREATION .....	29
<b>PERSONAL SAFETY.....</b>	<b>29</b>
HITCHHIKING .....	29
THEFT AND BURGLARY.....	29
IDENTITY THEFT AND SCAM.....	30
SAFETY ON THE STREETS .....	31
<b>LAWS AND REGULATIONS .....</b>	<b>32</b>
THE SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES .....	32
DRINKING .....	32
ILLEGAL DRUGS .....	32
CHILD NEGLECT LAWS.....	32
IMMIGRATION REGULATIONS .....	32
<b>CHILDREN .....</b>	<b>33</b>
CHILD CARE.....	33
BABY-SITTERS.....	33
PUBLIC SCHOOLS.....	33
SAFETY OF CHILDREN.....	33
<b>MISCELLANEOUS .....</b>	<b>34</b>
COMMON HOLIDAYS IN THE U.S. ....	34
COMMON ACRONYMS USED AT WSU .....	34

## PREFACE

The Office of International Students and Scholars (OISS) would like to welcome you to Washington State University (WSU) and the community of Pullman, Washington. We hope that you enjoy your stay here and that your studies and/or research are both interesting and challenging. We also encourage you to explore and take part in activities offered by the University and Pullman communities. A university experience is far more than classes and textbooks; it includes personal growth, new friendships, interests, experiences, and ideas.

This handbook offers brief descriptions of a variety of things you are likely to have questions about in the University and Pullman communities. There are topics ranging from WSU course registration to tips about daily needs such as shopping, transportation, U.S. cultural customs, and the like.

We also invite you to come in to meet the OISS staff. We are here to assist you. Although we will try to help in any way possible, you will find us to be most helpful in providing assistance with matters other than academic advising. We are experts in advising you about issues affecting your non-immigrant student status. In addition, we know a great deal about who to contact for assistance in the University and Pullman communities regarding a large array of academic and everyday issues.

Although this handbook is continuously revised and updated, changes frequently occur. If you have questions about any of the content, please contact [OISS](#).

# OFFICES OF INTERNATIONAL PROGRAMS

## **OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS (OISS)**

Bryan Hall 108 | [oiss@wsu.edu](mailto:oiss@wsu.edu) | 509-335-4508 (phone)/509-335-2373 (fax) | [www.ip.wsu.edu/oiss](http://www.ip.wsu.edu/oiss)

The Office of International Students and Scholars (OISS) is dedicated to supporting international visitors of WSU. OISS serves international students, scholars, faculty and accompany dependents with current immigration-related information, and helps with everyday concerns. OISS also provides WSU departments with accurate and timely information and documentation. Central to our mission is the internationalization of the campus and community, while fostering intercultural understanding.

OISS is open Monday-Friday from 8:00 a.m.-5:00 p.m. Student Advisors hold Walk-in hours (no appointment necessary) Monday-Thursday from 1:30 p.m.-3:30 p.m and Friday from 1:30 p.m.-3:00 p.m. Advisors are also available via Skype Monday-Friday 8:30 a.m.-10:00 a.m.

## **INTERNATIONAL CENTER (IC)**

CUB L46 | [international.center@wsu.edu](mailto:international.center@wsu.edu) | 509-335-4223 | [www.ip.wsu.edu/intcenter](http://www.ip.wsu.edu/intcenter)

The International Center is a cooperative effort between International Programs and Associated Students of Washington State University (ASWSU). The Center houses a Coordinator who advises the International Students' Council (ISC), International Registered Student Organizations (IRSOs), and provides programs and services for international students, and U.S. students with international interests. The Center, founded in Fall 2004, is also a place for international and domestic students to make friends and relax. Drop-in programs such as the weekly International Coffee Hour and periodic workshops on a variety of topics are hosted at the Center. The Center is also highly involved in the planning of International Education Week.

[International Students' Council \(ISC\)](#) and international Graduate and Professional Student Association (iGPSA) Executive Members also hold office hours in the International Center during the academic year.

During the Academic Year (fall and spring semesters), the International Center is open Monday-Friday from 8:00 a.m.-7:00 p.m.

## **INTERNATIONAL ENROLLMENT (IE)**

Bryan Hall 101 | [international@wsu.edu](mailto:international@wsu.edu) | 509-335-4508 | [www.ip.wsu.edu/enroll](http://www.ip.wsu.edu/enroll)

International Enrollment assists prospective undergraduate students with admission to WSU. International Programs' scholarships are also administered by International Enrollment.

## **EDUCATION ABROAD (EA)**

Bryan Hall 105 | [edabroad@wsu.edu](mailto:edabroad@wsu.edu) | 509-335-6204 | [www.ip.wsu.edu/education\\_abroad](http://www.ip.wsu.edu/education_abroad)

Education Abroad provides opportunities and services for WSU students to incorporate international education experiences into their studies. Students have a wide choice of study abroad and international internship experiences in terms of academic discipline, level of foreign language ability, program design, and costs. International students at WSU are eligible to study abroad. Please consult with an OISS advisor to determine how your study abroad program will affect your non-immigrant student status in the U.S.

The Education Abroad Office is open Monday-Friday from 10:00 a.m.-5:00 p.m.

**INTENSIVE AMERICAN LANGUAGE CENTER (IALC)**

McAllister 116 | [ialc@wsu.edu](mailto:ialc@wsu.edu) | 509-335-6675 | [www.ip.wsu.edu/ialc](http://www.ip.wsu.edu/ialc)

The Intensive American Language Center (IALC) prepares international students to communicate in English in order to study in American colleges and universities. The six-level program offers a full-time intensive language study in which students study English language skills—speaking, listening, reading, and writing —within a variety of content areas. Another focus of the IALC is to provide students with information about people and life in the U.S.

The IALC is open Monday-Friday from 8:00 a.m.-5:00 p.m.

# THE UNIVERSITY

## ACADEMIC ADVISING

### **Degree-seeking Undergraduate Students**

Your academic advisor helps you develop a program of study leading to graduation. The academic advisor also helps students who are having problems with classes, majors, and academic regulations. An advisor may refer students to appropriate services and agencies. Advisors have the most up-to-date information on new courses, canceled courses, overcrowded courses, and requirements. ***It is essential to see your academic advisor before registration. Undergraduates cannot register without first meeting with an advisor each semester.***

Center for Advising and Career Development, *Lighty Room 180*, 509-335-6000, <http://cacd.wsu.edu>

Main Reception: 509-335-6000

Advising Appointments: 509-335-6000

Career Counseling Appointments: 509-335-6000

[Placement Files](#): 509-335-2536

Center for Advising and Career Development (CACD) is in charge of advisor assignment for degree-seeking undergraduate students. In order to change your major or academic advisors, you must go to [CACD](#).

### **Non-degree/Exchange Undergraduate Students**

Academic advising through CACD for non-degree seeking undergraduate students is not required for class registration. However, International Programs provide advising services to those who need them.

F-1 non-degree students: [Office of International Students & Scholars](#)

J-1 exchange students: [Education Abroad](#)

### **Graduate Students**

Graduate students choose their academic advisors from their department's faculty members. Departments may assign advisors, on a temporary basis, to students who have not yet decided on an advisor. Departments develop specific requirements for graduate degrees. Students must meet the department and Graduate School requirements that are in effect when they begin graduate study. Students should consult their departments, the [Graduate School](#), and the [Graduate School Policies and Procedures Manual](#) for academic matters.

