



**CLI 2024**

# **Student Handbook**

**Tempe, Arizona**

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## General Information

### Welcome to Tempe!

The Critical Languages Institute (CLI) at Arizona State University's Melikian Center is a national training institute for less commonly taught languages, offering summer intensive courses and study-abroad programs around the world.

The Melikian Center provides study-abroad advising, grant & career mentoring, and visits by federal agency recruiters during Tempe-based CLI programs. CLI graduates have an exceptionally high success rate for competitive study-abroad awards like the Boren and Fulbright. Wherever they start their journey, CLI students travel on as multicultural, global citizens!

This handbook is to be used as a guideline only. Information is subject to change. If you have a specific question regarding the program, please reach out to [cli@asu.edu](mailto:cli@asu.edu).



Durham Hall, the building where your CLI classes will be taking place

## Contacting CLI

### CLI Staff

#### CLI Main (Arizona) Office

Phone: +1 (480) 965-4188

Email: [cli@asu.edu](mailto:cli@asu.edu)

#### James Edmonds

CLI Director

Phone: +1 (480) 965-5128

WhatsApp, Viber, Signal: (803) 370-3794

Email: [jedmond@asu.edu](mailto:jedmond@asu.edu)

#### Jafar Zadeh

Program Coordinator

Email: [jshokrol@asu.edu](mailto:jshokrol@asu.edu)

#### Theresa Zimm

Sr. Program Coordinator

Phone: +1 (480) 965-7705

Email: [Theresa.Zimm@asu.edu](mailto:Theresa.Zimm@asu.edu)

### Emergency Contacts

Emergency: 911

ASU Police: (480) 965-3456

#### ASU Emergency Information

<https://cfo.asu.edu/emergency>

#### Student Health

<https://eoss.asu.edu/health>

(480) 965-3349

#### Counseling Services

<https://eoss.asu.edu/counseling>

*After hours crisis line*

(480) 921-1006

*24/7 Counseling (MySSP)*

<https://eoss.asu.edu/counseling/services/open-call-and-open-chat>

### Mailing Addresses

#### Mailing Address (USPS)

Melikian Center

Arizona State University

PO Box 874202

Tempe, AZ 85287-4202

#### Mailing Address (FedEx and UPS)

Melikian Center

Durham Hall #247E

851 S Cady Mall

Tempe, AZ 85287

## Important Dates

7 + 4-week hybrid classes	Date(s)
Return all <b>CLI forms</b>	March 15, 2024
Arrive in Tempe	May 26
<b>CLI Summer Session A</b>	<b>May 27 – June 19</b>
No Class; Memorial Day	May 27
Add/Drop for Session A	May 29
<b>CLI Summer Session B</b>	<b>June 20 – July 12</b>
Add/Drop for Session B	June 22
No Class: National Holiday	July 4

8 week classes	Date(s)
Return all <b>CLI forms</b>	March 15, 2024
Arrive in Tempe	May 19
<b>CLI Summer Session A</b>	<b>May 20 – June 14</b>
No Class; Memorial Day	May 27
Add/Drop for Session A	May 22
<b>CLI Summer Session B</b>	<b>June 16 – July 12</b>
Add/Drop for Session B	June 18
No Class: National Holiday	July 4

\*If you need to arrive a day or two earlier, please let us know at [cli@asu.edu](mailto:cli@asu.edu).

## Holidays

Classes do not meet on Monday, May 27<sup>th</sup> or Thursday, July 4<sup>th</sup>, in observance of national holidays.

## Orientation Sessions

A **mandatory** CLI orientation will be held before the first class. You will receive information on the exact date and time closer to when CLI begins.

Classes begin **immediately following orientation**.

## Placement Test

Students at the 200 level will complete a brief placement test during their first class to ensure that they are in the correct level.

## Proficiency Estimate

Students at the 200 level and up will also take an oral proficiency assessment on the first day of CLI. They will repeat this assessment at the end of the program. These interviews are recorded and given to students, along with an estimate of their proficiency levels, in order to allow them to document their progress.

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## Academic Information

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These proficiency assessments do not affect placement or grades.

Students at the 100 level take proficiency assessments at the *end* of CLI only, not at the beginning.

### Changing Classes/Add-Drop Deadlines

If you need to change levels or add or drop a course, you must do so by the **end of the first day of class**. **After that time, fees will apply.**

### Books and Materials

The ASU bookstore **does not** stock CLI materials. You should purchase required textbooks and materials **before arriving at ASU<sup>1</sup>**. Your syllabus lists required texts for your courses. You will also find a link to your textbook/materials in the online study abroad portal.

