

2024-2025 ACADEMIC YEAR

INTERNATIONAL STUDENT GUIDE



**BENEDICTINE
COLLEGE**

ATCHISON, KANSAS

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WELCOME

Welcome to Benedictine College!
You are officially part of our Raven family!

As you adjust to life in the United States, you will use this guide to help you get to know Benedictine College and become familiar with the resources that are available to you as an international student.

Inside, you will find information about Atchison, the history and campus of Benedictine College, and the resources provided by the members of your International Student Services team, who are devoted to helping you achieve success at Benedictine College. If you have questions and cannot find the answer in this guide, please contact the Student Life office, which is located on the upper level of the St. John Paul II Student Center.



YOUR NEW CITY - ATCHISON, KANSAS

With a population of 10,500 people, Atchison, Kansas is a friendly and safe community. Atchison is rooted in history and tradition. It is unique in Kansas for the historic charm of its riverside setting, boutique shops, quaint restaurants, cafés, and historic homes. The birthplace of Amelia Earhart, the world’s most famous female airplane pilot, Atchison is a community that inspires, charms, and embraces all who call it their home or destination.

Where is Benedictine College?

In Atchison, Kansas, just 45 minutes north of Kansas City and a short drive from several metro areas:

- Omaha: 2.5 hours
- St. Louis: 4.5 hours
- Minneapolis: 6.5 hours
- Chicago: 7.5 hours
- Denver: 8.5 hours
- Dallas: 8 hrs
- Nashville: 9 hrs



VALUES & CHARACTERISTICS OF A RAVEN

All members of the Benedictine College community are Ravens.

As Ravens, we embrace our mission to educate within a **community** of **faith** and **scholarship**.


To fulfill our mission, Ravens embody these characteristics which exemplify the key elements of the Benedictine College Mission and Values:

ABOVE ALL, A RAVEN IS CHRIST-CENTERED.

Community
A Raven is collaborative, hospitable, and engaged.

Faith
A Raven is faithful, steadfast, and joyful.

Scholarship
A Raven is thoughtful, competent, and committed to greatness.



Jesus Christ

We believe in the love of Jesus Christ and the faith revealed to, and handed down by, the Roman Catholic Church. Grow in a relationship with Jesus by using the gifts of faith and reason to see and do things the way God does.

“The love of Christ must come before all else.” – Rule of St. Benedict 4:21

A Raven is Christ-Centered

Christ-Centered Ravens understand that everything they have is a gift from God and seek to offer it back with good zeal.

Community

We believe in service to the common good, respect for the individual, virtuous friendship, and the beatitudes. Demonstrate good will, humility, trust, accountability, justice, faithfulness, obedience, peace, and discipleship.

“No one is to pursue what he judges better for himself, but instead, what he judges better for someone else.” – Rule of St. Benedict 72:7

A Raven is Collaborative

Collaborative Ravens create a spirit of teamwork.

Hospitality

We pledge to uphold the dignity of every human person from the beginning of life to its natural end. Be open to the multitude of persons in the human family, God’s greatest treasure and our greatest resource.

“All guests who present themselves are to be welcomed as Christ.” – Rule of St. Benedict 53:1

A Raven is Hospitable

Hospitable Ravens welcome others with authenticity and warmth.

Listening

We believe seeking counsel and listening should lead to wise resolution and action. Engage all members of the community on important matters so leaders make good decisions.

Listen “with the ear of your heart.” – Rule of St. Benedict P:1

A Raven is Engaged

Engaged Ravens listen and serve the needs of others.

Prayer and Work

We believe our Ora et Labora cooperates in God’s plan to make all things new. Always be in conversation with God through prayer and value the dignity of all work and human activity.

“That in all things God may be glorified.” – Rule of St. Benedict 57:9

A Raven is Faithful

Faithful Ravens discern God’s will, work hard to accomplish it, and courageously defend their beliefs.

Stability

We believe in a commitment to one’s vocation in a daily rhythm of life following St. Benedict and St. Scholastica. Develop a balanced way of life and love for the people and place along with fidelity to its traditions.

“Never swerving from his instructions, we shall through patience share in the sufferings of Christ that we may deserve also to share in his kingdom.” – Rule of St. Benedict P:50

A Raven is Steadfast

Steadfast Ravens can be trusted to fulfill their commitments and are marked by resiliency, integrity, and character.



Conversion of Life

We believe conversatio, a commitment to personal conversion or growth, positively transforms life. Pursue continual self-improvement, seeking the truth each day, joyfully beginning again and again, hoping in God.

“Your way of acting should be different from the world’s way.” – Rule of St. Benedict 4:20

A Raven is Joyful

Joyful Ravens provide a positive witness to the Gospel.

Love of Learning

We believe rigorous scholarship in the liberal arts, rooted in the monastic tradition, leads to the discovery of truth. Strive for wisdom lived in responsible awareness of oneself, family, society, nature, and God.

“We intend to establish a school for the Lord’s service.” – Rule of St. Benedict P:45

A Raven is Thoughtful

Thoughtful Ravens are lifelong learners who analyze problems, gather appropriate information, and make prudent decisions.

Stewardship

We believe the Lord God made all things and called them good. Care for creation and the goods of this place, our time, talent, and treasure, as gifts from God.

“More will be expected of those to whom more has been entrusted.” – Rule of St. Benedict 2:30

A Raven is Competent

Competent Ravens maintain high expectations for themselves, and exhibit diligence with the goods and duties entrusted to them.

Excellence through Virtue

We believe that a daily discipline and practice of virtue leads to learning, freedom, and greatness. Personally strive for excellence in all things, practicing cardinal and theological virtues until they become habit.

Show “them all that is good and holy more by example than by words.” – Rule of St. Benedict 2:12

A Raven is Committed to Greatness

Ravens are committed to greatness and approach all things with class and professionalism, and constantly strive for success, and excellence.

YOUR NEW COLLEGE COMMUNITY

Benedictine College is an academic community sponsored by the monks of St. Benedict's Abbey and the sisters of Mount St. Scholastica Monastery. Founded in 1858, Benedictine College has become one of the greatest colleges in the United States, ranked as one of America's Best in U.S. News & World Report, and as one of America's Best Catholic Colleges by the Cardinal Newman Society. Its mission as a Catholic, Benedictine, liberal arts, residential college is the education of men and women within a community of faith and scholarship.

Benedictine College is committed to providing a student-centered teaching and learning environment, supportive of a uniquely creative, collaborative and challenging learning experience. At Benedictine College, classes are generally small and students get to know their professors. Professors are available for questions and discussion of concerns you might have.

Find information about Benedictine College at [benedictine.edu](https://www.benedictine.edu). We recommend that you review the Benedictine College Student Handbook for complete information on campus policies and resources; access the Student Handbook at [benedictine.edu/studenthandbook](https://www.benedictine.edu/studenthandbook).