## UNIVERSITY SERVICES

- **Compton Union Building (CUB)** 509-335-9444; [cub.wsu.edu](http://cub.wsu.edu)  
The new CUB features many amenities including wireless internet access, increased student meeting space, an upgraded & relocated home for the Student Book Corporation (Bookie), and a multitude of vendors, including Subway, Panda Express, Starbucks and more.
- **Disability Resource Center (DRC)** *Washington Building Room 217; 509-335-3417;* <http://www.drc.wsu.edu> The goal of the DRC is to provide reasonable accommodations, innovative programs and services to ensure that students are able to access and participate in all the opportunities available at the university.
- **Fire and Emergency Services** 509-332-8172  
The Pullman Fire Department provides emergency medical care, fire prevention, fire suppression, public fire education, and hazardous materials response to the University community. The emergency telephone number is **911**.
- **Ombudsman's Office** *Wilson 2;* [ombudsman@wsu.edu](mailto:ombudsman@wsu.edu); 509-335-1195; [www.wsu.edu/~ombuds](http://www.wsu.edu/~ombuds)  
The University Ombudsman is an independent, impartial observer appointed to help resolve grievances that may arise on campus. Students, staff, or faculty may contact this office for confidential assistance in resolving a problem or grievance.
- **Payroll Services** *French Ad 236;* [payroll@wsu.edu](mailto:payroll@wsu.edu); 509-335-9575; [www.wsu.edu/payroll](http://www.wsu.edu/payroll)  
Payroll Services is responsible for paying the employees of the University. Information about your payment records is available there, including earning statements, certain tax information, direct bank deposit program requests, etc. This office also updates all student name and address changes for various departments. As an international student, you must also update addresses in myWSU within 10 days of moving.
- **Information Technology Service** [itwebmaster@wsu.edu](mailto:itwebmaster@wsu.edu); 509-335-4357; <http://infotech.wsu.edu/itroot>  
The Student Computing Services at Information Technology support students with network access issues and a variety of other services.
- **Health and Wellness Services** *Washington Building;* [hws@wsu.edu](mailto:hws@wsu.edu); 509-335-3575; [www.hws.wsu.edu/](http://www.hws.wsu.edu/)  
WSU Health and Wellness Services is in charge of WSU student insurance. WSU Medical Insurance is automatically charged to your WSU account. If you choose to purchase an alternate plan, it must meet all of the criteria HWS requires. Then you **MUST** request a waiver from Health and Wellness Services each semester. The deadline to request a waiver is the first Friday of the each semester. If you do not provide proof of an accepted alternate policy by the deadline, you will still be required to pay for the WSU Medical Insurance.
- **CougarCard Center** *CUB Room 60; 509-335-2273;* <http://cougarcard.wsu.edu>  
A WSU identification card, also called CougarCard, is necessary for library privileges, admission to events and activities, obtaining and cashing checks, and for service in the University dining halls.

- University Book Store (Bookie)** <http://www.wsubookie.net>; 509-332-2537  
 "The Bookie"-located in the **CUB**-provides the University community with a variety of services including the sale of textbooks, general books, supplies, electronics, souvenirs, convenience items, and other general merchandise. Textbooks are also sold at off-campus locations: "The Bookie Too" at 405 N.E. Stadium Way; 509-334-3661 and "Crimson & Gray" at 1096 SE Bishop Blvd; [www.crimsongray.com](http://www.crimsongray.com); 509-332-1440 or 800-GO-WA99U.
- WSU Police Department** *Safety Building*; <http://police.wsu.edu>; 509-335-8548  
 The WSU Police Department provides all police functions for the University. If you need to report a crime or have a non-emergency need, call the regular number. For emergencies dial 911 from any location. **EMERGENCIES dial 911**
- Parking Services** *Parking Services Bldg*; [parking@wsu.edu](mailto:parking@wsu.edu); 509-335-7275; [www.wsu.edu/parking](http://www.wsu.edu/parking)  
 If you choose to own a vehicle (car, truck, motorcycle, or moped) on campus, it is very important that you visit Parking and Transportation Services. They can guide you to the correct parking areas and help you decide your best option for parking on the WSU campus (purchasing a permit, parking at meters or parking in a pay-by-the-hour garage). Parking and Transportation Services also offer many helpful services such as jump-starts, vehicle unlocks, transportation to and from a gas station if your car runs out of gas, or help with changing a flat tire.
- University Recreation (UREC)** 509-335-8732; <http://urec.wsu.edu>  
 The Activities and Recreational Sports department keeps a list of active student clubs and information on how to start a new club. The intramural sports program is also coordinated through this office. Commonly referred to as intramurals, this program offers a competitive program with opportunities for both individual and group participation in numerous athletic activities.

**Outdoor Recreation Center (ORC)** *Hollingbery Fieldhouse 101*; 509-335-1892; [http://orc.wsu.edu/orc\\_home.aspx](http://orc.wsu.edu/orc_home.aspx)  
 The Outdoor Recreation Center is always a good source of information concerning recreation opportunities in the Pullman and surrounding area. This center offers a full rental service of equipment including skis, backpacks, tents, and sleeping bags for a nominal fee; information about places to go; classes on seasonal sports, including cross-country skiing, biking, kayaking, and rock climbing; and a selection of numerous trips for which you can sign up, including white water rafting and mountain climbing.

**Student Recreation**  
 Facility Rentals/Scheduling: 509-335-3249  
 Racquetball Reservations 509-335-3000  
 Memberships: 509-335-4227  
 General Inquiries: 509-335-UREC  
[http://urec.wsu.edu/facilities\\_src.aspx](http://urec.wsu.edu/facilities_src.aspx)  
 The Student Recreation Center (SRC) is a world class facility that offers fitness and leisure activities. With a pool, weight room and fitness machines, athletic courts, and many fitness course offerings, the SRC is a frequent hangout for international and US students at WSU.
- Women's Resource Center** *Wilson 8*; 509-335-6849; [www.women.wsu.edu](http://www.women.wsu.edu)  
 The Women's Resource Center works to promote a safe and supportive climate that enables women to engage as full and active participants within the university system. The Women's Resource Center also operates the **Women's Transit** during the academic year. This service offers free, safe, door-to-door transportation for women who would otherwise have to walk alone after dark. Call 335-6830 or visit [www.women.wsu.edu/default.asp?PageID=1419](http://www.women.wsu.edu/default.asp?PageID=1419)

- **Writing Center** Smith CUE 403; 509-335-4845; [www.writingprogram.wsu.edu](http://www.writingprogram.wsu.edu)

**Undergraduate Writing Center** Smith CUE 403, 335-3628, Free walk-in tutoring. No appointments necessary

**Graduate and Professional Writing Center** Smith CUE 414 (for consultations)  
Smith CUE 305 (for materials drop-off), 509-335-3413, 509-335-5898

## UNIVERSITY ORGANIZATIONS

Below is a listing of some of the organizations at WSU. For detailed information, please refer to the WSU directories.

- **Associated Students of Washington State University (ASWSU)**  
CUB 314; [aswsu@wsu.edu](mailto:aswsu@wsu.edu); 509-335-9591; [www.aswsu.wsu.edu/](http://www.aswsu.wsu.edu/)  
The WSU committee system provides all students with the opportunity to participate in student government and various campus organizations. ASWSU is led by the student president and vice-president who are both elected by the undergraduate students at WSU.
- **Graduate and Professional Student Association (GPSA)**  
CUB 308; 509-335-9545; [www.gpsa.wsu.edu](http://www.gpsa.wsu.edu) Hours are 7:30a.m.- 4:00p.m., Monday - Friday.  
The GPSA, the governing body for graduate and professional students at WSU, sponsors many programs designed to enhance academic and social life among graduate and professional students.
- **International Students' Council (ISC)**  
CUB L46; [wsuisc@gmail.com](mailto:wsuisc@gmail.com); 509-335-4223;  
<http://isc.wsu.edu/isc.aspx>  
The International Students' Council is a committee of ASWSU. ISC is made up of representatives of the approximately 12 [International Registered Student Organizations](#) and has an executive committee of officers made of both international and U.S. students. ISC was created to represent the needs and interests of international students and U.S. students who have a keen interest in internationalizing the WSU campus.
- **ASWSU Student Legal Services**  
CUB 305; 509-335-9539; [aswsusls@wsu.edu](mailto:aswsusls@wsu.edu); [sls@wsu.edu](mailto:sls@wsu.edu)  
<http://studentlegal.wsu.edu/sls.aspx>  
ASWSU Student Legal Services provides legal advice to WSU students on a wide variety of topics including dispute resolution, small claims court procedures as well as providing referrals to local attorneys if Legal Services is unable to assist.

## STUDENT AFFAIRS, EQUITY AND DIVERSITY: STUDENT CENTERS

Below is a listing of some of the student centers at WSU. These centers, found on the 4<sup>th</sup> floor of the CUB, offer support, programming advising and resources for all students and are integral to promoting and educating the campus and community about diversity issues. More information found online at: [www.thedivision.wsu.edu](http://www.thedivision.wsu.edu)

- [African American Student Center](#)
- [Asian American Pacific Islander Student Center](#)
- [Chicana/o Latina/o Student Center](#)

- [Gender Identity/Expression & Sexual Orientation Resource Center](#)
- [Native American Student Center](#)

***The [International Center](#) collaborates and works closely with all of the SAED Student Centers.***

The [Center for Civic Engagement](#), located in CUB L48, next door to the International Center, offers WSU students, faculty, campus departments, and community partners opportunities to share knowledge, skills, and resources for the benefit of student learning and the well-being of our communities. Specifically, the CCE promotes student learning through engagement in community service, service learning, advocacy, public education, and civic leadership.

# HEALTH CARE SERVICES

## MEDICAL INSURANCE

It is a requirement of Washington State University that students in non-immigrant status, who are enrolled for full-time or part-time study, purchase WSU Student Medical Insurance. The premium must be paid along with tuition and fees.