### Academic Load and Extracurricular Activities

All CLI courses must be taken for credit. You cannot audit a CLI class.

CLI classes meet for 4 hours a day. Typical homework loads are 3-4 hours a day.

Most students find it difficult to succeed in CLI while working, taking other classes, or maintaining a busy extracurricular schedule.

### Absence Policy

Students who miss more than **2 days or 8 academic hours** of class over the summer may be asked to withdraw from CLI. (This means you should not miss more than one day in the first summer-session, and not more than one day in the second summer-session). In addition, you must notify your instructor of absences in advance, except in the case of emergency or illness.

### Events, Lectures, Outings

CLI organizes frequent extra-curricular events.

CLI instructors will update you daily, post events on the CLI Facebook page (<http://facebook.com/asucli>), email participants information directly, and list events in the CLI calendar: <https://melikian.asu.edu/cli/cli-events-calendar>.

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<sup>1</sup> Materials are provided for ROTC students on the Project GO program. Books will be distributed during ROTC orientation on the first day of CLI.

## Academic Honesty

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <https://provost.asu.edu/academicintegrity>.

## ASU Counseling Services

ASU Counseling Services provides confidential psychological services for enrolled ASU students, including same day tele-mental health consults, in person consults, as well as an after-hours Dedicated Mental Health Line. Members of the multidisciplinary staff (psychologists, counselors, and social workers) have training and experience in issues facing university students and are committed to helping students adjust to campus life and meet their academic goals. Counseling services can be found here: <https://eoss.asu.edu/counseling>.

## Students with Disabilities

Students requesting accommodation for a disability must register with the ASU Student Accessibility and Inclusive Learning Services (SAILS). SAILS will provide accommodation instructions for CLI staff. CLI staff and instructors are prohibited from making accommodations for students who have not registered with the SAILS.

SAILS staff can be reached at: 480-965-1234 (V) or [Student.Accessibility@asu.edu](mailto:Student.Accessibility@asu.edu). For additional information, visit: <https://eoss.asu.edu/accessibility>. The Tempe campus Student Accessibility office is located in the Matthews Center building on the first floor.

## Transcripts, Credit Transfer, Auditing

Participants receive ASU credits as follows:

Russian or Indonesian in Tempe:	10 credits (5 per session)
All other Tempe courses:	8 credits (4 per session)
Four-week overseas programs:	3 credits

To request a copy of your ASU transcript, visit <http://my.asu.edu> and click on the “Grades and Transcripts” tab in the “My Classes” section of the homepage. You will need your ASURITE username and password.

Please consult your university’s registrar’s office regarding fees and procedures for transfer of ASU credit.



## Financial Matters

### Billing Schedule

All CLI-related charges will be billed to your ASU student account, accessible through the main student portal, <http://my.asu.edu>, on the following schedule:

FEE	POST DATE
<b>Courses in Tempe</b>	
\$500 (part of program fee) <i>non-refundable</i>	Upon enrollment in your Tempe course
Dorm Charges (if applicable)	Upon check in
\$1250 (program fee remainder) <i>non-refundable</i>	2 <sup>nd</sup> day of Session 1
<b>4-Week Courses Abroad</b>	
\$500 (part of study-abroad fee) <i>non-refundable</i>	Upon enrollment in your study-abroad course
Study-abroad fee remainder <i>non-refundable</i>	The week of arrival
<i>All fees non-refundable once posted</i>	

### Insurance

CLI students are responsible for providing their own medical insurance for the duration of their time in Arizona. Traveler's insurance is provided for all students during their study-abroad programs.

### "Sun Card" Student ID

The Sun Card is the official photo ID of all Arizona State University students, faculty and staff. Sun cards are **OPTIONAL** for CLI participants.

Students living in ASU dorms can access all ASU facilities with their dorm access card. Students living off campus may need to purchase a Sun Card to access some ASU facilities. Students will need to purchase Sun Cards in order to take advantage of ASU student discounts at local merchants.

Sun Cards cost \$25 and are available at the Sun Card office:

Memorial Union - Basement Level:

MU 58

310 E Orange St

Tempe, AZ 85287

P: 480.965.2273

Hours: Mon-Thu, 9am-5pm, Fri 8am-4pm

### Wireless Access

ASU is a wireless campus with free Wi-Fi access in every building. You will need to register each of your devices the first time you connect them to the ASU system.



## ASURITE Account and MyASU

Your ASURITE user ID is your login for most ASU computer services.

Your ASURITE ID gives you access to your ASU home page at <http://my.asu.edu>. This is where you add and drop classes, check your student account, see your grades, find canvas sites, etc. It is also where you access your student account.