YOUR INTERNATIONAL STUDENT SERVICES TEAM

The International Student Services (ISS) Team is comprised of faculty and staff members across several departments on campus, who work together to support the overall success of international students by providing assistance in a variety of areas, including:

- Enrollment, advising, and academic affairs
- Immigration status/ visa maintenance
- Transition to life in the United States and at Benedictine College
- Meaningful interactions with domestic students
- Services necessary to meet the special needs of international students

Before your arrival on campus, the ISS Team is available to help you prepare for your experience at Benedictine College. Once you arrive, we are prepared to provide you with assistance as it relates to American culture, academics, or the community in general throughout your time at Benedictine College.



INTERNATIONAL STUDENT SERVICES TEAM MEETINGS

All international students are invited to meetings with the ISS Team. These meetings are an opportunity for us to share important and timely information with you and to hear from you about your comments, concerns, questions, and adventures.

Please mark your calendar for the first two ISS Team Meetings of the year. There will be two international student meetings this semester, the dates for these are to-be-determined. Please watch your email for updates about the dates. Spring Semester meetings will be announced via email.

Meet the members of your International Student Services (ISS) Team. ISS Team members are typically available during regular business hours of 9am – 5pm Monday through Friday. You may direct any questions to one of the ISS Team Members depending on your question. To request a meeting with a member of the ISS Team. ISS Team Member contact information may be found below. We look forward to getting to know you so that we can effectively serve you.

For Admission, and Financial Aid concerns: Please contact Mary Margaret Mulvaney.
For any enrollment questions: Please contact Charlie Peitsch.
For CPT, OPT or employment questions: Please contact Jennifer Dittmore.

Please contact Mary Margaret Mulvaney, Jennifer Dittmore or Charlie Peitsch:

- To check in at the beginning of each semester
- Prior to leaving, changing, transferring, or finishing your academic program
- To update your address and other information
- To have your I-20 signed prior to traveling outside of the United States
- To report any dependents (spouse or children)
- To extend your I-20 if you need additional time to complete your program of study
- To learn about regulations related to traveling
- For assistance in obtaining a Kansas Driver’s License

Please contact the Student Life Office by emailing or reaching out to Annie Sullivan or Dr. Joseph Wurtz for:

- Health, wellness, and safety concerns
- Living on campus and residence life
- Housing for breaks
- Dining Services and meal plans
- Participating in campus life and interacting with domestic students
- Transitioning to life on campus and in America
- Monthly International Student Services Team meetings
- Faith life on campus
- Mission trips and service opportunities

For questions regarding academic advising, tutoring or academic concerns please contact Jennifer Dittmore.



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 Registrar, PSDO
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 913-360-7551
 Cray Seaberg Hall, 312



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Dr. Joseph Wurtz
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Laura O’Grady
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 913-360-7118
 John Paul II Student Center, Student
 Life Office

PDSO = Principal Designated School Official

DSO = Designated School Official

***See definitions for PDSO and DSO in the Glossary of Commonly Used Abbreviations in this Guide.**

MAINTAINING YOUR VISA STATUS

What Does It Mean to “Maintain Your Status?”

From the time your visa is granted and you enter the United States, you must adhere to a set of requirements in order to maintain legal status. Those who follow the requirements “maintain status” and ensure their ability to remain in the United States. Those who do not follow the requirements violate their status and are considered “out of status.” **If you do not maintain your visa status, you may be required to leave the United States and may not be readmitted to the country.**

I-94 Information

When you enter the United States, your entry information and approval for your length of stay is recorded in your Arrival/Departure Record, or I-94 number. This information is recorded and stored electronically.

After you enter the U.S., you will access your I-94 information at the U.S. Customs and Border Protection I-94

Retrieval webpage: [//i94.cbp.dhs.gov/I94/](https://i94.cbp.dhs.gov/I94/)



Key Steps to Maintaining Your Visa Status

✓ **Stay in touch with a PDSO / DSO. Be sure to contact them:**

- When you first arrive on campus before you leave, change, or finish your academic program
- When you move to ensure that your address and other information in the SEVIS database are accurate and up-to-date.
- If you plan to travel out of the United States; a PDSO or DSO must sign your I-20 or DS-2019 form before you leave the country
- If you will transfer to a new program or school
- To report any dependents (spouse or children)
- To extend your I-20 or DS-2019 if you need additional time to complete your program of study

✓ **Check your Benedictine College email daily, even during breaks, for important reminders, updates, and immigration information**

✓ **Maintain a valid passport at all times**

✓ **Take a full-time course load:**

(Do not drop below full-time status until you have contacted a DSO or PDSO and he or she has informed you of the consequences.)

- Undergraduate Students: 12 credit hours minimum per semester
- ESL Pathway Program Students: 12 credit hours minimum per semester
- Graduate Students: 6 credit hours minimum per semester

✓ **Maintain normal academic progress**

✓ **Follow The Rules For Employment**

✓ **File State And Federal Taxes (Even If You Do Not Work)**

✓ **Obey State And Federal Laws**

Passport Validity

You are required to keep a passport valid at all times. Renew it up to six months before it is due to expire. Passports can be renewed while you are in the U.S. at your country’s nearest consulate.

Travel Outside the U.S.

All international students must have their I-20 or DS-2019 signed by a PDSO or DSO prior to traveling. Students should bring their I-20 or DS-2019 to the PDSO or DSO at least seven days before traveling. Travel signatures are valid for nine months. If you leave the U.S. and your student visa in your passport has expired, you will need to renew your visa before reentering the U.S.

Change of Address

When moving to another location, you must report the change within 10 days to a PDSO or DSO. This does not apply to students living on campus if you change residence buildings.

Obtaining a Visa

You cannot obtain a visa in the U.S. You must always obtain a visa outside the U.S. at a U.S. Consulate or Embassy. The Embassy is the main office, located in that country’s capital and has a “bureau of consular affairs” within it. Other major cities have a “consulate.” Most international students are encouraged to obtain the U.S. visa at the Consulate located in their home country. International students usually obtain an F-1 or J-1 student visa to study. Once you obtain your visa, you will use your visa, I-20/DS-2019, and passport (other documents may be required) to enter the U.S.

Requirements change frequently, so always check with the U.S. State Department website for the most frequently asked questions about entering the U.S.

In most cases, F-1/J-1 student visas can expire after you enter the U.S. as this is your ticket to enter the U.S. If you leave the U.S. and your visa as already expired, then you must renew the visa to return. Some exceptions to the valid visa rule to re-enter the U.S. apply when you travel to Canada, Mexico, and certain adjacent islands. Check with your PDSO / DSO to learn more about these exceptions before you travel.

EMPLOYMENT

On-Campus Employment

What: F-1 and J-1 international students are permitted to have jobs in Benedictine College departments.

Working Hours: Limited to 20 hours per week during normal academic semesters and 40 hours per week during summer, winter and spring breaks.