Because of the high cost of health care in the U.S., **medical insurance coverage for the entire family is a necessity.** WSU Medical Insurance is automatically charged to all enrolled students on non-immigrant visa. If you choose to purchase an alternate plan, it must meet all of the criteria [Health and Wellness Services](#) (HWS) requires. Then you **MUST** request a waiver from HWS **each semester**. The deadline to request a waiver is the first Friday of each semester. If you do not provide proof of an accepted alternate policy by the deadline, you will still be required to pay for the WSU Medical Insurance. For more questions about the insurance requirement and waiver process, please contact Health and Wellness Services at 509-335-3575 or [student.insurance@wsu.edu](mailto:student.insurance@wsu.edu).

It must be kept in mind that medical insurance never covers all expenses. Students should read the policy **carefully** and contact Health and Wellness Services if they have any questions regarding the policy.

## UNIVERSITY HEALTH SERVICES

**Health and Wellness Services** Washington Building; 509-335-3575; [www.hws.wsu.edu](http://www.hws.wsu.edu)

A student in need of medical care should contact WSU Health and Wellness Services located in the Washington Building (old Pullman Memorial Hospital) across from Stephenson Hall. A CougarCard is necessary to receive these services.

Students are charged a mandatory health fee each term at the time of registration. Students are charged a minimal fee for office visits. Higher charges are assessed for after hour visits. A pharmacy is located next to WSU Health and Wellness Services as well.

The Health and Wellness Services also provide special clinics for the treatment of colds and related illness, women's health care services, and wart treatment.

## EMERGENCIES

*All of the numbers listed below are 24-hour a day services. Use them if needed.*

### General Emergencies

In an emergency, students can call the **Pullman Regional Hospital at 509-332-2541.**

In the case of a serious emergency, if immediate transportation is needed, students should call **911** for assistance. One's name, address, and the type of emergency should be clearly stated. (911 can be used anywhere in the United States for reporting an emergency)

### Poison Information 1-800-572-5842

There is a Poison Information Center in Spokane. This center provides instructions for treating someone who has swallowed a poisonous substance or taken an overdose of medicine.

## **FAMILY PLANNING INFORMATION**

Family planning information, including birth control, pregnancy testing, counseling, or sexually transmitted disease (STD) testing, is available at WSU Health and Wellness Services and the Planned Parenthood Clinic in Pullman.

## **MATERNITY CARE**

Doctors encourage women who are pregnant to seek medical care early in the pregnancy. Regular monthly check-ups, at which a female nurse is always present, enable the doctor to advise prospective mothers on nutrition and other health matters. Obstetricians, who specialize in maternity care or general practitioners, are qualified to provide maternity care.

Maternity fees include the doctor's fee, prenatal care, and delivery. Hospital charges are separate. In some cases, health insurance policies cover a limited amount of maternity care fees. It is wise to select in advance a pediatrician or general practitioner who will direct the baby's care in the hospital and afterwards.

## **WSU COUNSELING SERVICES**

*Lighty Building Room 280; [counseling@wsu.edu](mailto:counseling@wsu.edu); 509-335-4511; [www.counsel.wsu.edu](http://www.counsel.wsu.edu)*

Counseling Services offers specialized counseling and testing services free of charge to any WSU student. A staff of trained counselors works with students in many aspects of students' personal issues (e.g. academics, social adjustment, depression, etc.) The office also serves as a certified agency for State and National Testing programs including the Graduate Records Exam.

## **COMMUNITY HEALTH SERVICES**

In most cases, patients who utilize community health services are charged on a case-by-case basis. If you are having problems paying for the charge, see an [International Student Advisor](#).

Listed below are some of the services offered in the Pullman area. A complete listing can be found in the blue pages of the telephone directory.

<a href="#">Alternatives to Violence</a> .....	509-332-HELP (4357)
<b><a href="#">Child and Family Services (Child Protection)</a></b> .....	509-332-8116
<a href="#">Planned Parenthood</a> .....	509-334-1525
<b><a href="#">Whitman County Alcoholism Center</a></b> .....	509-332-6585
<a href="#">Whitman County Crisis Line</a> .....	509-332-1505 or 509-332-6752
<a href="#">Whitman County Health Department</a> .....	509-332-6752
<b><a href="#">Whitman County Mental Health Center</a></b> .....	509-334-1133

## **PRIVATE HEALTH SERVICES**

Typically students should first seek health care assistance from WSU Health and Wellness Services on campus. Students pay for this service as part of their student fees. If the physician(s) at Health and Wellness are not able to assist you, you may need to seek medical care off-campus. Several private practitioners and agencies are available in the area and are listed in the yellow pages of the telephone directory under "Physicians".

### **Finding A Doctor**

People normally find a doctor by asking friends and acquaintances about their own experiences with medical care. Visiting scholars and faculty should consult their sponsoring department for

suggestions. You can also check the yellow pages of a telephone directory for a list of local doctors. Look under the subtitle “physicians.” Once you choose a doctor (who is covered by your insurance), it is advisable to ask the doctor about fees, hospital connections, house visits, and finances **before** obtaining service. Don’t be shy about discussing fees, as medical care is very expensive in the United States.

## **FOR VISITING J-SCHOLARS AND PROFESSORS**

### **MEDICAL INSURANCE**

It is a requirement for all exchange visitors in J visa category, including dependent family members, to have medical insurance according to minimums established by the U.S. Department of State. Information about these requirements is available at OISS or online: [www.ip.wsu.edu/oiss/faculty-and-scholars/J-1-scholars/medical-insurance.shtml](http://www.ip.wsu.edu/oiss/faculty-and-scholars/J-1-scholars/medical-insurance.shtml)

Because of the high cost of health care in the United States, **health insurance coverage for the entire family is a necessity.**

For scholars employed by WSU:

- The medical accident/illness insurance is usually paid by WSU and considered part of you “benefits”
- Presently, no participating WSU plan covers “evacuation and repatriation.” Unless your department agrees to pay for this, you will need to spend about \$30 per year per person for the evacuation and repatriation insurance.
- Evacuation and repatriation insurance can be bought online at: [www.betins.com](http://www.betins.com)

For scholars who are not employed by WSU:

- You are expected to purchase your own insurance. Prices vary depending on age and policy features (minimum \$50 - 70 per month, per person).
- Medical insurance, including repatriation and evacuation policies can be purchased from many travel insurance companies whose information is posted on the Internet; for example, see: [www.insuremytrip.com](http://www.insuremytrip.com)
- Contracts offered as “travel medical insurance” usually do not cover costs of child birth, elective dental care, elective eye care or medicines. Be sure to check the benefits of the policy you purchase.

## **UNIVERSITY HEALTH SERVICES**

**Health and Wellness Services** *Washington Building; 509-335-3575; [www.hws.wsu.edu](http://www.hws.wsu.edu)*

WSU Health and Wellness Services are only available to students enrolled in classes and have paid the mandatory student health fees.

If you are employed by WSU and participate in a WSU insurance plan, be sure to have your insurance identification card available. Learn the payment agreements and the limit of coverage for your specific plan, if any.

# HOUSING

## ON-CAMPUS LIVING

### Housing and Dining Services Streit-Perham, 509-335-4577, [www.livingat.wsu.edu/hdri](http://www.livingat.wsu.edu/hdri)

WSU Housing Services offer safe, comfortable, and convenient housing in the form of a variety of Residence Halls, fraternities, sororities, and single-student and family apartments. All single undergraduate freshmen under 20 years of age are required to live in WSU recognized living groups for one year. If you live in a Residence Hall, you will eat in one of the University dining service facilities.

### WSU Single Apartments

WSU Housing also offers single student apartments as well as family housing with larger apartments. Check with the housing office for apartment options.

You can also register on the Single Student Apartments (SSA) Bulletin Board to find a roommate. (WSU Network ID and password required.) These are 2, 3 & 4 bedroom apartments that students of the same sex share. Each student has their own bedroom; when you register on the SSA Bulletin Board, you indicate your living preferences. You are then able to e-mail others on the SSA Bulletin Board to try and see if you can match with others. Registering on the SSA Bulletin Board does not guarantee a housing placement.

SSA Bulletin Board: [www.livingat.wsu.edu/ssu/](http://www.livingat.wsu.edu/ssu/) (Using Your Network ID)

**BE SURE YOU HAVE READ AND UNDERSTAND THE TERMS OF YOUR HOUSING CONTRACT BEFORE YOU SIGN.** Once signed, you are bound to the terms of the contract.