If you are having trouble with an ASU computer or your ASURITE account, please contact the ASU Help Desk at <https://www.asu.edu/about/contact> or 1-855-278-5080. Help line is available 24/7.

## ASU Email and Mail Forwarding

Every student receives an ASU e-mail account. It is important that you check it or set it to forward to an account that you check.

***Past students who failed to check their ASU mail have missed events and incurred late fees because they did not receive the messages sent to them by the ASU system.***

You can configure your ASU account to forward using the MyASU. (<http://my.asu.edu> ; Click the “profile” tab, then look in the “Contact Details” section for the “Update Email Forwarding” link).

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## Computers and Internet Access

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### Printing

Printing is available in computer labs and libraries for a fee at “Print Anywhere” printers. Students sign-in to the printer using their ASU-rite and password and whatever they print is charged to their MyASU account. These fees need to be paid via the “Finances” tab on your MyASU.

### Accommodations

CLI students will be housed in Tooker House (subject to change). This dorm is a short walk to CLI classes, offices, and CLI cultural event locations.

Housing costs are usually charged to the student account one week after check-in.

Each room includes 2 Twin XL beds & dresser units and 2 study desks. Bed linens and linen exchange are optional for an additional fee (see housing reservation form) and can be reserved at additional cost. ASU dorms include laundry rooms. At this point, we are not able to offer single-occupancy rooms for Summer 2023.

## Housing and Dining

### Housing

Students who require rooms with ADA accommodations should email [cli@asu.edu](mailto:cli@asu.edu) as soon as possible. ASU has a limited supply of such rooms, but CLI will work with Housing to try to fulfill any such requests.

Students check in on May 26<sup>th</sup> (May 19<sup>th</sup> for students of Russian or Indonesian) and check out on July 12<sup>th</sup>.

Students not staying in the CLI dorm are responsible for making their own living arrangements.

### Dining

ASU may not have any dining halls open during the summer. The Memorial Union, located at the center of campus, has a number of fast-dining options that are open to students throughout the summer. These options may include Subway, Burger King, Pei Wei, Qdoba, Starbucks, and Engrained. Students can also utilize the Pitchforks Dining Hall, inside the MU, which offers a variety of all-you-care-to-eat regional themed food stations. The MU also has a POD Marketplace, a convenience store that carries snacks, frozen foods, and beverages. Summer hours for both the fast-dining and POD Marketplace will be announced later this spring.

CLI dorms are within walking distance of downtown Tempe which features a variety of dining options. Tooker House does have community kitchens, but space is limited. Dorm rooms do have microwaves and micro fridges. Students who bring their own appliances are responsible for removing them at the end of the program. Additionally, CLI does not provide cooking supplies to students living within the dorms. It is the responsibility of the students to use the kitchen appropriately and to clean up after themselves.

### Grocery Stores Near Durham Hall

<b><u>Trader Joe's</u></b> 940 E University Dr Tempe, AZ 85281	<b><u>Safeway</u></b> 926 E Broadway Rd, Tempe, AZ 85281	<b><u>Whole Foods Market</u></b> 750 S Ash Ave Ste 101 Tempe, AZ 85281
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### Receiving Mail And Packages

ASU dorms *do not* accept student mail during the summer term. Please have mail sent to the CLI offices. CLI staff will notify you when you have mail waiting. Please bring photo ID for pick up. CLI mailing address is:

For mailings from United States Postal Service	For mailings from UPS, FedEx, and other couriers
<i>Your Name</i> c/o ASU Critical Languages Institute PO Box 874202 851 S. Cady Mall., DH #250 Tempe AZ 85287-4202	<i>Your Name</i> Melikian Center MC 4202 Arizona State University 734 W Alameda Drive Tempe AZ 85282

If you are working with an online form that has fewer than 5 lines for address, either combine lines 1 and 2 or combine lines 3 and 4. **CLI is not responsible for lost, stolen or abandoned mail.**





# Transportation

## Getting To Tempe

The nearest airport is Phoenix Sky Harbor, PHX, about 6 miles from campus.

The Phoenix Metropolitan Light Rail runs from the airport to the ASU campus. Take the Sky Train from Terminal 4 to the 44<sup>th</sup> Street/Washington Street light-rail stop. Take the light rail eastbound (toward Tempe/Mesa) and exit at **Veterans Way/College Ave** or at **Rural Road**. Both stops are just north of campus. Travel time between 44<sup>th</sup>/Washington and ASU is about 20 minutes. Travel fare for the light rail is \$2.00 per ride as of February 2023.