The application will allow you to identify three departments you are interested in working for. Department supervisors will contact you to interview if you meet their hiring criteria. We recommend you submit a second Work Study Application identifying three new departments of interest if you have not received an invitation to interview within ten days of submitting your application. Do not submit a Work Study Application to the same three departments.



Scan the QR code to submit
a Work Study Application.

Benedictine.edu/workstudy

Curricular Practical Training (CPT)

What: Students are able to work on or off campus in an internship related to their field of study.

More Information: Most students will not be eligible for this training until they have maintained full-time status for at least one academic year. ESL Pathway Program I-20 students do not qualify for CPT until they have changed their I-20 Education Level to Bachelor and completed one year of study.

Other requirements:

- Students must have declared a major and completed 30 credit hours.
- Enrollment in a course is required or a designed part of your class/program, either during the academic year or during the summer
- Course can be for credit or no credit
- Employment must be related to academic area of study
- Requires authorization from PDSO or DSO
- NO fee required except tuition costs if course is credit bearing
- Must complete and submit CPT Application to Jennifer Dittmore before starting employment

Optional Practical Training (OPT)

What: Up to 12 months of employment off campus for the purpose of obtaining additional training and experience directly related to a student’s major area of study.

More Information: Eligibility begins only after the student has maintained full-time status for at least one academic year. There are two types of OPT:

- Pre-completion OPT: Part-time employment limited to 20 hours per week during the normal academic semester while the student maintains a full-time course load, or full or part-time employment during the summer term. Any authorization granted during pre-completion will be deducted from the total 12 months of eligibility.
- Post-completion OPT: Work authorization granted after completion of all course studies for full- time employment. Post-completion OPT is granted for a period of 12 months minus any period of time authorized during pre-completion OPT. STEM students may qualify for a 24-month extension of OPT after Post-completion OPT. It must relate directly to their program of study and be in an approved STEM field.

If you are interested in on-campus employment,CPT, OPT, or have any questions, please schedule an appointment with Jennifer Dittmore, DSO, Director of Student Career Services.

Economic Hardship Off-Campus Employment

What: Students must have been enrolled full-time for at least one academic year and must prove to the satisfaction of the United States Citizenship and Immigration Service (USCIS) that employment is necessary due to severe economic hardship caused by circumstances beyond their control; allows for off-campus work that is not related to a field of study.

These financial conditions may include:

- Loss of financial aid or on-campus employment through no fault of the student.
- Substantial changes in the exchange rate or value of the currency upon which the student depends.
- Inordinate increases in tuition or living costs.

- Unexpected changes in the financial state of the student’s source of support.
- Medical bills.
- Other substantial and unexpected expenses.

*See studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-off-campus-employment-and-international for more information.

Hours: Limited to 20 hours per week during normal academic semesters and 40 hours per week during summer, winter, and spring breaks.

More Information: The work authorization is granted for one year at a time, or until a student completes his/her studies and requires significant documentation of hardship.

Taxes

You must follow all U.S. laws including tax laws. It is mandatory to file tax documents every year.

- Resident vs. Non-Resident – five-year rules
- Form 8843 – non-resident and no income
- Form 1040 – use if receive income and/or here less than five years
- Use tax advisors recommended by your International Student Services Team, or software specific for international students.
- H&R Block and TurboTax are possible online options
- April 15 is the filing deadline
- **Members of your ISS Team do not assist with filing student taxes; we are not certified public accountants**
- H&R Block in Atchison provides someone seasonally that you can work with.



YOUR ACADEMIC SUCCESS

Please read the following section and keep it in mind as the academic year begins. You will learn more about the informal rules for academic success as you attend classes and have the opportunity to talk with experienced students and your instructors.

You should also familiarize yourself with the Benedictine College Course Catalog, which is available at benedictine.edu/coursecatalog.


Setting Realistic Expectations for Your Success

All students, domestic and international, experience a period of adjustment when entering college. During this adjustment period, success can seem elusive, and it may take some time before you are able to demonstrate your true ability. Do not be discouraged if, despite your best efforts, your first term’s work is not outstanding.

Textbooks

Professors at Benedictine expect students to purchase their textbooks before classes begin. All required and recommended textbooks can be purchased through our Virtual Bookstore at benedictine.edu/student-life/bookstore. Students may find discounted books on other websites such as amazon.com or on the Facebook group Raven Textbooks.

BENEDICTINE VIRTUAL
BOOKSTORE



[benedictine.edu/
student-life/bookstore](http://benedictine.edu/student-life/bookstore)

Syllabi

Each instructor will provide a document called a “syllabus” on the first day of class. Syllabi provide an outline for the class and explain the standards and methods by which you will be evaluated. The syllabus often provides due dates for homework assignments, required readings, and test dates. It is important not to lose this information.

Interacting with Professors

In American classrooms, students are expected to ask questions and offer their own opinions during class. Instructors also expect students to consult with them in their offices when there are questions or problems. Each instructor posts office hours, which are times during which he/she is available to meet with students. If you are not doing well in a course and you fail to tell the instructor about the problem, he/she is likely to assume that you are not interested in the class.

If at any time you feel unsure of what is expected of you in class or are troubled by some aspect of the work, consult the instructor.

Class Attendance

Students must attend every session of courses in which they are registered; however, in some cases, like sickness, absences are unavoidable. If you are sick and will not be attending a class, please email your professor immediately. Other excused absences include field trips, scheduled athletic events, or college-sponsored activities. In this case, please contact the Director of the Student Success Center for an absence. Professors will work with students and needs that arise.

Individual instructors have the right to limit the number of absences in their courses and impose penalties for absenteeism, provided the professor’s policy and attached penalties are identified in the course syllabus.

In no case, however, may a student be withdrawn from a course whose absences are less than or equal to two times the number of weekly meeting days assigned to the course. A grade of an “F” will be recorded if a withdrawal occurs after the official withdrawal period.

If a student is absent for more than the allowed times, a professor has the right to drop the student from the course without informing the student. Class attendance is very important at Benedictine College; international students must attend all classes. If an international student is dropped from a class due to class attendance and drops below full-time (12 credit hours), that international student is out of status and will be dismissed from the college.



Quizzes, Tests and Exams

U.S. colleges frequently test undergraduate students. Tests include quizzes, pop quizzes and exams. Quizzes are short tests on assigned material; they are used most frequently in language and mathematics courses. Pop quizzes are unannounced and given by the instructor to see if students are keeping up with their reading assignments or to verify that students understand the material being presented in the course. Exams may require specific, short replies or longer responses in the form of essays. Types of exam questions include true-or-false, sentence completion (fill-in-the-blank), multiple-choice and matching. They cover a broad range of material and typically require extensive studying.

Many exams include one or two questions requiring essays of several pages. Essay questions generally specify how you are to approach the material, and the questions may be long or short.

See your instructor or your academic advisor if you have trouble understanding the format or content of exams and quizzes.