## OFF-CAMPUS LIVING

### Finding an Apartment

Information and listings of apartments not affiliated with the University can be obtained from the [Pullman Chamber of Commerce](#), real estate agencies, and in the classified advertisement section of local newspapers.

ASWSU and the Pullman Chamber of Commerce jointly publish a *Pullman Housing Guide* which can be picked up at either place.

When choosing an apartment off campus, keep in mind that in addition to rent, certain utilities must also be paid, including electricity, telephone, and cable TV.

Finding an Apartment in Pullman (these are only suggestions, but not endorsed by WSU or OISS):

Apartment Rentals LLC  
1325 NE Valley Rd. #25  
Pullman, WA 99163  
(509) 332-8622

<http://www.apartmentrentalsinc.com/>

Wilru Apartments  
1615 SE Bleasner Dr  
Pullman, WA 99163-5429  
(509) 332-5631

<http://www.wilru.com/>

Pullman Chamber of Commerce Housing:

[www.pullman-wa.com/housing/mapapts.htm](http://www.pullman-wa.com/housing/mapapts.htm)

The Daily Evergreen Classified: [www.dailyevergreen.com](http://www.dailyevergreen.com) (click on Classifieds)

## Commonly Used Terms in Renting an Apartment

- Tenant** - The person who lives in the apartment.
- Landlord** - The person (or company) who owns and/or manages the apartment.
- Lease** - A rental agreement between the landlord and the tenant. **A LEASE SHOULD NOT BE SIGNED UNTIL READ AND UNDERSTOOD!!!**
- Security Deposit** - A set amount of money paid when signing the lease for possible damages. This money is assurance to the landlord that any damage that occurs while a tenant lives in the apartment will be paid for after the tenant leaves. The entire amount may be returned to the tenant if no damage occurs to the apartment.
- Furnished** - The apartment is supplied with the essentials which may include a stove, refrigerator, bed, chairs, sofa, tables, lamps, and basic kitchen supplies.
- Unfurnished** - The apartment is supplied with nothing more than a stove, refrigerator and a bathroom with toilet and shower.
- Utilities** - These include the heat, electricity, rubbish disposal, and gas. **Before you sign a lease it is important to understand which fees are covered by the monthly rent and which fees you will have to pay separately.**
- Sublet** - To rent out your apartment to someone else under the original terms of your lease. This is often done during the summer months.
- Evict** - To be forced to leave one's apartment as a result of having violated a term of the lease.

**Landlord-Tenant Laws** - Laws designed to protect both the landlord and the tenant

## Before Signing a Lease

Once a lease is signed, it becomes legally binding. Since a lease is considered a contract, it is important to understand the terms of the lease before signing it. Below is a short list of recommended questions to ask before signing a lease:

- Which services and utilities are included in the rent? (i.e., heat, electricity, gas, rubbish disposal, etc.)
- How often will the landlord repaint the apartment and who will pay for it?
- Exactly how long does the lease run? (Ex: 1 year, 6 months, or month-to-month)
- What are the conditions under which you can terminate the lease if you decide to move? (most rental companies require at least 30-days notice)
- Can you sublet the apartment to someone else? Under what conditions can you sublet?
- Are children allowed in the apartment?
- Are pets allowed in the apartment?
- Smoking or Non-Smoking?

# FINANCES

## DOLLARS AND 'SENSE'

American money is often confusing because the bills (paper money) are all the same color and size. The coins often have two names and their size is not at all indicative of their value. The symbol used for a dollar is \$. The symbol used for a cent is c.

Paper bills come in the denominations of \$1, \$5, \$10, \$20 (\$20 bills are either both green and white, or multi-colored), \$50, \$100. U.S. coins are the following:

- 1 cent (penny or cent)** The coin of smallest value, equal to 1/100 of a dollar and copper-colored. It is useful for some sales taxes, but a penny does not buy very much.
- 5 cents (nickel)** Equal to five pennies, it is large and easily confused with the quarter.
- 10 cents (dime)** The smallest in size of the coins, it is used for some parking meters and some bus fares.
- 25 cents (quarter)** This coin is larger than the nickel. It is used in pay telephones, bus fares, parking meters, and coin-operated washers and dryers.
- 1 dollar** This is a new coin in gold color.

**NOTE: Carrying a large amount of cash is not advisable.**

## BANKING SERVICES

Banks belonging to the FDIC (Federal Deposit Insurance Corporation) are insured by the government for a maximum of \$100,000 per account to insure availability of funds upon demand.

The banking business has become very competitive. Therefore, discussing one's banking needs with several banking institutions is recommended. Basic services generally include checking accounts and saving accounts.

### Checking Accounts

A safe, convenient means for paying bills is a bank checking account (called a "current account" in many countries of the world). A checking account is opened upon deposit of money with a bank. That bank will give you a checkbook imprinted with your individual account number, name, address, and telephone number. There is a small fee for the printed checks. To pay bills, write checks against the balance of your account. You will receive monthly printed statements indicating the amount of your balance, deposits made, and checks drawn against your account. A monthly service fee for a checking account will vary according to the number of checks that you have written and according to a minimum balance, as determined by individual banks. Ask about interest bearing accounts, service fees, and minimum balance accounts in order to choose which is most suitable to your needs.

### Savings Accounts

Money not needed for monthly expenses can be placed in a savings account. This money will earn interest which is compounded quarterly or semi-annually. The amount of interest earned is added to the balance of your savings account. Interest rates vary from bank to bank. Investment accounts are also available, but require you to leave your money for longer lengths of time or pay a penalty fee.

### Safe Deposit Boxes

If you have jewelry or other valuables including passports, wills, stock certificates, leases, etc., you should rent a safe deposit box at a local bank. This will cost around \$20-\$30 per year depending on the size of the box. You have access to your valuables anytime during banking hours. These items will be very safe and protected in secure bank vaults.

### Transfer of Funds from another Country

The transfer of funds from other countries has become increasingly complicated. Because of exchange regulations, it often involves long delays. You will need to know the **international routing number** for both of the banks involved, as well as the **account numbers** for the individual accounts that will be affected. Plan in advance to allow sufficient time for transfer of funds. OISS is prepared to provide letters of identification that may be required to expedite receipt of foreign funds or exchange.

### ATM/Cash Cards

Most banks offer the convenience of ATM and cash cards so that you can withdraw money from your account in locations other than the bank itself. Often there is a charge for this service (especially at an ATM machine not provided by your bank). Ask your bank for further details.

### Debit Card

A debit card allows you to pay for items using money from your checking or savings account. It also allows you to obtain cash from these accounts. Many debit cards also carry a Visa or MasterCard logo on the card. These cards are accepted anywhere the respective logo is accepted. Many people use debit cards in place of cash or checks.

## BANK LOANS

Money from banks is usually available on a short-term loan basis when collateral (something which can be held as security for guarantee of the loan) is provided. Depending upon the amount borrowed, one or more co-signers are required (a co-signer guarantees payment if the loan is not paid). NOTE: Lending establishments (banks and finance companies) are required to print the true cost of interest rates. In the state of Washington, such institutions may charge a maximum interest rate of one percent per month on the unpaid balance. Watch for hidden charges such as investigation or service charges. It is advisable to insist upon complete, detailed facts from the loan officer.

## CHARGE ACCOUNTS

Charge accounts and installment buying allow a person to pay for an item over a period of time. Interest rates may change according to the market conditions.

Thoroughly investigate any agreement before signing. Anyone who cannot complete payments is usually required to return the item being purchased. The money paid towards the purchase price is **not** returned to the purchaser.

## CREDIT CARDS

Charge cards, or credit cards, are used widely in the USA but it takes some time for non-residents of the USA to get one. Your credit card back home may not be accepted for many online transactions, such as airline ticket purchasing, so it can be helpful to get a U.S. credit card. Be persistent when applying for credit cards - be prepared for rejection often at first. Try to get gas cards and small store cards first to build a sound **credit history**. Also, someone with a good U.S. credit history can act as a cosigner with you, but that person must be willing to make payments if, for any reason, you are unable to do so. *Credit cards can be a great source of temptation when buying things, so use them wisely and don't over-spend!* Above all, keep track of your bills and how much **interest** credit card companies charge when you don't pay off the full amount each month.

## AMERICAN TIPPING

In the U.S. some people depend to a large extent on tips for their livelihood. In some fields of work wages are low. It is thought that by compensating people through tips rather than on a straight salary, good service is encouraged. However, you are not required to tip, especially if you are not satisfied with the service provided.

### ***People usually tipped and recommended amounts***

\*Waiters, waitresses - At least 20% (and more if you are particularly satisfied with the service).

