



INTERNATIONAL  
STUDENT HANDBOOK  
2017



# PACKING

## Clothing

Campus dress is casual, but must be tasteful and appropriate. Shorts, t-shirts, and jeans are fine. A sweater, sweatshirt, or a jacket will be necessary for cool evenings and some air-conditioned classrooms. Rain gear is almost always needed. Keep in mind that the average temperature in July will be around 82° F (~28° C). You may want to bring your “best” outfit for special occasions (formal dress is not required, but there are dances and other occasions for which students may want to dress up). In any case, the list below will help you plan for your weeks on campus. Some items are certainly optional. Keep in mind – you will have to transport all of your items by yourself, and you will be sharing a small space with a roommate. Be sure to check luggage size and weight requirements for your flights. Plan accordingly!

## Accommodations

Linens – sheets, a pillow, and a blanket – are provided by the dormitory and may be changed weekly at the Dejope Information Desk, although you may prefer to have your own. Most students decide to bring another “heavier” blanket for the air-conditioned rooms. Towels are *not* provided. Laundry is available in the dorm. To use them, you will put money (\$2.50 per load) onto your meal card at the Dejope Information Desk at any point during your stay. You will have the opportunity to put money on your meal card for laundry. Each room has a small refrigerator. All rooms also have two small lockable drawers, but students must bring their own padlocks. Please do not bring too much money or anything of great value.

## Cell Phones

There will be a landline in the site office that students are allowed to use with a staff member’s permission. We suggest sending along a calling card for long distance calls. If your student has a cellphone, please discuss expected phone behavior with him/her. WCATY will not be held responsible for lost or stolen phones or the minutes/costs that accumulate during the program. It is your responsibility to be aware of any and all international roaming charges associated with using your cell phone. Access to free WIFI will be available on campus for students to use. Phones must remain off during class and all organized activity times.

## Computers

Students are allowed to bring computers and they may be helpful for coursework. Many students have found having a computer helpful during the evening study sessions. If any inappropriate material is found, it will be confiscated for the duration of the program. WCATY will not be held responsible for any lost or stolen computers. Laptops may not be brought to class except with the explicit permission of the instructor. If you have an Ethernet cable, you may bring it for Internet access. There is wireless internet access in Bradley Hall and across campus.

## Medication

Students should not pack any over-the-counter (non-prescription) medications, supplements, or first aid items (medication for headaches, upset stomachs, sore throats, bandages, etc.). All of student’s needs will be met by professional staff from University Health Services. Students should pack **any and all** prescription medication they will need to take over the course of the entire camp. **All prescription medication needs to be accompanied with a full label translation.**

## Packing List

Clothes and Linens	Other Basics	Optional
<b>informal class clothes</b> <b>sweater, jacket, sweatshirt</b> <b>swimsuit</b> semi-formal outfit shower shoes (flip flops) <b>comfortable shoes</b> <b>sports/active clothes</b> <b>Sleepwear</b> hat/sunglasses <b>towel</b> /wash cloth beach towel <b>umbrella or rain poncho</b>	<b>water bottle</b> sun block/aloe* backpack insect repellent* pocket money alarm clock* notebook* laundry detergent* toiletry articles (soap, shampoo, deodorant, etc.)* medicine (to be given to UHS during check-in)	laptop Ethernet cable cell phone/charger books camera “dress up day” clothes snacks ( <u>nut free</u> ) <b>AC/DC adapters</b>

Items in **Bold** are essentials.

\* items that can be purchased and used in Madison if needed.

**DO NOT BRING: TVs, video game consoles, anything with an exposed heating element (i.e. coffee pot), microwaves, skateboards, bikes, and roller blades. If staff members encounter any of the above items, they will be confiscated for the duration of the program. The items will then be returned to a parent/guardian during check-out.**

## Packing Light as Possible

In order to pack as light as possible we encourage you to limit what you bring to just the essentials. Keep in mind that laundry facilities will be available for use so you only need to pack a week’s worth of clothes that you can wash during camp. Students will also be able to make a trip to the store in the first few days of camp if they need to purchase other supplies. You can bring extra pocket money if you would like to purchase things like sun block, insect repellent, laundry detergent, and toiletry articles in Madison instead of packing them.