Reading

International students are sometimes dismayed by the amount of reading assigned for their courses, especially if English is not their native language. It is important, therefore, to be clear about the role of reading assignments in a course. In some courses, the readings are crucial; you must read the texts closely and know the material for exams. In other courses, readings may be supplementary or optional. You will have to prioritize; carefully read the most important material first and then skim the less important assignments.

Homework

The general guidelines for students in U.S. university courses is that students will spend two hours out of class for every class hour on coursework. So, for a three-hour class, students should expect to spend at least six hours per week doing homework, reading, etc. The typical undergraduate course involved three hours of lectures each week, an additional lab or discussion section, reading assignments, quizzes, tests, a mid-term exam and a final exam, as well as one or more research papers or projects.

Unless specifically directed by the instructor, you should never share homework assignments or test answers with fellow students; to do so is considered cheating and is punishable by expulsion from the college.

If you find yourself falling behind or feeling pressured about your assignments, discuss your problem with the instructor after class or during office hours. Do not hesitate to get help if you are having academic problems. It is important to keep up with assignments from the beginning of each semester, otherwise you are likely to experience increasing difficulty and fall behind. Tutors are available at no additional cost in the and Student Success Center in a variety of subjects. Visit the Student Success Center to view specific hours that tutors are available.

Writing

Research papers may seem overwhelming for students unaccustomed to the U.S. academic environment. In your writing, you will be expected to know when and how to paraphrase or summarize another writer’s ideas in your own words. If you are not a native English speaker, this task may seem difficult or even needless, and you may be tempted to quote your sources word for word. Because using someone else’s work can lead to a charge of plagiarism (see next section), it is essential that you acquire the skill of paraphrasing.

If you conduct extensive research and truly seek to understand the concepts about which you are writing, you will be able to express your ideas more

clearly. Find an instructor or U.S. student, perhaps a tutor or conversation partner, who will read your papers, point out passages that are unclear and help you find phrasing that conveys your meaning. In addition, The Writing Center, located in the Student Success Center, will assist students of any major with all writing at any stage of the writing process. Reserve a time through Navigate or drop in the SSC.

Our Discovery Program prepares students for lifelong learning by engaging them in Discovery Projects. These projects offer students a meaningful context for their liberal arts education by integrating multiple perspectives, turning understanding into performance, and extending learning beyond the classroom. Discovery Day has become a central academic event in the spring semester. Through Discovery Day, students experience the excitement of presenting (orally) and displaying (visually) their year’s intellectual ventures which have become an integral part of their learning experience.

Plagiarism and Collaboration

Plagiarism is the use of another’s words or ideas without acknowledgement of the source. Although in some cultures incorporating the words of revered scholars is an important part of academic writing, it is not acceptable in the U.S. Plagiarism is considered a serious offense. **The consequences of proven or even suspected plagiarism can be as severe as expulsion from the college.** Borrowed words and ideas must always be clearly documented as references. Professors can and do find out when academic dishonesty has occurred.

An important distinction exists between group work and individual work. In general, papers, homework assignments, quizzes, and tests should be done individually. Evidence or even suspicion of collaboration can result in a failing grade for the work or expulsion from the class or institution. Studying with other students can be helpful, but before you collaborate with others on homework, papers or tests, make sure the instructor has specifically authorized such collaboration. You should never copy or use a classmate’s work as your own.

WEPA Printers

There are multiple WEPA wireless printers available on campus and all students are given \$15.75 per year for printing, which equates to 175 black and white pages per year. To use a WEPA printer:

- Select WEPA printer as your printer
- You will be asked for your network username and password
- Go to any WEPA printer and swipe your student ID
- Follow the directions to print

Student Success Center

The Student Success Center provides support and enrichment to help students meet their academic and professional goals. The center provides academic assistance, including academic advising, disability services, tutoring, test proctoring, and help with study skills and time management strategies. Career Services are available through Jennifer Dittmore to assist with career exploration, internship and job placement, resumes, cover letters, interviewing skills, networking, and career fairs.

The Writing Center and Tutors are available for all students at Benedictine in all subjects free of charge; please see the Student Success Center for information on tutors and times available.

Graduate school support can help you examine graduate or professional school options, prepare for exams such as the GRE, LSAT, GMAT and MCAT, seek national fellowship and post-baccalaureate scholarships, and navigate the graduate application process.

Location: Down the hallway from the Dining Hall
Hours: Monday – Thursday, 8:00am – 9:00pm & Friday, 8:00am – 5:00pm



YOUR HEALTH, WELLNESS, AND SAFETY

Health care in the U.S. may be very different than your home country, and the procedures to follow if you are feeling ill may be different from what you are used to. Your first resource for health-related questions should be the Benedictine College Student Health Center.

Counseling Center Services

Location: 1201 North 2nd Street
Hours: Monday – Friday 9am – 5pm
(by appointment only)
To schedule an appointment: 913-360-7621
or scan the QR code to access the Request for Counseling Services Form.
For information about hours and staff members visit:
[benedictine.edu/student-life/health/counseling](https://www.benedictine.edu/student-life/health/counseling)
The Benedictine College Counseling Center staff provides free services to assist students with personal, interpersonal, academic, or emotional concerns, and can refer students to other mental health professionals as needed.

REQUEST COUNSELING SERVICES FORM



[benedictine.edu/counselingrequest](https://www.benedictine.edu/counselingrequest)



Student Health Center Services

Location: 215 M Street
To schedule an appointment: 913-360-7117
For information about hours and staff members refer to: [benedictine.edu/student-life/health/services](https://www.benedictine.edu/student-life/health/services)
Staff: Laura O’Grady, RN

COMPLETE THE NEW STUDENT HEALTH FORM

All new International Students



[benedictine.edu/healthform](https://www.benedictine.edu/healthform)

Health Insurance

All international students are required to purchase health insurance for each school year. Neither the U.S. government nor Benedictine College pays for medical care. You may purchase insurance through agencies in your home country, through agencies in the U.S., or from your embassy. Benedictine College does not offer an insurance plan to be purchased through the college for students. Enrollment in an adequate plan must occur either before or shortly after your arrival. Proof of insurance must be submitted to Laura O’Grady, BSN, RN, or your Benedictine account will be put on hold. If you have any questions about finding adequate health insurance, please contact Laura O’Grady for more information.

Some Options for Health Insurance

- International Student Insurance - [internationalstudentinsurance.com](https://www.internationalstudentinsurance.com); Select or Elite Plan Only
- International Student Protection - [intlstudentprotection.com](https://www.intlstudentprotection.com); High Athletic Coverage Options in Pioneer Elite plans
- World Trips Travel Insurance - [worldtrips.com](https://www.worldtrips.com)
- World Trip’s Select Plan - [worldtrips.com/hubfs/docs/4511150424.pdf](https://www.worldtrips.com/hubfs/docs/4511150424.pdf)

Medical & Dental Care

There are many locations in Atchison to receive medical and dental care. Dentist offices are within walking distance of campus. Appointments are required. Contact the Student Health Center if you need assistance with scheduling an appointment. Payment may be due before treatment. Medical clinics are primarily located at Amberwell Health. *Emergency room visits should be limited to actual emergencies.* Keep in mind that a visit to the emergency room can be VERY expensive and that most insurance plans do not cover 100% of the costs incurred at the emergency room. Most insurance coverage does not include basic dental work; payment is required upon time of services.