\*Porters in an airport, bus station, or railroad station - At least \$1 for a small bag and \$2 for a larger bag.

\*Taxi Drivers - 15-20% of the total bill.

### ***People you don't tip***

\*Custom Officials or other government employees including police officers and fire fighters - this is considered bribery.

\*Post Office Personnel

\*Airline Personnel

\*People at Hotel Desks

\*Bus Drivers (unless they serve as guides on tours)

\*Store Clerks

\*Gas Station Attendants

\*Elevator Operators, Receptionists, or Telephone Operators

\*Theater Ushers

\*WSU Employees

# MAIL & SHIPPING

## LOCAL POST OFFICES

**Main Post Office:** 1135 South Grand Ave, Pullman; Monday - Friday, 8:30a.m. to 5:00p.m./Saturday 9:30a.m.-1:00p.m.

## POSTAGE RATES AND REGULATIONS

### Mail Delivery Schedule

Mail is delivered once a day, Monday - Saturday. No mail is delivered on Sundays or major holidays (except Special Delivery letters, which are delivered every day).

### Zip (Postal) Code Numbers

To speed mail delivery, every postal area in the U.S. has a code number. The number, which follows the state, is called a zip code. The zip code for Pullman, WA is 99163. University offices have a different zip code: 99164. Often large organizations, including the University, have an additional 4 digit code, e.g., OISS has a zip code of 99164-5110.

### Address

When a letter will be mailed outside the U.S., the last line of the address must be the name of the country, fully spelled out in block letters; for example, SPAIN. Both the city and the country should be written in English.

## SPECIAL CLASSES OF MAIL

### Sending Packages

Within the U.S., the cost of mailing packages depends on the weight of the package and the distance it will be sent. To mail packages overseas, consult the [Post Office](#) for postal regulations between the U.S. and the country of destination. Insurance against damage for packages may be purchased at the Post Office. However, to be insured, packages must be properly wrapped. Check with the Post Office for wrapping regulations.

[United Parcel Service \(UPS\)](#), [Federal Express](#), and other shipping companies are taking over much of the domestic and overseas parcel delivery business. It is wise to call different companies to compare prices.

### Book Rate (Media Mail)

Inside the U.S. there is a special book rate for mailing bound volumes (no handwritten material may be included) or compact discs (CDs). Mark "Media Rate" on the outside of the package. There is also a special rate for mailing books to other countries. See the Post Office for details.

### Certified Mail

Certified mail is available for use within the U.S. only. It is mail with a receipt which assures special handling to the point of destination.

### Registered Mail

Registered mail is available for all countries. It is a protected form of delivery. The letter is kept safe until it arrives at its destination.

### Money Orders

**Do not send cash through the mail!** Within the U.S., send either a personal check or a money order. To send U.S. money abroad, a certified check can be purchased. International money orders are also purchased at the main Post Office.

# TELEPHONE SERVICE

## LAND-LINE PHONE

### Obtaining Telephone Services

Many people have a telephone installed in their residence. Telephones can be installed easily and quickly for a set charge. You can either rent a telephone from the phone company or you may purchase your own equipment. Most drugstores, department stores (e.g. Shopko, Wal-Mart), and hardware stores sell telephones at various prices.

You will be charged a basic monthly rate which may include an unlimited number of local calls. Calls made outside of your local area will be charged to your monthly bill.

Numerous companies offer **long distance services**. Contact these companies and compare their services and prices to determine which company best meets your needs. Their numbers can be found in the telephone directory or via the internet.

### Telephone Directories

When your telephone is installed, you will receive a paper telephone directory which alphabetically lists the names and addresses of people with phones. It also includes a classified directory called the "yellow pages." It is worthwhile to study the directory since it contains a great deal of information about using the telephone, special services that are available, telephone rates, etc. The directory has information on public services, government offices, public schools, transit systems, zip codes, recreation, etc, in Pullman and surrounding areas.

### Making Telephone Calls from a WSU Telephone

- **On-campus number:** Dial only the last 5 digits of any on-campus number. e.g. To call OISS, dial 5-4508.
- **Local calls outside the WSU system:** Dial 9+telephone number (all 7 numerals)
- **International Long Distance:** 9+011+country code+city code+telephone number (wait for the beep)+your calling card number.

## TELEPHONE CALLING CARDS

Once your phone is installed, you have the option of using a telephone calling card for long distance calls. You can obtain either a debit card, which is purchased and pre-paid from many stores, or a credit card which is usually obtained from a phone company. Be sure you understand the terms of the card usage.

## CELLULAR (WIRELESS) PHONES

Cell phones are available from a number of providers. Many providers require a Social Security Number (SSN) in order to sign a cell phone contract. The following companies will provide cellular phone service to international students without a SSN. Bring your passport.

**Sprint PCS** [www.sprint.com](http://www.sprint.com)  
509-338-0559  
409 NE Stadium Way Pullman, WA  
Possible security deposit

**AT & T Wireless** [www.wireless.att.com](http://www.wireless.att.com)  
RadioShack, 509-332-6870  
588 SE Bishop Blvd Pullman, WA  
Possible security deposit

**Verizon Wireless** [www.verizonwireless.com](http://www.verizonwireless.com)  
Go Wireless, 509-332-1400  
1195 SE Bishop Blvd Pullman, WA  
Prepaid phones and plans only

## IDENTIFICATION CARDS

Identification cards are required for a variety of reasons at WSU, in the Pullman community, and throughout the U.S. Although a passport is a very valid and important form of identification, it is not acceptable in many circumstances. In addition, it is not advisable to carry your passport around Pullman and risk losing it. We recommend that you carry a photocopy of your passport, I-94, and I-20 or DS-2019 with you at all times. If you plan to travel far from Pullman, carry your important documents mentioned above with you.

The following forms of identification will be important for you:

- WSU identification card (CougarCard) is good for:

WSU Library use /Library Privileges

Residence Dining Account (RDA) purchases

Cougar CASH purchases, both on and off campus

Access to selected residence halls, campus offices and buildings

Access to athletic events for students who purchased a sports pass

Health and Wellness Services

Student admission fee for WSU sporting and cultural events

Bus service in Pullman and Moscow

Student Recreation Center

*\*Upgrade your CougarCard to a CougarCard Maxx by linking your CougarCard to a U.S. Bank checking account. Use your CougarCard Maxx for ATM transactions and debit card purchases anywhere Visa debit cards are accepted worldwide*

Compton Union Building, Room 60

PO Box 647204

Pullman, WA 99164-7204

Phone: (509) 335-CARD (2273)

<http://cougarcard.wsu.edu>

[cougarcard@wsu.edu](mailto:cougarcard@wsu.edu)

- Washington State ID Card and Washington State Driver's License are good for:

- Banking
- Admission to bars; anyplace requiring proof of age
- Purchase of Alcohol or Tobacco
- Writing personal checks

Obtain either of these at the Department of Licensing (DOL), 980 S. Grand Avenue, (509-334-2510)

OFFICE HOURS (except for Holidays):

Tuesday, Wednesday, Friday 8:30 am to 5:00 pm

Thursday 9:30 am to 5 pm

Saturday 8:30 am to 2:30 pm

*Knowledge test (for Driver's License) hours ends 30 minutes before closing*

Acceptable payment methods

Online: Visa or Mastercard debit or credit card (gift cards not accepted)

In person at a driver licensing office: Cash, check, traveler's check, or money order

COST (as of June 2009):

Identification card

Get first ID card.....\$20  
Renew ID card (available online).....\$20  
Replace lost or stolen ID card (available online).....\$15  
Update ID card (name, address, photo change).....\$10

Driver license or intermediate license

Apply for first driver license or transfer a valid driver license from another state (includes 1 knowledge and/or diving test)..... \$20  
Get first driver license or transfer a valid driver license from another state.....\$25  
Take knowledge and/or driving test.....\$20  
Replace lost or stolen license (available online).....\$15  
Update license (name, address, photo change).....\$10  
Renew driver license (available online).....\$25  
Renew driver license more than 60 days late (charged in addition to licensing fees).....\$10  
Renew Washington State license while out of state.....\$25  
Extend driver license expiration date for up to 12 months while out of state.....\$5

Instruction (learner's) permit

Get first instruction permit (includes 2 attempts to pass knowledge exam).....\$20  
Take additional knowledge exam.....\$20  
Renew instruction permit.....\$20  
Replace lost or stolen instruction permit (available online).....\$15  
Update instruction permit (name, address, photo change).....\$10  
For more details, please visit <http://www.dol.wa.gov/driverslicense/fees.html>

An appointment is required to take the driving test. No appointment necessary for the written test. Bring your passport and one additional piece of identification such as a credit or debit card.

