



International Student Survival Guide

McLennan
COMMUNITY
COLLEGE





Preparing for Your Journey

Make sure all required documentation listed on the International Student Information Sheet has been submitted. You may access this information sheet via the McLennan website: www.mclennan.edu.

Make sure you have been accepted. You should have submitted a completed international admissions application packet. Please note: Admissions application packets are not reviewed until all required documents have been received.

Make sure you have received an acceptance packet that includes your I-20, acceptance letter, and information about paying the \$200 SEVIS fee upon your acceptance to McLennan. Once the paperwork is prepared, you will be contacted about how you would like the information sent to you. You may pick it up from Highlander Central, have it sent through regular mail, or pay to have it sent to you through Express Mail through <https://study.eshipglobal.com>.

Contact McLennan if you have not received an acceptance letter: Call Highlander Central at 254-299-8622 or send an e-mail to international-admissions@mclennan.edu.

If you have questions about applying for a student visa, see the information available at www.travel.state.gov/visa/temp/types/types_1268.html.

Complete the SEVIS I-901 Form and pay the fee.* See www.fmjfee.com/i901fee for more information.

**Please note this cannot be done until you have received your I-20.*

Make travel arrangements prior to arriving to the United States or prior to arriving on campus and plan for short-term accommodations, as necessary.

Prepare for exchange of money or traveler's checks: U.S. currency, transferring funds to the United States, opening a bank account, banking glossary, credit cards, etc. Please view these helpful links:

- www.tripadvisor.com/Travel-g191-s601/United-States:Banks.And.Money.html
- Universal Currency Converter: <http://www.xe.com/ucc/>

Attend an International Orientation session at the beginning of each long semester (i.e. fall or spring). All international students are invited, but international students new to McLennan are required to attend. This session is held the Friday before the start of classes for each long semester.

Information for Registration

Contact Student Development for academic advising and course selection at 254-299-8614.

Register for classes, add/drop classes, or make schedule adjustments through: www.mclennan.edu/students/admissions/checklist

Complete the online orientation: www.mclennan.edu/orientation

Use McLennan's website (www.mclennan.edu) to become familiar with computer resources: computers and printers, copiers, e-mail, and McLennan MyAlert.

Use the Highlander Guide to review McLennan student information and policies: www.mclennan.edu/students/hguide/12-13_Highlander_Guide.pdf

Use WebAdvisor to register for classes, view class schedules, check grades, view unofficial transcripts, make payments, check financial aid information, and much more. Get more information about WebAdvisor at www.mclennan.edu/students/username/whatiswa.html.

Purchase or rent books at the bookstore on campus. Visit www.mclennan.edu/students/bookstore for more information.

Transportation, Housing, Community, and Location

Transportation

Here is information on some of the types of transportation available in the area.

Public Transportation*

Waco Transit System: 254-750-1613,

www.waco-texas.com/transit

Waco Streak: 800-460-0430, www.waco-streak.com

DAB-a-CAB: 254-722-9977

Greyhound: 800-531-5332, www.greyhound.com

Airport*

Waco Regional Airport: 254-754-4040

American Airlines/American Eagle:

www.aa.com

Continental Connections by Colgan Air:

www.continental.com

Campus Bicycles

McLennan Cycles Program: 254-299-8863,

jkasner@mcclennan.edu

**This list is for your information only; McLennan is not associated or affiliated with these organizations.*

Living in Waco

Waco is located midway between Dallas and Austin, Texas. There are several attractions, including entertainment, dining, shopping, historical sites, museums, parks, multicultural events, and much more. Please visit the city of Waco's visitor website to get detailed information on these major attractions: www.waco-texas.com

You will find information about demographics for the city of Waco, property information, economics and business, tax assessment, etc. at

www.wacochamber.com/marketresearch.



Housing Options

Have you found housing yet? Check out what's available near the McLennan campus. (This list is for your information only; McLennan is not associated and/or affiliated with these organizations.)

Name of Apartments	Address	Phone	Distance From McLennan
Abbey Glenn Apartments	700 S. 4th St.	254-752-9851	5.95 miles
Behrens Lofts	219 S. 4th St. (Downtown)	254-855-4908	5.28 miles
Brazos Park Apartments	1800 N. Martin Luther King Jr. Blvd.	254-756-6400	3.17 miles
Highlander Square Apartments	4000 N. 19th St.	254-754-7371	0.70 miles
Pecan Ridge Apartments	2736 Lake Shore Drive	254-757-3226	1.53 miles
Praetorian Lofts	601 Franklin Ave. (Downtown)	254-753-5355	5.38 miles
Tanglewood Garden Apartments	4500 N. 19th St.	254-753-3731	0.47 miles
The Highlands Apartment Homes	1600 Lake Shore Drive	254-755-0022	1.27 miles
The Riviera Apartments	9900 China Spring Road	254-836-8700	5.07 miles
University Club Apartments	1725 N. Martin Luther King Jr. Blvd.	254-867-9933	3.30 miles
Village Green Apartments	4372 Lake Shore Drive	254-776-0172	3.18 miles
Waco Loft Living	219 S. 4th St. (Downtown)	254-855-4908	5.28 miles
Westchester Square Apartments	4560 Lake Shore Drive	254-772-1020	3.30 miles
Whispering Oaks Apartment	4400 N. 19th St.	254-752-3871	0.45 miles
Woodhollow Apartments	4502 Lake Shore Drive	254-776-0453	3.26 miles

Get familiar with the area. You may access maps for the McLennan campus, city, and state.