Many students also like to purchase and bring home souvenirs. When packing your bag try to leave space for items you would like to bring home with you.



# TRAVELING TO PROGRAM

## VISA

The University of Wisconsin-Madison and the Student and Exchange Visitor Program (SEVP) have determined that Summer Programs offered by the Wisconsin Center for Academically Talented Youth (WCATY) at the UW-Madison serving precollege students are programs that require a B-1 or B-2 visitor visa for any non-US citizen or non-permanent resident. International student applicants are strongly encouraged bring their WCATY program admission letter among other supporting documents to their visa interview at the US Embassy. The process of obtaining visa and travel documents is a responsibility of a student applicant. The University of Wisconsin-Madison cannot advise students on visa procedures or eligibility. For more information about the application and required travel documents, either contact our office or visit <https://travel.state.gov/content/visas/en/visit/visitor.html>

## Point of Entry

It is recommended that along with your Visa and Passport you bring a print out of your acceptance letter and WCATY letter of support to justify your visit. Your visa does not guarantee entry into the United States. The Customs officer at the port of entry determines the period of authorized stay. For this reason, you must give serious and clear answers to the Customs officer during your interview.

## Travel Emergencies

If for any reason your flight is delayed or in case of any other emergency, please contact WCATY at (608) 515-4332. We will work with you to solve the issue.

## Traveling Money

It is suggested that you bring some spending money for your time during camp. You should also plan ahead to potentially bring more spending money to cover your expenses while traveling. Think about if you will need to purchase meals or other things while waiting in airports.

## Program Arrival/Departure

ALP program staff will pick up/deliver your students to Madison airport during arrival/departure times. There is no additional cost for this service. Here is the Madison Airport (MSN) website: <https://www.msnaairport.com/>. International students are advised to arrive one day before the program start (Saturday, June 24) and have an early check-in in order to have time to recover from the trip. The first program events that all ALP students have to participate in start at 3:00pm on Sunday, June 25th. The last event of the program ends at 12:30pm on the closing Saturday, July 15th. Our staff can deliver your students to the airport shortly after that. Overall, we will rely on you communicating to us your trip schedule and will do all we can to meet you here safely.



# LIVING ON CAMPUS

## Approximate Daily Schedule

7:30 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. - 9:00 a.m.	Morning Meeting, walk to class
9:00 a.m. - 11:30 p.m.	Class
11:30 p.m. - 12:30 p.m.	Lunch
12:30 p.m. - 3:00 p.m.	Class
3:00 p.m. - 5:00 p.m.	Recreational Activities*
5:00 p.m. - 6:00 p.m.	Dinner
6:00 p.m. - 8:00 p.m.	Evening Class Session
8:00 p.m. - 10:00 p.m.	Recreational Activities*
10:00 p.m. - 11:00 p.m.	Block Meetings, dorm time, and preparation for bed
11:00 p.m. - 7:30 a.m.	Quiet Hours & Room Checks

\*Organized Recreational Activities are as important to your ALP experience as class time.

The daily schedule is used Monday – Thursday. At Room Check each day, students are expected to be in their own residence hall rooms and ready for bed, but do not necessarily have to go to bed. Staff members do not monitor bedtimes, but students **are** expected to manage their time in order to get an appropriate amount of sleep to be engaged with camp each day. On Friday, there is no evening class session and students have extended activity time for the night. Friday and Saturday room checks are moved to midnight. Saturday and Sunday, students have a range of events scheduled including trips to State Street and the zoo, swimming, and other activities. Students return to class on Sunday at 6:00 p.m. for the evening session.

The class schedule is set and it is critical that students are on time. A start time of 9:00 am means that students should be seated and ready to work before 9:00 am. When you arrive on campus you should make a point of finding out how long it will take you to walk to class so you can be sure to arrive on time.