Campus Security

Campus Security is provided 24 hours a day, seven days a week on campus. Students may contact a security officer any time by calling 913-360-8888.

Benedictine College has partnered with Rave Mobile Safety, the leader in emergency alert systems, to offer an emergency notification system, Raven Alert, capable of sending users texts, voice and email messages. All students with mobile phones should sign up for Raven Alerts at getrave.com/login/benedictine

Carrying Money

Do not carry or keep large sums of cash or valuables in your residence hall or when traveling. Deposit money into a bank account. Keep all important documents in a safe place in your room.

Smoking and Drinking

It is illegal in the U.S. for anyone under the age of 21 to smoke or use tobacco. Although some Americans smoke, many do not and may object to people smoking around them. Because smoking and secondhand smoke have been proven dangerous, many restaurants and public buildings do not permit smoking. Benedictine College is a tobacco free campus. **Tobacco use is prohibited inside and outside of all buildings, vehicles, sidewalks, streets, parking lots, and the general seating area of outdoor venues on, or adjacent to, campus.**

In the U.S., it is illegal for anyone under the age of 21 to drink or possess alcoholic beverages of any type. Often people under 21 may not enter public places where alcohol is served unless meals are served. To prove one’s age, a driver’s license or Kansas identification card may be used. Both can be obtained at any license bureau or Department of Revenue-Motor Vehicle Office, with a letter from ISS to prove your visa status. You may also use your passport, but it is discouraged to carry your passport in case it is lost or stolen.

Benedictine College does allow students 21 years or older to drink in the residence halls if certain requirements are met. Students under 21 years old found drinking on campus will be subject to consequences. For more information regarding the Alcohol Policy, contact your Resident Director or refer to the Alcohol and Drug Policy in the Student Handbook: benedictine.edu/about/policies/alcohol-drug.

LIVING ON CAMPUS

Housing and Visitation

Benedictine College is a residential campus; there are 16 residence halls and 85% of the undergraduate student population lives on campus. Residence halls are divided by gender, and students must follow the college’s visitation policy. Visitation hours are certain hours are set aside each day during which students may invite visitors of the opposite sex to their rooms. Visitation hours play a positive role in the creation of a community spirit among students by encouraging mutual respect for the dignity and vocation of each person. The hours foster the residential mission by honoring a student’s right to private time, study, and sleep. Hours help roommates set boundaries and avoid conflict. Friendships are fostered between members of the same hall and they are empowered to fulfill their individual needs and interests. Deep friendships between men and women are encouraged, while at the same time, the dignity of their differences is respected.

Students may invite visitors of the opposite sex to their rooms, halls, and lounges during the following hours:

Sunday – Thursday, 12pm – 12am & Friday – Saturday, 12pm – 1:30am

The Legacy Hall Lounge and the Schroll Center (located at McDonald Hall) provide spaces for 24-hour visitation. Most rooms are double occupancy, but there are a limited number of single rooms available on campus. All students are required to live on campus unless the Residence Life office has given permission for students to live off campus. For questions related to residence life, please contact the Residence Life office on the upper level of the St. John Paul II Student Center or call them at 913-360-7500.

Resident Director (RD)

Each residence hall has a Resident Director (RD). This person is a full-time staff member at the college. They are responsible for all students who live in his or her building.

Resident Assistant (RA)

Each residence hall has four to six Residence Assistants (RA). These are current students (sophomores to seniors) who live in the residence hall. RAs can assist new and returning students with all residence hall issues. Each building has an RA office located on the main floor of the building. There is an RA on-call every night beginning at 7:30 pm in each residence hall.

Room Draw

In order to reserve your room for the next academic year, students will participate in the “Room Draw” process that is held every April. This selection process is required for students returning to Benedictine in the fall semester. Failure to participate in Room Draw will result in the Residence Life office selecting your room and roommate(s) for the following school year. For more information regarding Room Draw or any on campus living issues, please contact your Resident Director or the Residence Life office on the upper level of the St. John Paul II Student Center (913-360-7500).

Living Off-Campus

Benedictine College has a four-year residency requirement. All traditional undergraduate full-time Benedictine College students are required to live on campus and must apply for housing through the Residence Life Office every year. Some students may be awarded “commuter exempt” status based on a number of factors. For more information about

living off campus, please contact the Residence Life office on the upper level of the St. John Paul II Student Center (913-360-7500). Students should not sign any lease agreements for off campus housing before completing the Room Draw procedure or receiving written approval from the Residence Life Office. If a student has written approval from the Residence Life office to live off campus, the Chamber of Commerce in Atchison can provide a list of rental properties in the area.

Academic Breaks

Residence halls are closed Thanksgiving Break, Christmas Break, and Spring Break. Residence halls remain open for Fall Break and Easter Break. Dining services are limited during Fall and Easter Breaks. Only graduating seniors and students with permission from the Residence Life office are allowed to stay on campus after the last day of finals.

Student Life

The Student Life office is located on the upper level of the St. John Paul II Student. Within the Student Life office, students will find the Student Government Association, Campus Activities Board, Director of Student Activities, Assistant Director of Student Activities, Assistant Housing Coordinator, Dean of Students, Vice President of Student Life, Director of Student Conduct, and Director of Residence Life.

There are many scheduled events on campus throughout the academic year. Students can find more information by checking their email for regular Benedictine College FYI and Raven Fly-By emails or by stopping by the Student Life office for more information. Most events on campus are free of charge for all students. Students are required to carry and show their student ID for all events on campus.

College Ministry

Benedictine College was founded by Order of St. Benedict and is a Catholic College. The College Ministry office is on the upper level of the St. John Paul II Student Center. College Ministry exists to achieve the goals of Benedictine College by transforming lives in Christ for a life of mission. We facilitate encounters with Jesus Christ through sacraments, outreach, and stewardship; developing and sending students into the world as Catholic missionary-disciples. There are many opportunities for students to participate in college ministry. Students are invited to join different groups or work on projects in the community and surrounding areas. Past volunteer projects have included Hunger Coalition, Special Olympics, Soup Kitchen Thursdays, a tutoring program, Boys & Girls Club, and much more. Students have the opportunity to volunteer on a variety of mission trips available, both domestic and international. Past mission trips have included destinations such as Kansas City, St. Louis, North Dakota, New Mexico, Denver, Colorado, El Salvador, Belize, Peru, Tanzania, Philippines, and Haiti. Most mission trips are held during Fall Break or Spring Break. These trips can be a great opportunity to meet students and do service at times when the dorms are closed.