## Parking Lots

ASU has a number of parking lots available to students. A map of the parking structures and parking lots can be found at <http://asu.edu/parking/maps/tempe-current.pdf>.

## Parking Permits

CLI students may purchase parking permits through online parking services at <http://parking.asu.edu>, or in person at the Permit Sales office with a photo ID, your license plate number and state, and payment (cash, check, Master Card or Visa).

The office is located at:  
University Towers  
525 S Forest Ave, Suite 105  
Tempe AZ 85287

For more information regarding summer parking, please contact ASU Parking and Transportation directly at **(480) 965-6124**

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## Packing for Arizona

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### Attire

Attire at the CLI is generally casual, but you should be prepared for a small number of receptions and other special events requiring more formal clothing.

### Weather

Pack for hot weather. The average daily high temperature will exceed 100°F most days, with peak temperatures around 115°F. Expect nighttime lows in the 90s. All ASU facilities and dorms are air conditioned.

Tips for dealing with the heat:

- Skin heats faster than light fabric. A light-colored shirt that covers your shoulders will keep you cooler than a tank top.
- Drink lots of water,
- Always bring water with you.
- Use high-SPF sun block if you will be outside for more than 10 minutes.
- A light-colored, wide-brimmed hat or umbrella will help prevent overheating.
- Restrict strenuous outdoor activities to the hours between 2AM and 8 AM.

## Appendix A

### Course Times and Locations

All Language Classes will take place in Durham Hall on ASU's Tempe Campus.

Durham Hall

851 S Cady Mall,  
Tempe, AZ 85287

Language Class	Room Number
Albanian 101 & 102	TBD
Armenian 101 & 102	TBD
Kazakh 101 & 102	TBD
Macedonian 101 & 102	TBD
Persian 101 & 102	TBD
Persian 201 & 202	TBD
Tatar 101 & 102	TBD
Turkish 101 & 102	TBD
Ukrainian 101 & 102	TBD
BCS 101 & 102	TBD
Hebrew 101 & 102	TBD
Polish 101 & 102	TBD
Indonesian 101 & 102	TBD
Russian 101 & 102 A	TBD
Russian 101 & 102 B	TBD
Russian 101 & 102 C	TBD
Russian 201 & 202	TBD

# Appendix B

## Campus Map

You can find an interactive map of the ASU campus here: <https://www.asu.edu/map/interactive>