## Housing

ALP students are housed in a residence hall on campus. Double rooms are the norm, and students will be assigned a roommate. Students have the option to request a roommate after they have been accepted into the program. We will do our best to match students with their requested roommate and/or someone at the same age level. A full (shared) bathroom is located on each floor that is shared with floor-mates. Individual rooms are air-conditioned. The residence halls have multiple common lounge area, some of which are open to all genders. Please inform us of any special needs that may require accommodations. It is important that students keep track of their keys to maintain security in the residence hall. **For security reasons, it is necessary to replace lost keys. A student will be billed \$40 to cover the replacement key. Please don't lose your keys! You will be charged for keys not returned at the end of the program.**

## Meals

All meals during the program are provided for residential students. Students will eat most meals in the cafeteria closest to the residence hall. Alternate arrangements are made on occasion, but students will be notified by the RAs in advance of any changes. Ample choices of food, including vegetarian options, are available at the cafeteria. Students who require a special diet or have dietary restrictions are advised to contact WCATY as soon as possible to determine if

special arrangements can be made. UW-Madison is very accommodating, but they need at least two weeks to investigate ingredients and make changes. Please visit: <http://www.housing.wisc.edu/dining/nutrition> for more information. If a student loses their meal card, there will be a charge associated with the replacement and it can be taken care of through housing services.

## Residential Assistants

Each student will be assigned to a Residential Assistant. Traditionally, the RAs are college-aged or young professionals of whom many are former WCATY students. Each RA will be responsible for approximately 12-14 students and will live within their students' section of the residence hall. The RAs are responsible for the residential aspects of camp and will be working closely with the students to create a fun and educational atmosphere at camp. Students should communicate all issues, concerns, and ideas with their RA.

## Recreation

Playing fields, courts and general amenities in Madison give students a great range of recreational opportunities. To take advantage of these facilities, be sure to bring a swimsuit and other small recreational items. WCATY will also have a variety of items students can use during activity periods. Students who play a musical instrument can consider bringing it! There will be scheduled time to practice during activity time.

There are additional activities that may require an out of pocket expense from the student. There will always be alternate activities that do not require an additional fee.

## Pocket Money

Experience has taught us to leave the decision about how much pocket money to bring to campus up to the individual students and their families. Students choose different activities, and the program activity fee for each program covers most of students' expenditures. Some activities, however, are optional and may require a small contribution from students wishing to participate. Students should not initially bring more than **\$200-300 in cash** with them. Using a credit card for purchases is preferable to cash. However, you should contact your credit card company to inform them that you will be using the card in another country and ensure that the card will work in the United States. Free ATMs are available on campus. Some students have found that using a VISA pre-paid card is another good option. **Each student will be responsible for his or her own money. Some special arrangements for delivery of checks or cash may be made with the Site Coordinator.**

The following is a list of activities and their approximate costs (in US dollars) for which pocket money could be used:

- State Street Ice Cream/Dinner/Souvenirs \$10
- Field Trip Souvenirs \$10 - 30
- Weekend Trip / Brewers Game \$20-30
- Farmers Market \$10
- Monroe Street (ice cream, comic book shop, etc.) \$10
- Zoo Trip- Free admission but \$5 for snacks or souvenirs
- Goodman Pool \$3 or \$4
- Union South Bowling \$2.50 for shoes and \$3.95 per person per game

## Religious Observation

Services for most major religions are within walking distance of the campus. Students who want to attend services or need any other accommodations will have the opportunity to make arrangements with the residential staff during the program.

## Transportation

Students walk to class and activities every day in small groups. Some public and private transportation will be provided for special events/field trips. Residential students are not allowed off campus without prior approval from the Site Coordinator. Please see page 12 for details.

## Health Services

University Health Services provides health service staff for all WCATY programs. UHS maintains health and treatment records for students, dispenses *all* medication and provides 24/7 care. **If you have an emergency inhaler, epinephrine pen, etc. you will be allowed to keep that on your person at all times.** All students must submit a health form (online in the application system) prior to camp to be reviewed by UHS and WCATY staff. Please make us aware of any possible health concerns or of any disabilities so that our staff is prepared for medical situations or is able to make any necessary modifications. **Due to new, university-wide policies, all medication will be dispensed by UHS staff. Please make sure to bring translations of ALL medications.**

## Dance

There is an all-camp dance on the last Friday evening of camp. Many students choose to dress up for the dance, but it is not mandatory. Students many suggest appropriate songs during the week leading up to the dance. If a student is not interested in dancing, board games and other activities will be brought to the area. Students have the ability to bring their own activities as well to the area.