Campus Map

http://www.mclennan.edu/campus/MCC_Campus_Map.pdf

Waco Map

www.waco-texas.com/attractions-map.asp

Texas Map

www.maps.google.com

Working as an F-1 Student

On Campus

There is no waiting period for employment; students are eligible upon obtaining and enrolling with an F-1 status. Initial-entry students cannot begin work more than 30 days before classes start.

Although international students may work any position on campus, there is a 20-hour-per-week limit during long semesters (fall and spring). Students may work as many hours as they wish during breaks (i.e. summer, winter break, and Spring Break).

International students are allowed to work only in Non-Work Study positions on campus. Non-Work Study positions vary based on budgeting for each department. Students will need to speak with various departments to inquire about employment possibilities.

On-campus employment does not require the International Student Advisor's approval.

Off Campus

International students holding an F-1 visa are not allowed to work off campus without prior approval from the International Student Advisor and USCIS.

Very few situations will allow for off-campus employment. The most common is severe, unforeseen economic hardship.

The student must have been in F-1 status for at least one full academic year and must prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond his or her control that arose after obtaining F-1 status.

An appointment must be made with the International Student Advisor to go over the required documentation, forms, and fees that are necessary to apply for off-campus employment.

Curricular Practical Training

What is CPT? NAFSA regulations state that curricular practical training (CPT) must be "an integral part of an established curriculum." They define curricular practical training as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." (NAFSA Adviser's Manual)

In general CPT is not offered at McLennan because none of the college's programs require a work/study, internship, or cooperative education program.

Optional Practical Training

What is OPT? Optional practical training (OPT) is defined in NAFSA regulations as "temporary employment for practical training directly related to the student's major area of study."

The student must have been lawfully enrolled on a full-time basis at a Department of Homeland Security-approved school for one full academic year before being eligible for OPT. OPT is available both before and after completion of the educational objective, but different rules apply to pre- and post-completion OPT.

Students may engage in OPT for any employer for the duration of OPT authorization as long as the employment qualifies under OPT standards.

Standard OPT is available for a cumulative maximum of 12 months per educational level.

OPT must be directly related to the student's course of study.



No offer of employment is required to apply for standard OPT, but the student is expected to work during the OPT EAD validity period. Students on post-completion OPT are limited to a maximum of 90 days of unemployment.

An appointment must be made with the International Student Advisor to go over the required documentation, forms, and fees that are necessary to apply.

Social Security Numbers

For more information, visit www.socialsecurity.gov. If a position is found for employment on campus, off campus, or OPT, you **MUST** contact the International Student Advisor to learn what documentation is needed in order to accept the position and apply for your Social Security card.

In general, only noncitizens who have permission to work from the Department of Homeland Security (DHS) can apply for a Social Security number. We suggest you wait until you are in the United States for at least 10 days before you apply for a Social Security number. Also, you should report to your school prior to applying for a number. Taking these actions will ensure that we can verify your immigration status with DHS.

To apply for a Social Security number, complete an application for a Social Security card (Form SS-5) and show us original documents proving your:

- Immigration status
- Work eligibility
- Age
- Identity

Take your completed application and original documents to the local Social Security office. More information is available at www.ssa.gov/pubs/10181.pdf.

Health Insurance & Important Documents

Health Insurance

You may purchase health insurance coverage from any of the following insurance programs if you do not already have health coverage:

- ISO Student Health Insurance: www.isoa.org, 800-244-1180
- ISP International Student Protection: www.intlstudentprotection.com, 877-738-5787
- Compass Benefits Group: www.compassbenefits.com, 781-356-1999
- NAGPS: www.uhcsr.com/NAGPS, 800-767-0700
- International Student Injury & Sickness Insurance Plan: www.studentinsuranceusa.com, 800-367-5830



Texas Driver License Requirements for International Students

Students wishing to obtain a Texas driver license must take the following documents to the Texas Department of Public Safety (DPS) Office located at 1617 E. Crest Drive in Waco or call 254-759-7121 for more information:

- Passport
- Visa
- I-94 Card
- Current I-20
- Validated class schedule from McLennan's Records & Registration Office
- Letter of current enrollment from International Advisor
- Social Security card if you have one; if not, you must complete a Social Security number affidavit available at the Texas DPS Office

If the student already has a current driver license issued in another state, they must take that license with them and their social security card, if they have one. The out-of-state license must be surrendered when applying for the Texas driver license.