# TRANSPORTATION

## **PUBLIC TRANSPORTATION**

There is no passenger train service to the Pullman-Moscow area. [Horizon/Alaska Airlines](#) provides limited air service while [Wheatland Express](#) provides limited bus transportation. Information on fares and schedules may be obtained by calling Horizon Airlines or Wheatland Express which are both listed in the yellow pages of the telephone directory or visiting their websites.

### **Pullman Transit** 509-332-6535; [www.pullmantransit.com](http://www.pullmantransit.com)

A free bus service is available in Pullman for all WSU students and employees. A mandatory transit fee is charged to all WSU students' accounts each semester to help subsidize the transit system. Show your Cougar Card to the bus driver when you get on the bus. Schedules are available at the "Bookie" or the Parking and Transportation Services.

### **Wheatland Express** 509-334-2200; [www.wheatlandexpress.com](http://www.wheatlandexpress.com)

Monday through Friday there is free bus service available between Pullman and Moscow on Wheatland Express. WSU Students ride free with Cougar Card while there is a minimal charge for faculty, staff and community members. Schedules are available on-line and in various locations including the CUB information desk and [Parking and Transportation Services](#) on campus.

Wheatland Express also provides airport shuttle services between Pullman-Moscow area and the Spokane Airport. The cost is approximately \$45 each way. Check their [website](#) for schedule.

## **MOTORCYCLES AND MOPEDS**

### **Motorcycle Law**

It is mandatory to wear a helmet. Washington State law requires drivers of motorcycles and motorbikes to possess a valid driver's license and to pass a special motorcycle driving test. Apply at the [Washington State Department of Licensing](#) in Pullman.

### **Mopeds**

A moped is defined as any two or three wheeled vehicle which is powered by a 50cc or smaller motor and capable of a maximum speed of 30 mph or less on level ground.

Operators of mopeds must be at least 16 years of age and have a valid driver's license. Contact the Washington State Department of Licensing in Pullman.

## **BICYCLES**

### **Owning a Bicycle**

It is mandatory to wear a helmet. Many WSU students use bicycles for transportation. The hilly terrain generally requires a 5 or 10 speed bicycle. When bicycles are left unattended for even a short period of time, they should be locked. It is advisable for bicycles to be engraved with an identification number in case of loss or theft. For further information, contact the Pullman Police Department 509-334-0802 or the WSU Police Service, 509-335-8548.

## **Bicycle Safety**

Bicyclists have an obligation to comply with safe-driving rules. They include:

- moving with the traffic and obeying all traffic laws;
- not riding with more than two abreast, except on paths or parts of the roadway designed for bicycles;
- having adequate brakes, a headlight, and taillight or red reflector;
- if riding on the sidewalk, the bike must travel at pedestrian speed or no faster than someone walking

More information about bicycle safety is available at the Washington State Department of Licensing in Pullman.

## **AUTOMOBILES**

### **Buying a Car**

Purchasing an automobile is an item of major expense. In addition to the purchase price, the cost of maintenance, gasoline, vehicle registration, insurance cost, and major repairs must be considered. It is sometimes cheaper to rent a car a few times a month than to own a car.

Before buying a new car, compare prices, makes, and models. Do not be pressured into buying extra devices for the car if you do not want them. Always add up the bill personally before signing any kind of a contract. Don't buy a car at what is called "List Price" until you have talked to a number of people about it. Prices can be normally bargained down and can vary considerably from month to month. For example, at the end of a dealer year when the new season's cars are expected to arrive, you can often get a good bargain on the last year's model.

***Beware of dealerships.*** Many manufacture-authorized dealers provide reputable services. However, some dealerships (especially used-car dealers) have questionable, deceiving business practices. Before you start shopping for cars, do some research on dealers you are planning to buy from. You can ask around or contact the [Better Business Bureau](#) to find out if there are any complaints that have been filed against certain dealers.

Better Business Bureau: [www.bbb.org](http://www.bbb.org)

***Beware of used cars.*** Before purchasing a used car, it should be inspected for defects and possible weaknesses by a mechanic who is not associated in any way with the seller of the car. With a Vehicle Identification Number (VIN) of a used car you are considering purchasing, you can also obtain history reports of the particular vehicle through CARFAX on-line.

CARFAX: [www.carfax.com](http://www.carfax.com) (Costs about \$20 for vehicle history report.)

### **Rental Cars**

Many types of cars can be rented, provided that the leaser possesses a valid driver's license and is 25 years of age or older. Many major car rental firms will, however, rent to persons over the age of 21, if they have a major credit card.

A rental car can be driven anywhere in or out of the state. Charges are by the mile and by the day. Cars can be rented from a car rental company or from most car dealers. Check the yellow pages of the telephone directory under "Automobile Rentals" for a complete listing of car rental agencies and dealers.

Auto-Rental in Pullman  
**U-Save Auto Rental - Pullman, WA**  
1115 S Grand Ave  
Pullman, WA 99163-2103  
(509) 334-5195  
[www.wysupcars.com](http://www.wysupcars.com)

Budget Rent-A-Car: **Pullman-Moscow Regional Airprt**  
3200 Airport Complex North  
Pullman, WA 99163  
(509) 332-7413  
[www.budget.com](http://www.budget.com)

Hertz Rent a Car Licensee: Pullman-Moscow Airport Pullman WA  
3200 Airport Complex N  
Pullman, WA 99163-8974  
(509) 332-4485  
[www.hertz.com](http://www.hertz.com)

Checkpoint Lube Center  
1455 SE Bishop Blvd  
Pullman, WA 99163-5473  
(509) 334-5435  
(509) 332-5823  
[www.manta.com/company/mmbpwps](http://www.manta.com/company/mmbpwps)

Heritage Wheel & Tire & Advance Muffler  
520 S Grand Ave  
Pullman, WA 99163-2792  
(509) 332-2648  
(509) 334-2595

## **DRIVER'S LICENSE**

You can apply for a Washington State driver's license at the [Department of Licensing in Pullman](#). You will need to take a driving test to obtain a license. If you feel you need some driving experience before applying for the test, you can apply for an instruction permit. The instruction permit, which currently costs \$20.00, is valid for one year. It permits you to operate a motor vehicle provided that you are accompanied by a driver who has been licensed to drive for a period of five years. No test is required for an instruction permit.

### **Procedure for Obtaining a Driver's License:**

- Pay an examination fee before taking the examination. If you fail to pass any part of the examination, you may re-take that part of the examination within 90 days.
- Fill out a questionnaire concerning physical and mental qualifications, previous driver's licenses, convictions for traffic offenses and suspensions, revocations, or cancellations of prior driver's licenses.
- Take a written examination about the rules of the road and Washington motor vehicle laws.
- Take a vision test and demonstrate color recognition.
- Provide a legally safe vehicle for a road test. An unsafe or illegally equipped vehicle will not be accepted for the test.

- Demonstrate ability to drive safely and skillfully in an actual road test.
- Surrender all valid driver's licenses from other states and Canada before the Washington license is issued. The surrendered licenses are returned to the place of issuance.
- Pay an additional fee upon qualification for a license.

### **The Road Test**

The road test will be given in a vehicle provided by the applicant. Before you take the road test, the examiner will inspect your vehicle for safety and proper operating conditions.

The road test is designed to measure your driving skill and knowledge of legal and safe driving practices. You will not be tricked or asked to do anything illegal during the test. A study guide can be obtained from the Department of Licensing.

If you fail the road test, another examination will not be given until sufficient time has been allowed for improvement and correction. This time could vary from one to three weeks.

### **AUTO INSURANCE**

It is a requirement of the state of Washington to possess vehicle liability insurance. Every driver must carry an insurance ID card while driving a vehicle verifying valid vehicle liability insurance. Further information is available from the Department of Licensing, 970 Grand Avenue, Pullman, or from insurance agencies which are listed in the yellow pages under "Insurance."

### **DRIVING WHILE INTOXICATED (DWI)**

**DRIVING WHILE INTOXICATED (DWI) IS AGAINST THE LAW. HEAVY PENALTIES WILL BE ADMINISTERED. POSSIBLE PENALTIES INCLUDE LOSS OF LICENSE OR JAIL TIME.**

### **SEAT BELT LAWS**

It is a law of the State of Washington that every occupant of a motor vehicle manufactured after 1968 **must** wear a safety belt or run the risk of being fined. The driver is responsible for him or herself and all passengers under 16 years of age. Children one year and under must be secured in a specially designed safety seat when riding in any vehicle. Children weighing less than 80 lbs should ride in the back seat.