# STAYING IN TOUCH

### ***E-mail and Phone:***

Outside of class time, students are welcome to use their cell phones and laptops. There are also computer labs available for use and students may use the WCATY phone with a calling card. They will not have a campus e-mail address.

### ***Mail:***

Students (and staff) love mail and care packages! It helps them know that people are thinking of them and is an inexpensive way to send forgotten items. If you do want to send anything to your student, please keep in mind the extra time for international mail or packages. We would suggest sending mail a month to two weeks prior to the program so that it may arrive during the program. Please send all letters and care packages to:

Student Name - WCATY  
Wisconsin Center for Academically Talented Youth  
Teacher Education Building, Suite 264  
225 N. Mills St.  
Madison, WI 53706

# CONTACT INFORMATION

## **Contacting ALP Staff**

During programs, our staff members are usually away from their desks, so please allow a few hours for messages to be returned. The best way to reach the Program Director and Site Coordinator is via email (see Program Contact Information). You may also reach staff by phone at the site office phone number (see Program Contact Information). There is voicemail available if the Site Coordinator is out. Messages left between 8:00 a.m. – 5:00 p.m. will be returned within a few hours. Non-emergency questions or concerns may be addressed in email to the site coordinator. Please allow 24 hours for the Site Coordinator to respond. For emergency situations, you may contact the site coordinator on his/her personal cell phone. Please see the “Staying in Touch” section for information on contacting your child during the program.



## OPENING AND CLOSING DAYS

### Arrival Day

It is recommended that international students arrive on the Saturday before camp. Most international students will experience jet lag and should plan on needing 3-4 days to adjust fully. Arriving on Saturday will give students more time to adjust before classes begin on Monday. Students will have a chance to meet with their RA and meals will be provided on Saturday. Shopping trips for international students?

### Opening Day - Sunday

If you chose to arrive or check in on Sunday, registration will begin at 12:30 p.m. We will be ready to check you in from 12:30 p.m. through 2:30 p.m. Please make sure to have all medications ready to hand over to UHS. We cannot accommodate early check-ins except with prior arrangements. Please arrive by 2:30 p.m. so that we can get everyone checked in before the Opening Ceremony. At 3:00 p.m. the Opening Ceremony will begin. If you plan to arrive after 2:30 p.m. please contact the site coordinator to make accommodations.

12:30 - 2:30 p.m.	Registration
2:00 - 3:00 p.m.	Instructor Meet and Greet
3:00 - 4:00 p.m.	Opening Ceremony
4:00 - 5:00 p.m.	Students attend their first class meeting/parents depart
5:00 - 6:00 p.m.	Dinner
6:00 - 7:00 p.m.	Camp Orientation
7:00 - 9:00 p.m.	Activities
9:00 - 11:00 p.m.	Commuter students depart/Block meeting and dorm time
11:00 p.m.	Room checks

### Closing Day - Saturday

From 8:00 - 11:00 a.m., students will participate in exit interviews with their instructors. Parents are invited to attend the exit interviews, but the main communication will be between the student and instructor. The exit interview is a recap of the student's performance in the course and a review of any portfolio materials. Please note that performance will be discussed during the Exit Interview; however, final transcripts and grades will be sent to students in August. The Closing Ceremony is scheduled for 11:15 a.m. and is required for all students. This is important closure for the program; instructors will hand out certificates and students will have a chance to say good-bye to friends. Students will be able to depart by about 12:30 p.m.

8:00 - 11:00 a.m.	Exit interviews Your exit interview time is included in this mailing. Please be on time! The meetings are short and we must complete all of them by 11:15 a.m.
11:15 - 12:15 p.m.	Closing Ceremony
12:30 p.m.	Depart Campus

### Special Travel Arrangements

Special arrangements can be made for students to be picked up at the Dane County Regional Airport or Badger Bus depot. Email the site coordinator by early June to make arrangements. After early June, arrangements may not be accommodated due to final schedules, so please plan in advance.