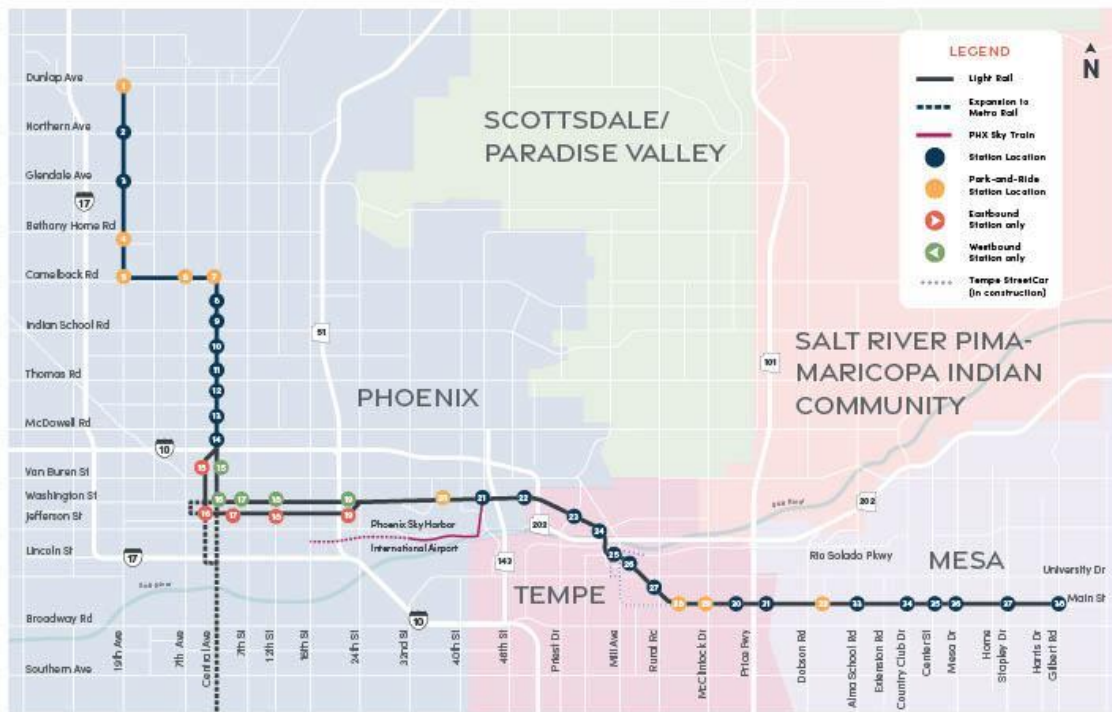


# Appendix C

## Public Transportation

### Phoenix Light Rail Map

## VALLEY METRO RAIL STATIONS



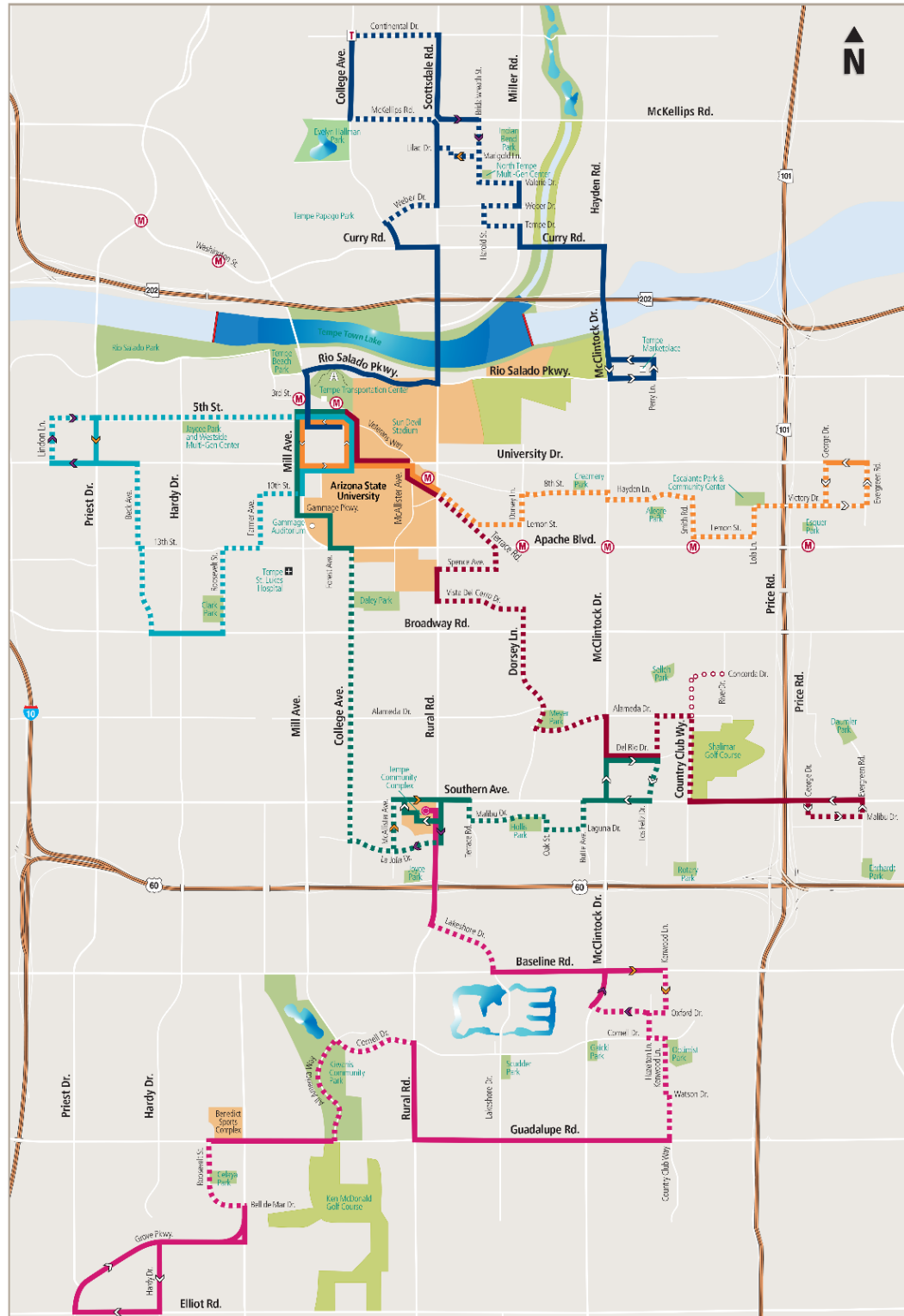
- |                              |                            |                               |                          |
|------------------------------|----------------------------|-------------------------------|--------------------------|
| 1. 19th Ave/Dunlap           | 13. McDowell/Central Ave   | 20. 38th St/Washington        | 32. Sycamore/Main St     |
| 2. Northern/19th Ave         | 14. Roosevelt/Central Ave  | 21. 44th St/Washington        | 33. Alma School/Main St  |
| 3. Glendale/19th Ave         | 15. Van Buren/Central Ave  | 22. 50th St/Washington        | 34. Country Club/Main St |
| 4. 19th Ave/Monteabello      | 15. Van Buren/1st Ave      | 23. Priest Dr/Washington      | 35. Center/Main St       |
| 5. 19th Ave/Camelback        | 16. Washington/Central Ave | 24. Center Pkwy/Washington    | 36. Mesa Dr/Main St      |
| 6. 7th Ave/Camelback         | 16. Jefferson/1st Ave      | 25. Mill Ave/3rd St           | 37. Stapley/Main St      |
| 7. Central Ave/Camelback     | 17. 3rd St/Washington      | 26. Veterans Way/College Ave  | 38. Gilbert Rd/Main St   |
| 8. Campbell/Central Ave      | 17. 3rd St/Jefferson       | 27. University Dr/Rural       |                          |
| 9. Indian School/Central Ave | 18. 12th St/Washington     | 28. Dorsey/Apache Blvd        |                          |
| 10. Osborn/Central Ave       | 18. 12th St/Jefferson      | 29. McClintock/Apache Blvd    |                          |
| 11. Thomas/Central Ave       | 19. 24th St/Washington     | 30. Smith-Martin/Apache Blvd  |                          |
| 12. Encanto/Central Ave      | 19. 24th St/Jefferson      | 31. Price-101 Fwy/Apache Blvd |                          |