If the out-of-state license is expired, the student **MUST** re-test in order to be issued a Texas driver license.

International Students with Texas driver license are required to renew them annually. Students will receive notice from the TxDPSS notifying them when they are due for a renewal.

Hours of Operation for Texas DPS-Waco Office
MWTHF 8 a.m.-5 p.m., T 8 a.m.-7 p.m.



Student Services

As a student at McLennan, you have access to a great number of student services to help you enjoy your college experience. The departments and services below are available to help guide you during your time at McLennan.

Highlander Central

254-299-8622

www.mclennan.edu/highlander-central

Admissions & Recruitment

254-299-8622

www.mclennan.edu/students/admissions

Records & Registration

254-299-8507

www.mclennan.edu/students/records

Financial Aid

254-299-8698

www.mclennan.edu/students/finasst

Business Office

254-299-8627

Academic Advising

254-299-8614

www.mclennan.edu/students/career

Disability Services

254-299-8122

rrjacinto@mclennan.edu

International Student Advisor

254-299-8657

astraten@mclennan.edu

Highlander Guide

www.mclennan.edu/students/hguide/

12-13_Highlander_Guide.pdf

McLennan Bookstore

254-299-8685

www.McLennan.bkstr.com

Support & Empowerment Program

254-299-8500

www.mclennan.edu/academic-support

Writing Center

254-299-8356

www.mclennan.edu/wc/

Math Lab

254-299-8878

www.mclennan.edu/students/mathlab/

WebAdvisor & Highlander OneCard information

254-299-8077

www.mclennan.edu/students/username/whatiswa.html

Financial Aid Office & Scholarships

For scholarship information, please visit the Financial Aid website or office or mail inquiries to:

Office of Financial Aid

McLennan Community College

1400 College Drive, Waco, TX 76708

Telephone: 254-299-8698

Fax: 254-299-8653

www.mclennan.edu/financial-aid

Office Hours (except during holidays)

Fall & Spring Semesters:

8 a.m.-6 p.m. Monday-Thursday

8 a.m.-5 p.m. Friday

Summer Session:

8 a.m.-6 p.m. Monday-Thursday

8 a.m.-5 p.m. Friday, with limited staff available

Student Activities

Student Activities supports the institutional mission by promoting retention and success in college and by promoting opportunities for cultural enrichment and the development of good citizenship through activities and service. You may want to participate in co-curricular activities, community service, or campus government. Or you may want to develop leadership skills, positive interpersonal relationship skills, or enjoy a variety of cultures and ideas. Student Activities can help.

Visit the Student Activities website for more information: www.mclennan.edu/students/stuact

Who to call?

Have academic problems/registration?

Contact your Academic Advisor

Need to know about degree requirements?

Contact your Academic Advisor

Want student records/transcripts, grades, adds/drops?

Call or visit Highlander Central

Have questions regarding bills, tuition, fees, or fines?

Call the Business Office

Looking for help in a class?

Contact Support & Empowerment Program

Have questions about immigration issues or international student concerns?

Call the International Student Advisor

Have safety concerns?

Campus Police (from any campus phone): 8911

From off campus: 254-299-8911

www.mclennan.edu/departments/police/

Waco Police Department: 254-750-7650

For emergencies: 911 from off campus

www.waco-texas.com/police.asp

Directory of Important Numbers & Addresses

Emergencies

Fire or Ambulance: 0 or 911 (dial 9 for outside line)

Campus Police: 8911

Waco Police Department: 254-750-7650 or call 911 for emergencies from off campus

Hospitals

Hillcrest Baptist Medical Center

100 Hillcrest Medical Blvd.

Waco, Texas 76712

254-202-2000

www.hillcrest.net

Providence Health Center

6901 Medical Parkway

Waco, Texas

254-751-4000

www.providence.net

McLennan Administration List & Office Numbers

President: 254-299-8601

Vice President, Finance & Administration: 254-299-8649

Vice President, Instruction: 254-299-8602

Vice President, Program Development: 254-299-8669

Vice President, Research, Planning & IT: 254-299-8642

Vice President, Student Services: 254-299-8645

Dean, Arts and Sciences: 254-299-8672

Dean, Continuing Education: 254-299-8159

Dean, Distance Learning: 254-299-8994

Dean, Workforce Education: 254-299-8644

Director, Marketing & Communications: 254-299-8640

International Student Advisor: 254-299-8657 or

international-admissions@mclennan.edu or

astraten@mclennan.edu

Emergency Numbers

Fire or Ambulance:

0 or 911

(dial 9 for outside line)

Campus Police:

8911

Waco Police Department:

254-750-7650 or

call 911 for

emergencies

from off campus