# SAFETY AND SECURITY

## Guidelines

Students are asked to follow certain simple guidelines to help ensure their safety while participating in the Accelerated Learning Program. Common sense behavior regarding safety is a must. Students must also sign a rules contract.

- You are to remain on campus at all times. Campus boundaries are clearly defined during orientation. Approved trips with staff members are the only exception to this rule.
- Always walk in groups of three or more going to and from class, during open campus times, and during any other outings. Depending on the activity or day, students may be required to stay with larger groups.
- You must sign out for **all** activities and during every activity time. Staff must be able to account for student whereabouts at all times. The residential staff will carefully monitor this procedure and students will be held accountable.
- Walk in well-lit areas; avoid shortcuts through dark and isolated areas. Always carry plenty of change, a calling card or cell phone to make a call, if necessary.
- Notify a staff member immediately if you see someone you do not know in the dorm. Do not let people you do not know into the dorm. The only people allowed in the residential areas of the dorm are students and staff of WCATY or the University. University Housing staff will be present in the halls and are identifiable by the University Housing Name tag. If you are having a visitor due to a special occasion, it **must** be approved through the Site Coordinator.
- Notify a staff member immediately if you are approached by a stranger.

## Thefts

Yes, they do happen, even at a small summer program like ALP. We cannot overemphasize the fact that students need to be careful with their belongings and be respectful of others. Please keep in mind that you are sharing a room with another person. Treat their belongings with the same respect as you would your own. WCATY is not responsible for any lost or stolen items. We suggest you follow the list below.

- Do not keep large amounts of cash on your person or in your room.
- **Keep your room door locked at all times**, and do not lose your keys. Also, do not prop doors open. Secure your items even when you are gone for only a few minutes.
- Keep accurate descriptions and serial numbers of your property.
- Backpacks, books, coats, and other items have been stolen from libraries, Unions, and other UW facilities. Keep your property with you or lock it up when unattended.

## Room Checks and Lights Out

Wear a watch, and be prompt at lights out and other meeting times. It is your responsibility to know when and where you should be. If you don't know, ask your RA. Residential staff will conduct room checks each night at lights out. At rooms checks, you **must** be ready for bed and inside your room.

# WCATY BEHAVIOR EXPECTATIONS

Please familiarize yourself with the expectations and policies at ALP before arriving at camp. These rules are designed to maintain a friendly camp atmosphere where students are expected to be safe, include everyone, respect others, challenge themselves, and have fun. You will represent your country so make the best impression you can!

**The WCATY honor code is based on an expectation of mutual respect for self, others, and the program.**

## General Policies

- WCATY Summer Programs are first and foremost academic programs. Students are expected to commit themselves to serious and honest work during their three weeks at the program. We expect you to attend all classes and academic functions and complete all homework assignments.
- Students are expected to adhere to the daily schedule and be present and on time to required activities.
- Students will shower daily, wear clean clothes, and keep their residence hall rooms and common areas clean. The physical structure of the residence hall, furniture, walls, etc. should be respected.
- Since other groups will be on campus during the summer, WCATY students are expected to act in a mature fashion. Students should be respectful of other classes and faculty at all times.
- Students should read and adhere to the policies concerning appropriate items to bring to ALP. Students who bring restricted items will have them confiscated and returned on the final day of camp. Laptops, iPods, cell phones, and stereos are permissible at camp. However, if they are found to contain inappropriate content, they will be confiscated for the duration of camp.
- Students are expected to bring concerns to their RA each day during block meetings in order to contribute to the comfort and well-being of all members of the ALP community.