## Tempe Streetcar System



# Tempe Orbit System Map

Tempe Orbit System Map



## Legend

- Area of route with flag stops  
Area de la ruta que utiliza la señal de parada
- Area of route with designated stops  
Area de la ruta que utiliza los paraderos de autobús
- "Forward" travels in the clockwise direction  
"Back" travels in the counterclockwise direction  
"Forward" viaja en el sentido de las manecillas de reloj  
"Back" viaja en el sentido contrario a las manecillas de reloj
- Orbit Earth
- Orbit Jupiter
- Orbit Mars
- These trips run on school days only.  
Estos viajes se realizan solo en días escolares.
- Orbit Mercury
- Orbit Saturn
- Orbit Venus
- All Orbit routes travel in both directions unless indicated by arrows.  
Todas las rutas del autobús Orbit viajan en ambas direcciones a menos que sea indicado por flechas direccionales.
- This portion of the route is served when the bus is traveling in the clockwise or northbound or eastbound direction.  
El autobús sirve esta parte de la ruta cuando viaja hacia el norte y en dirección este.
- This portion of the route is served when the bus is traveling in the counterclockwise or southbound or westbound direction.  
El autobús sirve esta parte de la ruta cuando viaja hacia el sur y en dirección oeste.
- Valley Metro Rail Stop  
Rutas del tranvía Valley Metro Rail
- Transfer to Scottsdale Trolley  
Transferencia al Trolebús de Scottsdale

**No stop zone policy:** When 15 mph speed limit signs are posted in a school zone, Orbit will not stop in between the signs. During all other times, Orbit may stop within the school zone.

**Zonas en las cuales no se permite parar:** Cuando los rótulos que indican la velocidad de 15 mph están colocados en una zona escolar, el autobús Orbit no puede detenerse dentro de la zona. El autobús Orbit puede parar dentro de la zona escolar en cualquier otro momento cuando no estén colocados los rótulos.

All Orbit mini-buses are wheelchair accessible and are equipped with bike racks to accommodate two bikes.

Todos los minibuses Orbit están equipados para que suban las sillas de ruedas y para cargar dos bicicletas.

Valley Metro Regional Bus Route & Schedule Information/  
Información sobre rutas y horarios:  
(602) 253-5000 · valleymetro.org

## Appendix D

# Detailed Safety and Security

### Emergencies

The ASU Police Department <https://cfo.asu.edu/police>

**Physical address:**

325 E Apache Blvd  
Tempe AZ 85287-1812

**Emergency:** 911

**Non-emergency:** (480) 965-3456

**Emergency response guide:** [http://www.asu.edu/uagc/emergency/response\\_guide.html](http://www.asu.edu/uagc/emergency/response_guide.html)

The ASU Student Health Services Center – <https://eoss.asu.edu/health>.

