

Information Sheet 2011-12

Information that is not under direct control of the host institution (e.g. transportation cost, estimated personal living expenses) is subject to change without notice.

1. **INSTITUTION:** **Tennessee Technological University**
 Web site: <http://www.tntech.edu/international>

2. **Director:** Charles J. Wilkerson
 Tennessee Technological University
 Office of International Student Affairs
 1 William L. Jones Drive, Derryberry Hall 103
 PO Box 5093
 Cookeville, TN 38505

 Office Telephone: 931-372-3634
 Fax: 931-372-3674 or 931-372-6189
 E-mail: Intl_adm@tntech.edu
 Office hours: 8:00 am-12:00 pm and 1:00 pm-4:30 pm Central Time

3. **Person(s) participant should contact on arrival:**
 Charles Wilkerson, Director of International Student Affairs
 Amy Miller, Study Abroad Coordinator
 Brenda Gentry, Secretary III
 Andrew Bleignier, Immigration Specialist
 Instructions if contact person is not available:
 Contact University Residential Life upon arrival 931-372-3414.

4. **Instructions and contact information in case of emergency occurring outside of business hours:**
 University Police: 931-372-3234

5. OFFICIAL ARRIVAL DATE

	Official Arrival Date	Last Date of classes including exams
Semester 1/Quarter 1	August 20, 2011	December 16, 2011
Semester 2/Quarter 2	January 7, 2012	May 4, 2012

6. ACADEMIC CALENDAR

Below are the dates of the academic calendar that were available at press time. Specific dates are provided where possible; otherwise general timelines are provided.

	<u>First term/semester</u>	<u>Second term/semester</u>
Orientation:	August 22-25, 2011	January 9-11, 2012
Registration:	August 25-26, 2011	January 11-12, 2012
Classes Begin:	August 29, 2011	January 12, 2012
Classes End:	December 9, 2011	April 27, 2012
Examination Period:	December 12-15, 2011	April 30-May 3, 2012
Vacation Period(s):	Fall break: Oct. 17-18, 2011	Spring break: March 5-8, 2012
 <u>Third term/summer semester</u>		
Orientation:	May 28, 2012	Classes Begin: May 30, 2012
Registration:	May 29, 2012	Classes End including exam period August 3, 2012

7. TRAVEL INFORMATION

You should plan to fly into Nashville International Airport (BNA). Upon receipt of your flight information, the TTU International Student Affairs office will arrange a pickup with Airport Shuttle to transport you to campus for a fee of \$80.00 per pickup. Students who travel together will be invoiced a lower rate. No pick up service available on Christmas Eve, Christmas Day, New Years Eve, and New Years Day.

From within city/town to institution:

The Shuttle will take the student to the residence hall to which they are assigned, only if prior arrangements have been made.

Email Brenda Gentry at BGentry@tntech.edu with your name and flight itinerary if you want to be picked up.

8. PLACES TO STAY for participants who cannot avoid arriving after office hours (cost paid by participant):

Country Inns & Suites

1131 South Jefferson Ave., Cookeville, TN

Phone Number: 931-520-3800

Baymont Inn & Suites

1151 S. Jefferson Ave., Cookeville, TN

Phone Number: 931-525-6668

9. DESCRIPTION OF ORIENTATION PROGRAM

The International orientation generally lasts from 3-5 days prior to the beginning of classes depending on which term students begin. We have sessions on immigration issues, TTU resources and departments. Students also get a campus tour, get their ID cards, advisement for their classes, and help with registration. We also take students to set up bank accounts and to local stores to buy supplies and personal items. COMPASS college entrance exam is required during the week long Orientation Session.

10. ESL LANGUAGE COURSES

Student may register for the ESL course if they feel they need more language exposure. Students with limited language skills can be accommodated.

For more information contact: International Student Affairs at Intl_adm@tntech.edu

12. HOUSING AND MEALS

Housing benefits begin on the official date of arrival and last through the end of the term. Meal plans begin on the official date of registration and confirmation and last through the end of each semester.

A. HOUSING

Type of on campus housing provided: Residence hall (no kitchen facilities)

Students must apply for housing in advance through an online application:

<http://www.tntech.edu/reslife/applications/>

If students wish to live off campus, they must find temporary housing while they search for available apartments.

There are also on campus apartments, however they are unfurnished and students must apply well in advance to reserve one. For more information click: <http://www.tntech.edu/reslife/techvillage/>

Number of students sharing room: 2-3

Number of students sharing bathroom facilities: varies

The following services are checked if provided: bed linens laundry facilities

cooking facilities

blankets towels

B. MEALS

Meal Plan at Cafeteria <http://www.dineoncampus.com/ttu/?cmd=residents>

Restaurants are located in walking distance from campus.

Area restaurants

13. ESTIMATED PERSONAL EXPENSES

Students are responsible for all of their personal expenses including: fees required for special classes (e.g. computer, language, science lab fees), books, local transportation, entertainment, etc. The amount below is provided as a guide; the actual amount needed will vary depending on courses and personal habits.

Your personal expenses per month, including books, are estimated at:

\$250/month personal expenses

Plus \$500 per semester for books and supplies.

These amounts do not include tuition, housing or meals.

14. ACADEMIC NOTES FOR EXCHANGE STUDENTS

Your home institution sets the policy regarding the award of credit for coursework completed on You are responsible for knowing your home institution's policies and procedures regarding this matter.

Academic information useful to participants: Academic information useful to participants (e.g. how classes work is assessed, grading scale, registration procedures, etc.) can all be accessed on TTU's website at: www.tntech.edu/records/

Number of classes typical student takes per term: Undergrad 4-5, Grad 3-4

Number of hours per week typical student spends in class: 12

Number of weeks per term: 16

15. MEDICAL REQUIREMENTS/ HEALTH SERVICES

ALL international students are required to enroll in TTU's insurance plan or show proof of health insurance and maintain it throughout their stay in the U.S. Coverage needs to include regular doctor visits, pharmacy, emergency, as well as medical evacuation and repatriation.

To enroll in TTU's insurance plan click here:

<https://www.pearceandpearce.com/PearceSite/Schools/TN/TTU/?CollegeID=185>

Medical requirements for registration:

The University Health Center requires all students to complete a "student health record" including information on vaccinations.

Two Health forms are on our website at the bottom of the page:

<http://www.tntech.edu/internationaladmissions/transfer/>

Please make sure you have these forms completed or you may not be able to register for classes.

16. TRANSCRIPT ISSUANCE

Issued: 20 days after the end of the semester

Procedure student should follow in order to ensure timely processing of transcripts:

Students must fill out a Transcript Request Form upon arrival or prior to departure. The Records Office issues transcripts and sends them out to the recipient listed on the form.