Dining Services & Meal Plans

All freshmen are required to be on the 18-meal plan. Upperclassmen residents can choose from the 18-meal, 14-meal, or 12-meal plans. Upperclassmen residents in apartments, row or campus houses may select from the 18, 14, 12, or 7-meal plans. Meal plans reset on Sunday.

- 18-meal plan** + \$300 annual Dining Dollars • 18 meal swipes per week • \$150 Dining Dollars per semester.
- 14-meal plan** + \$500 annual Dining Dollars • 14 meal swipes per week • \$250 Dining Dollars per semester
- 12-meal plan** + \$300 annual Dining Dollars • 12 meal swipes per week • \$150 Dining Dollars per semester
- 7-meal plan** + \$300 annual Dining Dollars • 7 meal swipes per week • \$150 Dining Dollars per semester.

Dining Dollars

Every meal plan includes a certain amount of Dining Dollars. These dollars will NOT roll over to the next semester if there is a balance. You should use all Dining Dollars before each semester ends.

Raven Bucks

Raven Bucks are utilized through your Benedictine Student ID card. You may use your card at all dining locations, vending machines, and the Raven Store. (A minimum of \$5 is required to start your account. There are no fees to use Raven Bucks; they don't expire.)

- Log in to RavenZone
- Click on Add Raven Bucks under Quick Links to log in automatically

Murphy Recreation Center Hours

Monday - Friday, 5:30am – 11pm
Saturday, 8am – 6pm
Sunday, 10am – 7pm

The student recreation center features a cardio and weight room, two full basketball courts, a turf court, upper floor track, and multi-purpose exercise studio. Your Benedictine College student ID is required for entry. Personal student trainers are available; please inquire at the main desk in the recreation center for more information.



YOUR LIFE IN AMERICA

This is a brief guide to American culture and customs. Because the United States is so varied in its geography, ethnic backgrounds and traditions, it is not possible to comment on every aspect of the culture or to say there is one acceptable or prominent set of social rules.

It is important to note that some people you meet will be more informed and accepting of cultural differences than others. Many people will be curious about your home culture and will ask numerous questions about the language, society, history, religion, foods, and traditions of your country.

Basic Etiquette

Due to the friendly nature of most Americans, they are quick to use first names. Formal titles (Mr., Miss., Mrs., Dr., Professor, etc.) are used together with the person's family name and should be used if you are speaking with the elderly or people in authority such as Benedictine College faculty and staff.

Punctuality is highly valued in the U.S. and is considered a sign of respect toward the person whom you are to meet. Punctuality for private parties and casual events is more flexible; however, always inform the host of a dinner or formal occasion if you will be late or must cancel. Students are expected to be on time for class and appointments with professors. Your grade may be affected if you are late to class or absent multiple times.

Many professors and administrators welcome personal interactions with individual students. Students are encouraged to ask questions and express their opinions in the classroom. Observe the American students' actions and identify acceptable behavior.

Sharing and Privacy

Privacy and personal possessions are important to Americans. People work hard to have a car, house, clothes, and other belongings. Be sure to ask how someone feels about sharing his or her space and belongings.

Personal Space

Americans prefer to maintain about 18 inches (46 cm) of space between themselves and the person with whom they are speaking. This personal space is very important and, if limited, the individual may become uncomfortable.

Typically, Americans do not hug or kiss an acquaintance upon greeting, but rather shake hands or nod their heads. They also do not touch while speaking, although a brief touch on the arm or shoulder might indicate sympathy or concern to someone they know well. Once a friendship has developed, some may greet each other with a hug or embrace.

Tipping

In the U.S. it is expected that you tip for various services. Restaurants, taxis and ordering in (food delivery of any kind) are all situations in which you are expected to tip. Tipping is not an exact science and it is up to the customer to decide how much they are willing to tip, but there are some general guidelines to follow. If you are generally pleased with your service, a tip of 20% of your total bill is considered standard. If you are very impressed with your service, you might decide to tip 25%. Likewise, if you are dissatisfied with your service, you might consider leaving a 15% tip. It is considered extremely rude to leave no tip at all.

Apparel

Formal dress is seldom worn on the college campus. Students typically wear jeans, shorts, skirts, T-shirts, sweatshirts, and sweaters. For class presentations, job interviews and other occasions, students may be asked to dress more formally. When attending a special event, you should ask the host of the event about the appropriate attire.

Participating in Campus Life

It is important to seek out and develop friendships with fellow students. You may meet them in your classes and residential halls, but there are other options for meeting people, too. Benedictine College offers a wide variety of clubs and organizations representing many student interests. You will find academic societies, student government, campus ministry, volunteer service organizations, sports teams and clubs, music and theatre groups, a student newspaper, and more. You will receive emails regarding opportunities to get involved and posters will be displayed around campus with information about clubs and organizations. For an up-to-date list of the organizations at Benedictine College, visit the Student Life Office located in St. John Paul II Student Center on the second floor.

Culture Shock

Culture shock is not quite as “shocking” or sudden as most people expect. It is part of the process of learning a new culture that is called cultural adaptation. You may experience some discomfort before you are able to function well in a new setting; this is known as the culture shock stage of the adaptation process. Throughout the period of cultural adaptation, take good care of yourself. Read a book or watch a video in your native language, catch up with what is going on at home via email and social media, take a short trip if possible, exercise, get plenty of rest, write a letter or telephone home, eat good food and do things you enjoy with friends. Take special note of things you enjoy about living in the U.S.

Although it can be disconcerting and a little scary, culture shock gradually eases as you begin to understand the new culture. It is useful to realize that often the reactions and perceptions of others toward you – and you toward them – are not personal evaluations but are based on a clash of cultural values. The more skilled you become in recognizing how and when cultural values and behaviors are likely to come into conflict, the easier it becomes to make adjustments that can help you avoid serious difficulties.

Emerging Differences

Gradually, as you become more involved in activities and get to know the people around you, the differences will become increasingly apparent to you. Those differences may begin to seem more irritating than interesting, and small incidents and difficulties may make you anxious and concerned about how best to carry on with academic and social life. As these differences emerge, they can be troubling and sometimes shocking. But culture shock does not happen all at once. It is a feeling that grows little by little, as you interact with other students, faculty, and people in the community.

For many, this gradual process culminates in an emotional state known as culture shock.

The common symptoms of culture shock are:

- Extreme homesickness
- Desire to avoid social settings which seem threatening or unpleasant
- Physical complaints and sleep disturbances
- Depression and feelings of helplessness
- Difficulty with coursework
- Loss of your sense of humor
- Boredom or fatigue

You can always reach out to the ISS team or staff from the Counseling Center if you need someone to speak with about any difficulties you are dealing with. Please contact the Counseling Center at counselingcenter@benedictine.edu or 913-360-7621.