### **CELL PHONE LAWS**

It is illegal for drivers in the state of Washington to read, type or send a text message from a wireless device while behind the wheel (driving). Motorists are also banned from using all but "hands-free" cell phones while driving. Drivers can be given a ticket for breaking the new law only if they have been stopped for another traffic violation. The fine for violating this law could be as high as \$250.

# SHOPPING

## SALES TAX

In the state of Washington the sales tax is 7.8%. In Idaho the sales tax is 6%. (Tax is on all goods excluding food, services and newspaper and added in at the time of purchase).

## RETURNING AND EXCHANGING GOODS

It is very important to have a written record of anything you buy. A receipt is given to you when you purchase anything from a pen to a television set. Most sellers will not consider allowing you to exchange an item or return an item for a cash refund unless you have the original receipt.

## SHOPLIFTING

In the U.S., shoplifting is a criminal offense. Removal of merchandise from a store without paying for that merchandise, whether its value is 20 cents, twenty dollars, or two hundred dollars, constitutes a crime.

An individual accused of shoplifting is automatically taken to the police department for fingerprinting and photographing. In all cases, the accused must appear in court for a hearing.

**NOTE: A criminal conviction for a crime such as shoplifting can result in deportation** proceedings by the Immigration Service. Based on the serious consequences resulting from shoplifting charges and conviction, it is very important that an individual does not forget to pay for merchandise **before** leaving the store.

### Shopping in Pullman:

*(General Store)*

#### Shopko

1450 South Grand Avenue  
Pullman, WA 99163

Main Store 509-332-0220 Sun 8-10, M-F 8-10, Sat 9-10  
Pharmacy 509-332-0503 Sun 10-4, M-F 9-7, Sat 9-5  
Optical 509-332-0820 Sun 11-3:30, M-F 9-8, Sat 9-5

*(Grocery)*

#### **Dissmore's IGA**

1205 North Grand Ave.

Pullman, WA 99163

Phone: (509) 332-2918

<http://www.iga.com/consumer/default.aspx>

#### **Safeway**

430 S E Bishop Blvd  
Pullman, WA 99163

**Store Phone:** 509-334-0803

**Store Hours:** Mon-Sun 6:00AM-1:00AM

**Pharmacy** 509-334-0819

**Phone:**

**Pharmacy**

**Hours:**

Mon-Fri 9:00AM-8:00PM

Sat 9:00AM-6:00PM

Sun 11:00AM-6:00PM

<http://www.safeway.com>

**Shopping in Moscow, Idaho:**

**Wal-Mart**

2470 West Pullman Road

Moscow, ID 83843

**Store Phone**

(208) 883-8828

<http://www.walmart.com>

*(Grocery)*

WinCo Foods #29

1700 W. Pullman Rd.

Moscow, ID 83843

Open 24 hours

<http://www.wincofoods.com/>

Moscow Food Co-op

121 E. 5th in downtown Moscow

General Phone: 208-882-8537

Open 7:30am - 9pm every day

<http://moscowfood.coop>

## REGIONAL RECREATION

### SUMMER RECREATION

Some highlights in Pullman include several municipal parks, among which are Kruegel, Military, Reaney, and Sunnyside Parks. Connected with Reaney Park is the city pool which is open summers only. There are separate admission fees for adults, students, and children. Season tickets are also available. For group picnics, contact Pullman Parks and Recreation in the Pioneer Center (509-338-3227) to reserve a facility.

Kamiak Butte County Park, a short distance north of Pullman, offers picnic facilities and mild scenic walking. Steptoe Butte, north of Colfax, is noted for its imposing height (you may drive all the way to the top) and historical association. Laird Park in Idaho provides overnight camping facilities, picnic areas, and a small lake for swimming.

[Pullman Parks and Recreation](#) Office in the Pioneer Center (509-338-3227) offers classes, sports, and other activities throughout the year.

Many WSU students take advantage of the sandy beaches along the Snake River during the spring, summer, and fall months. Since the difference in elevation is roughly 2000 feet, it is often considerably warmer at the Snake River than in Pullman.

Farther away, lakes and parks in the Spokane, Coeur d'Alene, and Sandpoint vicinities are suitable for swimming, boating, fishing, camping, and picnicking. Camping and biking are always available during the summer months in the larger parks of Washington, Oregon, Idaho, and Montana. Particular points of interest are Mount Rainier, the Wallowa Mountains, the Idaho Wilderness District, Glacier National Park (Montana), Mount Hood (Oregon), Crater Lake (Oregon), and Lake Chelan in Washington.

### WINTER RECREATION

Ski facilities are located near Pullman; Ski Bluewood near Dayton, WA; and 49 Degrees North near Chewelah, WA. Larger, more elaborate (and more expensive) ski areas are located at Mount Spokane, near Spokane; at Schweitzer Basin near Sandpoint, ID; and at Silver Mountain near Kellogg, ID. These areas are 80-150 miles north of Pullman. [WSU Outdoor Recreation Center](#) is a good source of information about these ski areas.

## PERSONAL SAFETY

In recent years the crime rate has dramatically increased in all parts of the U.S. Although Pullman is relatively safe compared to other areas, precautions should be taken.

### HITCHHIKING

Hitchhiking is extremely dangerous anywhere in the U.S. and is illegal in some parts of the country. **It is very unsafe and unwise to hitchhike; also, never pick up a hitchhiker.**

### THEFT AND BURGLARY

Unfortunately, car and home theft is quite common. Do not leave your car unlocked. Keep the registration papers and your driver's license with you and not in the glove compartment. Care

should also be taken when you leave possessions in your car. If you have to leave something, hide it under the car seat or in your trunk since items seen through a window could give a thief an idea to break into your car.

Always lock your home when you leave. Also, it is advisable not to open the door until you know who is calling. Most doors have peepholes through which you can see who is waiting at your door or you could simply ask, "Who is there?"

## **IDENTITY THEFT AND SCAM**

Identity theft is serious problem. Each year, thousands of Americans and many international students are victims of identity theft. Victims of identity theft spend an average of 600 hours trying to clear their credit records.

What is Identity Theft? Identity theft is when someone else either **steals your identification information** and/or credit card information, or gains it through **false pretenses**, and uses your information to buy things that you will be responsible for paying for.

Identity theft can occur if someone steals your wallet and gets information such as your social security number, student identification number, driver's license, or other private information. Increasingly, however, identity theft occurs when someone **calls or emails you and pretends**—very convincingly—that they are from your bank or that they are a government agency or some other important official, and asks you for your private identification numbers or information. Many people are tricked into believing they are giving out information to a genuine person when in fact that person may be a professional criminal!

Take steps to protect yourself from identity theft.

- **Do not give out personal information by phone or email**, unless you know the person and you are certain they are a legitimate, secure representative of a real organization, such as your employer.
- **Never give out your social security number**, unless it is absolutely legitimate and necessary, such as giving it to your employer for tax accounting purposes.
- A new federal law requires credit agencies to give consumers a free credit report once a year. Request your credit report from Experian, Equifax, or TransUnion at 877-322-8228 or via the web at: [www.AnnualCreditReport.com](http://www.AnnualCreditReport.com)
- **Tear up or shred documents containing personal information** before throwing them away. Shred old bills, bank statements, credit card receipts, investment updates.
- Do not carry PIN numbers, original birth certificates, and passports unless absolutely necessary.
- Do not give credit card numbers to telemarketers (phone call sales people).
- Be careful and do not give out personal data when filling out warranty cards, subscription forms, 'prize-drawing' cards and web-site registration forms.
- Tell companies, especially your banks and credit card companies, not to "sell your name" and not to do "third party solicitations."
- Write the three major credit bureaus and ask to "Opt Out" of the pre-approved credit lists they sell to companies. Call 1-888-567-8688. Since the "opt-out" option may expire after two years, remind yourself to do it again later, too.
- Remove your name from marketer's unsolicited mailing and calling lists. Write to Direct Marketing Association's Mail Preference Service, P.O. Box 9008, Farmingdale, NY 11735.
- Review your credit card and other credit statements each month and make sure you know exactly what you're being billed for. Question the company about any charges you didn't authorize.
- Be cautious about "trial memberships." Refuse the offer if you will be billed and later have to cancel if you don't like the product. Recognize that even if you do not give out your credit card number, you might still be billed.

Sources:

ID Fraud Tip Sheet, Farmer's Insurance Magazine, Summer 2005. URL: [www.farmers.com](http://www.farmers.com)

"Twelve Ways to Protect Your Identity," Office of the Attorney General, Consumer Protection Division. Accessed 7 July 2008. URL: [www.atg.wa.gov/askcolumn.aspx?&id=11922](http://www.atg.wa.gov/askcolumn.aspx?&id=11922)

## **SAFETY ON THE STREETS**

Before crossing the street, look to both the **left** and the **right**. It is advisable for anyone, especially women and children to not be out alone after dark.