**Phone:** (480) 965-3349

**Fax:** (480) 965-2269

**Location:**

Health Service Building

Mailing Address:

ASU Campus Health Service

PO Box 872104

Tempe AZ 85287-2104

**Tempe campus location:**

Health Service Building

451 E University Dr

Tempe AZ 85287-2104

**Summer:** Monday - Friday 8 a.m. - 5 p.m.

**Emergency Situations** - Call 911.

### The ASU Counseling Services Center

<https://eoss.asu.edu/counseling>

ASU Counseling Services offers confidential time-limited professional counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. We will talk with you, help you identify solutions or support, and connect you with those services at ASU or in the community.

Ready to talk to ASU Counseling Services? Just call or walk-in



ASU Counseling Services are for any enrolled student, regardless of your race, gender, sexual orientation, age, student status, religion, ability, size, financial situation, the issue you're dealing with or whether you've had counseling before. Something as simple as talking to someone can help you feel better and manage stress.

**Phone:** 480-965-6146

**Location:**

Student Services Building, Room 334  
1151 S. Forest Ave.  
Tempe, AZ 85287

**Summer:**

Monday – Friday 8 a.m. to 5 p.m.

After hours Dedicated Mental Health Line: 480—921-1006

24/7 Online Counseling: <https://eoss.asu.edu/counseling/services/open-call-and-open-chat>

**Emergency Hotline:**

If a crisis occurs outside of business hours call EMPACT's 24-hour ASU-dedicated crisis hotline:  
480-921-1006

## Safety Tips

### Personal Safety:

- Sign up for [ASU Emergency Alert System](#)
- Walk with friends, or in a group.
- Let friends know where you are going and your expected arrival time.
- Use well-traveled, well-lit routes.
- Be observant of your surroundings at all times.
- Don't listen to music or text while walking.
- Walk with friends or use safety escort. [Safety Escort Service](#): **480-965-1515 ASU Police 480-965-3456**
- Like the [ASU Police Facebook](#) for safety updates
- Be aware of the ASU Blue-Light Emergency Call Boxes and where they are on your route.
- Walk confidently and with purpose at a steady pace.
- If you do get into trouble, attract attention to yourself in any way you can.
- Add ASU Police Department phone number into your cell phone. Emergency: **911**; Non-emergency: **480-965-3456**

### Be psychologically prepared to protect yourself:

- If you ever feel uncomfortable in a situation or with a person, remove yourself from that situation.
- Be assertive by enforcing your own rights.
- Don't be predictable. This way, you can avoid someone learning your routines and using them against you.
- Don't be afraid to cause a scene if you feel threatened.

### Bike Security:

- [Register](#) your bike with the ASU Police. It is important to register your bike with us even if your bicycle is registered with another program or law enforcement agency.
- Always lock your bike to a bicycle rack.
- Secure the U-lock through the bike frame, the rear wheel and the bicycle rack. Click to watch this [video](#).

### **Public Transportation:**

- Wait at well-lit bus stops.
- Be aware of your surroundings while waiting for the bus.
- Let the bus driver know of suspicious activity or harassment on the bus.
- If it appears someone from the bus is following you, make yourself as visible as possible to others by making noise.
- [ASU Parking & Transportation](#)
- [Valley Metro](#)

### **When in the Residence Hall:**

- Get to know your neighbors so you can help each other out.
- Don't leave valuable items out in the open.
- Don't advertise that you will not be in your room for extended periods of time.
- You are responsible for your guests and their actions.
- Always lock your door whenever you leave, even if it is just for a moment.
- Do not tamper with any locking mechanisms anywhere.
- Do not let others follow you into your complex.
- Report any burnt out lights, vandalism, malfunctioning locks, etc. to management.

### **In Elevators:**

- Look in the elevator before getting in to make sure no one is hiding.
- Stand near the controls if possible.
- If you feel unsafe or uncomfortable, get off at the next floor.
- If you feel unsafe or uncomfortable while waiting for the elevator with someone, do not get on with that person.

### **At Parties or Group Functions:**

- Don't leave a party with someone you don't know well.
- Alcohol and drugs limit your ability to make good decisions.
- Be mindful when accepting an invitation to someone's residence or when inviting someone to your own.
- Communicate clearly your personal boundaries.

### **At Home:**

- Don't let anyone you don't know well into your place of residence.
- Don't open the door for someone if you don't already know who they are.

- Always lock your door when you're asleep or not in the room, even if you're only gone for a moment.
- Avoid isolated areas in your building if you can help it, especially at night.
- Never indicate to someone that you are alone.
- Use well-lit entrances to your building. Report any burnt out lights to Management.
- If anything seems unsafe or out of the ordinary at your residence, go to a safe place and call the police.

