

## 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.

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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:**                    [cwilkerson@tntech.edu](mailto:cwilkerson@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, PDSO/RO/Director of International Student Affairs (In Bound-International Students/Direct Placement)  
          Amy Miller, DSO/Study Abroad Coordinator (Outbound-American students going abroad)  
          Brenda Gentry, DSO/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>
<b>Orientation:</b> August 22-25, 2011	January 9-11, 2012
<b>Registration:</b> August 25-26, 2011	January 11-12, 2012
<b>Classes Begin:</b> August 29, 2011	January 12, 2012
<b>Classes End:</b> December 9, 2011	April 27, 2012
<b>Examination Period:</b> December 12-15, 2011	April 30-May 3, 2012
<b>Vacation Period(s):</b> Fall break: Oct. 17-18, 2011	Spring break: March 5-8, 2012
<u>Third term/summer semester</u>	
<b>Orientation:</b> May 28, 2012	<b>Classes Begin:</b> May 30, 2012
<b>Registration:</b> May 29, 2012	<b>Classes End including exam period</b> 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](mailto: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):**

Key West Inn

**Phone Number:** 931-525-1110

**Estimated cost per night:** \$50+ tax per night

**Distance from institution:** less than 2 miles from TTU

**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](mailto: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 inclusive of all examination and vacation periods. Meal plans (19 to 21 meals per week) begin on the official date of registration and confirmation and last through the end of each semester inclusive of all examination and vacation periods within the semester only.**

**A. HOUSING**

**Type of 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.

We do not offer live-in host family placements at this time.

**Number of students sharing room:** 2

**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.

### 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/](http://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 doses of Measles/Mumps/Rubella inoculations are required. TB Test showing a negative result is also required. Applicants also need to submit a waiver form to verify if they wish to receive an injection for Hepatitis or Meningitis.

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

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

### 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.