MONEY AND BANKING

Important resources on campus include:

Financial Aid Office

913-360-7484 or finaid@benedictine.edu

The Financial Aid Office handles all scholarship and financial aid at Benedictine College. International students are eligible for some scholarships. If you have questions about scholarships or are interested in other opportunities for financial assistance, you should meet with a staff member in the Financial Aid Office. A list of other aid can also be found at [benedictine.edu/academics/international/students/costs-scholarships](https://www.benedictine.edu/academics/international/students/costs-scholarships)

Business Office

913-360-7403

The Business Office handles all student billing for Benedictine College. Learn more at [benedictine.edu/student-life/services/billing/index](https://www.benedictine.edu/student-life/services/billing/index).

How to Pay your Student Bill

There are three ways you can pay your student bill

- **Pay using flywire:** Create an account at [flywire.com](https://www.flywire.com); be sure to select Benedictine College. You will need to know your Benedictine Student ID Number and the amount you need to pay, which is available to you at RAVENZONE. Flywire will give you different options of payment depending on your home country and currency available for payment.
- **Pay using RAVENZONE:** You will login to your RAVENZONE account from the Benedictine homepage, [benedictine.edu](https://www.benedictine.edu). You can use a debit/credit card to pay your bill. Please note that all payments made by credit/debit card will be subject to a non-refundable 2.85% service fee (\$3 minimum fee charge).
- **Pay in Person:** Payments may be made directly to the cashier in the Business Office. Please note that credit/debit cards are not accepted in the Business Office. Only USD cash will be accepted. Benedictine College does not allow new international students to use payment plans.

All new international students must pay their bill on August 1 and January 1 for each semester. Once an international student has completed one full academic year (two semesters), the student may opt to use the payment plan provided through the Business Office. Benedictine College reserves the right to disallow the payment plan option to any student consistently failing to meet payment deadlines.

Banks

There are multiple banks located in Atchison. UMB Bank is the only bank with an ATM located on campus. The ATM is located in the St. John Paul II Student Center on the lower level. Students may open a free checking account at UMB Bank. You will need to bring your passport, student ID, and at least \$100 in the form of a check or cash to open an account. You will also need to know your home country address and your mailbox number on campus and have a proof of address letter written by PDSO, Registrar, Charlie Peitsch or DSO, Jennifer Dittmore

COMMUNICATION

Device Registration

All devices that connect to the BC network (LAN or Wi-Fi) must be registered on our network in order to access the Internet. You will be routed automatically to the registration page when you open a browser for the first time on campus. Use your RavenZone/BC Network username and password to register your device. If you are NOT routed automatically to the registration page, go to: register.benedictine.edu. This link will only work when connected to the BC Network. Every device must be registered to be able to access the Internet.

Internet

Wireless high-speed internet is available through the entire campus free of charge. The Benedictine College Information Technology (IT) department is available to assist you in connecting to Benedictine College's network. There are several computer labs available for student use. Please contact IT for more information, IThelpdesk@benedictine.edu, phone 913-360-7777 or visit their office on campus.

Email

Email is the best way to keep in touch with faculty and staff on campus. As a Benedictine College student, you are automatically assigned a Benedictine College email account. Be sure to check this email account daily, even during breaks, for important information, including information from instructors, tuition bills, and communication regarding your visa status.

The ISS Team sends all information to Benedictine College email addresses only.



Mail

All student mailboxes are located in the St. John Paul II Student Center on the lower level. You will have an assigned mailbox number while you are a resident on the Benedictine College campus. A code is required to unlock and open your mailbox. (Note that exchange and study abroad students will not receive a mailbox and will be considered a “Commute.” These students will be notified by email when a delivery arrives and all letters and packages will be picked up at Rocky’s Package Pickup).

All mail and packages should be sent to:

For packages :

1301 N 3rd St

Atchison, KS 66002

For letters:

1020 N 2nd St

Atchison, KS 66002

Directions to open your mailbox:

• Turn the knob 4 times to the left, and then stop on the 1st number of your combination.

• Turn the knob to the right, pass the 2nd number once, and then stop on the 2nd number when you reach it again.

• Turn the knob to the left, stop on the 3rd number. You should feel a slight click.

• To open, turn the knob to the right and pull towards you at the same time.

All mail should be addressed using your name as it appears on your Benedictine College account. Your name should appear in typical American style (first name before family name). When you receive a package, you will be notified by email that your package has arrived and is available at Rocky’s Package Pickup between the hours of 8:30am – 5:00pm, Monday through Friday. Rocky’s Package Pickup is located at 1301 N. 3rd St., in a brick building directly west of Cray Seaberg Hall — look for the Rocky’s Package Pickup sign. Show your student ID in order to pick up your package.

How to Mail Items

Rocky’s Copies provides domestic and international mailing services. Students may purchase domestic and international stamps, mail letters and packages, and inquire regarding shipping costs. Please complete all address labels on letters and packages in English. For international packages, a customs form will need to be completed. Use the template below for mailing letters:

From:

Your Name

Benedictine College

1020 North Second Street

Box # (insert your box #)

Atchison, KS

66002 USA

Place

Postage

Here

To:

Name

Address

City, State/Province

Country (if outside

U.S.) Postal Code

Mobile Phones

There are several mobile phone carriers in the U.S. A few are listed below. Visit their websites to find a store location or to order online.

AT&T **wireless.att.com** (located in Atchison at 806 Skyway Hwy)

Cricket **cricketwireless.com** (located in Atchison at 121 S. 8th St)

T-Mobile **t-mobile.com**

Verizon **verizonwireless.com**

Wal-Mart offers some “go phone” options. Most international students use their home country phone and purchase a new SIM card.

TRANSPORTATION

Atchison is a small town located in a rural area. There is no public transportation in the community or provided by Benedictine College. Many college students bring their own cars to campus. It is very common for students to ride together to the store or to Kansas City. The downtown area of Atchison is located south of campus and can be reached on foot by a 10-minute walk.

Project Concern

Project Concern, a non-profit organization in Atchison, offers a public transportation service Monday through Friday 7:15 a.m. to 4:00 p.m. and Saturdays 9am to 3pm. The cost to ride is \$3 roundtrip. Please call (913) 367-4655 to schedule your ride.

Airport Shuttles

Private shuttle services can cost between \$65-\$100 for one-way services. Some commonly used shuttle services include:

Five Guys Shuttle

fiveguysshuttle.com

Super Shuttle

supershuttle.com

Benedictine College has a Facebook group called “Raven Rides.” Students post upcoming trips to see if other students can provide rides to the airport or various other locations in the U.S. This is very popular as students prepare for academic breaks.