The following include rules that if violated, may result in dismissal from the program:

- Residential students must obey curfew, stay within the program boundaries at all times, and be in their rooms from lights out until 6:30 a.m.
- Participants in the program will conduct themselves in an appropriate manner and dress appropriately at all times while at meetings, classes, meals, on field trips, or during any other activities, including free time.
- Students of the opposite sex are not allowed in residence halls rooms or hallways. Coed lounges are available.
- Violation of any city, state, or federal law will not be tolerated. The following are not allowed: gambling; possession of tobacco products, drug paraphernalia, fireworks, weapons, explosives, ammunition; sex; harassment of any kind. Destruction of campus or personal property will not be tolerated and any damages will be charged to the student/family.

The program directors may establish additional rules as behavior warrants. These and additional specific camp rules will be addressed with the students the first evening of the program. If an issue should arise with a student not following the camp rules/guidelines, parents/guardians will be notified.

# FORMAL DISCIPLINARY PROCEDURES

1. First time violations of most policies will be handled by the student's residential staff member or teacher as appropriate. Offenses may result in restricted privileges. A written report is filed in the student's records.
2. Residential staff or teachers will refer more serious or repeat offenses to the Site Coordinator for counseling and discipline. Parents may be contacted.
3. The following procedures apply to students who repeatedly violate rules or who are suspected of having committed a major violation as per the WCATY Student Rules Contract:
  - a) The student is notified of the alleged violation and of the date, time, and place of a disciplinary hearing. Student may be removed from program activities.
  - b) The parent is notified by the Site Coordinator of the alleged violation and of the date, time, and place of a disciplinary hearing. The student is not required to contact the parent until after the hearing has taken place. It is the student's choice whether they will call home prior to the hearing.
  - c) The Site Coordinator convenes the Disciplinary Review Board (DRB), which consists of representatives from among WCATY Summer Program staff, and will always include the Site Coordinator, an RA or instructor, and may include the WCATY Director and other summer program staff.
  - d) The student presents their case to the DRB. The student may choose a representative from the program to support their case.
  - e) The DRB will discuss the case immediately after the hearing and will notify the student of the decision; the DRB decision is final.

Behavior	Potential Consequences
<b>Minor Infractions</b> Tardiness (to class, study hall, activities) Disruption in the cafeteria Forgetting to sign in/out Not being in the location specified on sign-out Violation of classroom or residence hall rules Classroom/residence hall pranks Noise/disruption after lights out Disrespect towards anyone/anything Intentional non-compliance with staff	Loss of Activity Time (LAT)  Early Bedtime (EBT)
<b>Major Infractions</b> Physical violence and theft Harassment Vandalism and destruction of campus or personal property Not obeying curfew or going outside of program boundaries Continued disrespect for the rights and property of others	Disciplinary Review Board Hearing
<b>Zero Tolerance</b> Violation of any city, state, or federal law Gambling; possession of tobacco products, drug paraphernalia, fireworks, weapons, explosives, ammunition	Dismissal from program



## OFF-CAMPUS TRIPS

As you know, the program in which your son or daughter is enrolled provides a carefully planned and supervised schedule of events. The residential program is designed to fill students' time during afternoons, evenings, and weekends in constructive and enriching ways, and to help them succeed in our demanding academic program. WCATY's Visiting and Off-Campus Trips Policy is designed to ensure the safety and promote the academic progress and social integration of your child into our program.

For this reason, **WCATY requests that all residential students remain in residence at the program throughout the three weeks of the program.**

### Off-Campus Trip

All international students will attend the Off-Campus Trip. This trip is a pre-planned day that takes students out of Madison. The cost for the trip is included in tuition but students might want to bring spending money with them on the trip. This year's trip will be to Six Flags Great America Amusement Park.

## VISITING AMERICA AND CULTURE SHOCK

### Culture Shock

Culture Shock is a common occurrence for international students. Beyond any language barriers that might be experienced, students may feel disoriented by experiencing an entire new way of life. While Culture Shock is a common and natural experience there are ways you can deal with it to make the most of your time at the ALP program. We suggest that you review the following links, which are some helpful resources to learn more about Culture Shock and what to expect from American Culture.

[Culture Shock](#)

[American Culture](#)

[The USA "Way of Life"](#)

[Developing a Social Life in the USA](#)

[Stereotypes of USA, through the eyes of international students](#)