**WSU Women's Transit (509-335-6830)** provides female students a safe ride to and from night classes, the libraries, meetings, and other university-sponsored programs. The program is intended to be used by women who are unable to find a friend to accompany them to their destination around Pullman. Statistics show that women walking in pairs or groups are seldom assaulted.

### **Women's Transit Operational Hours:**

Sunday - Thursday 6:00pm - 12:00am\*

Friday - Saturday 6:00pm - 4:00am\*

<http://www.women.wsu.edu/Transit/>

\*Please note that they stop taking calls 15 minutes prior to shutting down.

***\*Regular school year only***

**Alternatives to Violence** is a local non-profit organization that has a 24-hour hotline as well as a shelter to help victims of domestic violence or sexual assault. Any assault, including sexual assault, should be reported to the police immediately. The Alternatives to Violence 24 hour hotline number to call is 509-332-4357 or (208)883-HELP

\*24 Hour crisis line

Collect crisis calls accepted

<http://community.palouse.net/atvp>

### **WSU Police Department and Campus Safety Services**

911 (emergency)

509-335-8548 (business)

E-mail: [police@wsu.edu](mailto:police@wsu.edu)

# LAWS AND REGULATIONS

## THE SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES

Washington State prohibits the sale or consumption of alcoholic beverages by any person under 21 years of age. Aiding anyone under 21 years of age to obtain alcoholic beverages is considered a crime. Conviction for contributing to the delinquency of a minor (a person under the age of 21) is punishable by a fine and a jail sentence.

In order to purchase alcohol (including beer and wine), you must have proper identification. Proper identification includes any legally authorized document which states the year of your birth and a picture. This would include a driver's license, state issued ID card or a passport.

Beer and wine can be purchased at supermarkets with proper identification. State licensed liquor stores carry "hard" liquor such as whiskey, gin, etc. and a selection of wines.

## DRINKING

The following regulation regarding the consumption of alcoholic beverages appears in the [Washington State University Student Handbook](#) under policies and regulations:

Alcohol may not be possessed and/or consumed in alcohol-free communities and/or by minors. Consumption may only occur in other communities by those aged 21 or over in the privacy of their own room or in the room of another legally aged resident, behind closed doors. Residents who drink illegally and behave irresponsibly may face disciplinary action. Individual residents are held accountable for the actions of all their guests. Open containers of alcoholic beverages are not allowed in any public areas including lobbies, lounges, hallways, stairways, elevators, laundry rooms, study rooms, and restrooms. Bulk alcohol, including "spodies," "party balls," and/or "kegs" in any form or container is not allowed.

## ILLEGAL DRUGS

It is illegal to possess, use, or traffic-in illicit drugs that are not available over the counter or have not been prescribed by a physician. Those illegal drugs include marijuana, hashish, LSD, cocaine, heroin, etc. Actions by law enforcement may result in deportation for international students and scholars.

## CHILD NEGLECT LAWS

There are child neglect laws against leaving small children alone in a house or an apartment. Because of numerous gas and electrical appliances with buttons and gadgets with which children like to play, there is a constant danger of fire, even in so-called fire-proof buildings. DO NOT LEAVE CHILDREN UNATTENDED IN YOUR HOME.

## IMMIGRATION REGULATIONS

Refer to the OISS website: [www.ip.wsu.edu/oiss](http://www.ip.wsu.edu/oiss)

# CHILDREN

## CHILD CARE

Child Care Resource and Referral Office (509-335-7625) provides information on the availability of full-time and part-time child care for children of WSU students, referrals to child care services in Pullman, including family day care, nursery, after school programs, and other services relating to children and families. The referral service is free of charge while the child care service rates vary. Children under the age of 12 should not be left unattended regardless of whether you are at home, in public, or in your vehicle.

## BABY-SITTERS

A baby-sitter is someone who is hired to care for one's children while the parent is out. Teenagers or college students can usually be hired on an hourly basis. You can often find a good baby-sitter by talking to people who have children. If you are unable to find someone to care for your children, there are certain agencies which will hire a baby-sitter for you. They can be found in the yellow pages of the telephone directory under "Baby-Sitting Services." Do not hire non-immigrant individuals (including F-1, F-2, etc) as babysitters.

## PUBLIC SCHOOLS

If you are living in Pullman, your dependent children are eligible to enroll in [local public schools](#) free of charge. You will need a copy of your child's immunization record and their passport to register them in a local school. If your child does not have certain required immunizations to enroll, contact the [Whitman County Public Health Department](#) to obtain immunizations at a reduced cost.

## The PTSA

The PTSA (Parent Teacher Student Association) is affiliated with the Pullman Public Schools and provides the opportunity for parents to meet their child's teacher and the parents of their classmates. Regular monthly meetings are held throughout the school year.

## Open Houses

Each fall, schools host a Back to School or Open House at which time parents may visit their child's classroom for an explanation of what is being taught and for viewing displays of the student's work. In November, American Education Week offers opportunities for school visitations while classes are in session.

## Birthdays

In the U.S. children often celebrate the day of their birth with a party. Held either at home or in a restaurant, birthday parties usually include a few friends of the birthday child, refreshments which include a cake with candles representing each year of the child's life, and games. Each guest brings an inexpensive gift for the child whose birthday is being celebrated. In some elementary schools there is an observance of the birthday at school. Contact the teacher for information.

## SAFETY OF CHILDREN

### Plastic Bags

Keep all plastic bags, such as those on dry cleaned clothes, laundry packages, and food, away from children. There have been many cases of children suffocating while playing with plastic bags. **KEEP THIS TYPE OF PLASTIC AWAY FROM INFANTS AT ALL TIMES.**

### Abandoned Refrigerators

Keep children away from refrigerators no longer in use. Children have suffocated while playing in an abandoned refrigerator when the door has closed.

## Leaving Children Unattended

Children under the age of 12 should not be left unattended regardless of whether you are at home, in public, or in your vehicle.

# MISCELLANEOUS

## COMMON HOLIDAYS IN THE U.S.

**New Year's Day, January 1** – The celebration usually occurs the night before on New Year's Eve, when it is common to have a party which culminates in loud noises at midnight.

**Martin Luther King Day, the third Monday in January** - A national holiday honoring the late civil rights leader, Martin Luther King, Jr.

**Presidents' Day(Washington's Birthday), the third Monday in February** - George Washington was the first president of the U.S.

**Easter Sunday**, (the date varies) – Christians celebrate the resurrection of Jesus Christ. For children, baskets of candy and dyed, hard-boiled eggs are hidden by a mythical "Easter Rabbit" or "Easter Bunny". The children seek out the hidden eggs.

**Memorial Day, last Monday in May** - A national holiday to honor U.S. soldiers who died in wars.

**Independence Day, July 4** – A national holiday often celebrated with parades, band concerts, and fireworks to celebrate the signing of the Declaration of Independence in 1776.

**Labor Day, the first Monday in September** – A national holiday to honor the importance of labor. It is comparable to the May 1 celebrations in many parts of the world.

**Columbus Day, Second Monday in October**

**Veteran's Day, November 11** – A national holiday to honor the war veterans.

**Thanksgiving, the fourth Thursday in November** – A harvest celebration stemming from festivities in the original American colonies. It is a legal and business holiday when most families gather for a large meal and thanks. The typical meal includes turkey and pumpkin pie.

**Christmas Day, December 25** – Christians celebrate the birth of Jesus Christ. It is also a widely celebrated day of feasting and gift-giving. "Santa Claus" is said to visit homes of children on the night of Dec. 24 (Christmas Eve) and leave gifts for them while they sleep

## COMMON ACRONYMS USED AT WSU

ASWSU - Associated Students of Washington State University

CUB - Compton Union Building

CUE – Smith Center for Undergraduate Education

DHS - U.S. Department of Homeland Security

FedEx - Federal Express

GPA - Grade Point Average

GPSA - Graduate Professional & Student Association

GER-General Education Requirements

GUR - General University Requirement

IALC - Intensive American Language Center

IP - International Programs

OISS – Office of International Students and Scholars

ISC - International Students' Council

ISS - Instructional Support Services

PE - Physical Education

RHA - Residence Hall Association

SRC - Student Recreation Center /Student Resource Center(Vancouver)

UPS - United Parcel Service

USCIS – U.S. Citizenship & Immigration Service (formerly INS)

USPS - United States Postal Service

WSU - Washington State University

YMCA - Young Men's Christian Association