Cars

There are many responsibilities and costs to consider when purchasing a car. Car owners are responsible for paying for:

- License plates, registration and taxes (depending on the state) based on the car’s price
- License plate renewals
- Car insurance
- State and emissions inspections (depending on the state)
- Personal property tax
- Fuel and maintenance



Car Insurance

Kansas law requires that you have liability insurance, which covers damages to another person if you are involved in a car accident. Car insurance can be costly, so be sure to inquire with several agencies to get the best rate. Collision insurance pays for damage to cars in an accident. Comprehensive insurance covers any loss of the car due to accidents, theft or vandalism. The insurance rate will be based on the type of car, your age and driving record, where you live, how far you drive daily and the type of coverage selected.

Getting a Driver's License

As an international student, you can obtain a driver's license in the state of Kansas. The nearest Motor Vehicle Office (DMV) is located in the Atchison Event Center: 710 South 9th Street. You will need to pass a written test, vision test and driving test to obtain a license. You will need your passport and proof of local residence, in addition a letter from a PDSO or DSO that proves you are a visa-holding student at the college. You do not need a social security number.

Parking

Parking is available on campus free for all students. Students are not allowed to park in staff/faculty only lots during regular business hours. Parking in such lots can result in a parking ticket.

DEPARTURE CHECKLIST

For Students Not Returning for the Following Academic Year

If you have graduated, completed your study abroad, or are not returning to Benedictine College, the following checklist items before leaving:

- Benedictine College partners with The National Student Clearinghouse to provide official transcripts for current and former students. The information in this link [benedictine.edu/resources/transcripts](https://www.benedictine.edu/resources/transcripts) details the steps to take to order your transcripts successfully. Email bcregistrar@benedictine.edu if you need assistance.
- Change your address for summer mail. You should receive a "Change of Address" form in your campus box or Benedictine College email. Complete the form and return it to Rocky's Copies.
- Pay any outstanding charges. The college will not be able to process transcript requests if you have an unpaid balance. Please complete the Room Deposit Refund Form in the Business Office so they can refund any portion of your housing damage deposit that is due to you. You will need to provide a credit card number for a refund.
- Donate unneeded items to other students or to local thrift stores.
- Sign up for a check out time with your RA.
- Sell books or return rented books.
- Close U.S. bank accounts (if applicable) or make sure you have selected the paperless option for receiving account information.

For Students Returning for the Following Academic Year

- Sign up for a check out time with your RA.
- Get a travel signature on your I-20 from a PDSO or DSO.
- Sell books back or return rented books.
- Park car in St. Scholastica parking lot for the summer.



HELPFUL RESOURCES

Department Locations & Phone Numbers

College Department	Location	Phone Number
*Emergency		911
Admission	St Benedict Hall Main Floor	913-360-7476
Academic Records & Registration	Upper Level of Cray Seaberg Hall	913-360-7550
Business Office	Upper Level of Cray Seaberg Hall	913-360-7403
Career Service	Down the Hallway from the Dining Hall	913-360-7578
College Ministry	St. John Paul II Student Center Upper Level	913-360-7655
Counseling Center	215 M St.	913-360-7621
Dining Services	Dining Hall	913-360-7595
Financial Aid	Upper Level of Cray Seaberg Hall	913-360-7484
FOCUS	St. John Paul II Student Center Upper Level	913-360-7735
Information Technology	215 M St.	913-360-7777
Intramural Office	Murphy Recreation Center	913-360-7717
Library Services	Dining Hall Boardroom	913-360-7608
Mailroom	1301 N 3rd St.	913-360-7240
Operations Helpdesk	215 M St.	913-360-7777
Raven Store	Haverty Center	913-360-7366
Residence Life Office	St. John Paul II Student Center Upper Level	913-360-7500
Rocky’s Copies	1301 N 3rd St.	913-360-7225
Rocky’s Copies Pickup	1301 N 3rd St.	913-360-7240
St. Paul’s Outreach	St. John Paul II Student Center Upper Level	913-360-7735
Security	215 M St.	913-360-8888

Student Activities	St. John Paul II Student Center Upper Level	913-360-7500
Student Billing	Upper Level of Cray Seaberg Hall	913-360-7403
Student Health Center	1301 N 3rd St.	913-360-7117
Student Life Office	St. John Paul II Student Center Upper Level	913-360-7500
Student Success Center	Down the hallway from the Dining Hall	913-360-7576
Switchboard	Abbey Guesthouse	913-360-5340

Campus Building Abbreviations and Nicknames

Amino Center	“Amino”	St. Martin’s Memorial Hall	“Memo”
Bishop Fink Hall	“Fink”	Mother Teresa Center	“Mother Teresa”
Cray Seaberg Hall	“Cray”	Murphy Recreational Center	“The REC”
Elizabeth Hall	“Liz”	Newman Hall	“Newman”
Ferrell Academic Center	“FLC”	Row Houses	
Our Lady of Guadalupe Hall	“Guad”	St. Benedict’s Hall	“St. Ben’s”
Haverty Center	“Haverty”	St. Michael’s Hall	“Mike’s”
Legacy Hall	“The Apartments”	St. Gabriel’s Hall	“Gabe’s”
Library		St. Scholastica Hall	“Scho”
McDonald Hall	“McDonald”	Turner Hall	“Turner”
		Westerman Hall	“Westerman”



“Trusting in the help of Mary,
the Church in America desires to lead
the men and women to encounter Christ.”

– St. John Paul II



GLOSSARY OF COMMONLY USED ABBREVIATIONS IN THIS GUIDE

ISS Team

International Student Services Team. The International Student Services (ISS) Team is comprised of faculty and staff members across several departments of campus, who work together to support the overall success of international students by providing assistance in a variety of areas, including:

- Enrollment, advising, and academic affairs
- Immigration status / visa maintenance
- Transition to life in the United States and at Benedictine College
- Meaningful interactions with domestic students
- Services necessary to meet the special needs of international students

J-1 Student Visa

The Exchange Visitor (J) non-immigrant visa category is for individuals approved to participate in work-and study-based exchange visitor programs.

PDSO

Principal Designated School Official. Each school must have at least one PDSO who also serves as the main point of contact for issues related to SEVP-certification. Like the DSO, the PDSO is a regular employee of the school who is approved to assist and oversee enrolled F and M students, and to update and maintain student records in SEVIS, the United States’ web-based Student and Exchange Visitor Program. A PDSO also helps international students avoid problems by helping them do things through required processes.

DSO

Designated School Official. DSOs are regular employees of the school who are approved to assist and oversee enrolled F and M students, and to update and maintain student records in SEVIS, the United States’ web-based Student and Exchange Visitor Program. A DSO also helps international students avoid problems by helping them do things through required processes.

F-1 Student Visa

The F-1 Visa (Academic Student) allows you to enter the United States as a full-time student at an accredited college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or in a language training program. You must be enrolled in a program or course of study that culminates in a degree, diploma, or certificate and your school must be authorized by the U.S. government to accept international students.





**BENEDICTINE
COLLEGE**

ATCHISON, KANSAS

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