### Online Social Networking:

- Remember that anything you put on social media, or any other site can be seen by anyone with an internet connection.
- Do not put your address, residence hall, room number, contact information, etc. on your personal page.
- Do not put anything you would not want your family or boss seeing on your personal page.
- Read ASU's suggestions on Online [Social Networking Guidelines](#)

### Student Conduct

The [Student Code of Conduct](#) is a set of specific policies set by ASU and the Arizona Board of Regents. It includes policies about behavioral expectations, due process, student rights, confidentiality and participation in governance.

### Student Services Manual

The ASU [student services manual](#) serves as the official repository for all campus-wide policies; provides resource links to campus department- and unit-specific policies, as well as links to the university-wide policies.

### University Housing Student Handbook

Students who live on campus are expected to familiarize themselves with the policies and expectations of University Housing. [The University Housing student handbook](#) includes behavioral expectations and residential policies that ensures that all students have a safe and satisfactory on-campus living experience.

## Title IX

[Title IX of the Education Amendments of 1972, as amended](#) protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both.

ASU is committed to providing an environment free from discrimination based on sex and provides a number of supportive measures including resources and services to assist students, faculty and staff. Sexual violence, sexual harassment, stalking and relationship violence have a profound impact on academic, social, working, and personal life, and negatively affects friends and families, other students, co-workers, and members of the university community. To combat this complex social problem, ASU provides a variety of [resources](#) and [educational](#) programs designed to prevent sexual

violence and other acts of sexual misconduct, including sexual harassment, provide information about what to do when an incident has occurred, and increase awareness of campus and community resources for support and response.

Students, faculty and staff who experience sexual violence, sexual harassment, stalking or relationship violence are encouraged to [seek support](#) and [report](#) the incident. ASU has appointed a Title IX Coordinator to oversee ASU response to Title IX reports and formal complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Office of Civil Rights.

## Road Safety

Suggestions for pedestrians are:

- Be especially alert at intersections
- Wear reflective clothing if jogging at dusk or dawn
- Do not walk where pedestrians cannot easily be seen
- Remember that most road fatalities are pedestrians

## Water Safety

River and ocean currents have the potential to be swift and dangerous. There may be no lifeguards or signs warning of dangerous beaches. It is critical that you exercise extreme caution when swimming abroad, particularly in developing countries where emergency services may not be readily available. In locations that experience heavy seasonal rains, currents can rapidly change in strength and speed. Oftentimes individuals from non-coastal areas lack experience in assessing ocean currents for riptides and other water hazards related to coastal life. When possible, swim at designated beaches with clear warning systems. Swim between the flags only where a lifeguard is present, and never swim alone. You should not consume alcohol before or during swimming activities. If you are unsure which locations you should avoid, ask your program leaders.

Consider the following in order to keep safe:

- Stay in areas designated by program leaders
- Heed all warning signs/flags
- Do not swim in unfamiliar bodies of water or at isolated beaches
- Never swim alone
- Never swim while under the influence of alcohol or drugs
- Never dive head-first
- Check local information for details of currents, and pollution
- Rip currents and undertows can be very common at many beaches
- Do not swim where there are no lifeguards present
- Check for possible hazards from local wildlife
- Human sewage and animal feces make some beaches no-go areas for swimming or even wading

**How to Avoid and Survive Rip Currents<sup>ii</sup>:** Rip currents are particularly dangerous for weak or non-swimmers. Rip current speeds are typically 1-2 feet per second. However, speeds as high as 8 feet per second have been measured; this is faster than an Olympic swimmer. Thus, rip currents can sweep even the strongest swimmer out to sea. The following tips will help you swim safe.



If caught in a rip current:

- Remain calm to conserve energy and think clearly
- Never fight the current
- Think of it like a treadmill that cannot be turned off; instead you need to step to the side
- Swim out of the current in a direction following the shoreline. When out of the current, swim at an angle -- away from the current -- towards shore.
- If you are unable to swim out of the rip current, float or calmly tread water. When out of the current, swim towards shore.
- If you are still unable to reach shore, draw attention to yourself by waving your arm and yelling for help

If you see someone in trouble, do not put your own safety at risk:

- Get help from a lifeguard.
- If a lifeguard is not available, have someone call 9-1-1 or the local emergency number
- Throw the rip current victim something that floats -- a lifejacket, a cooler, an inflatable ball
- Yell instructions on how to escape
- Remember, many people drown while trying to save someone else from a rip current

### **Make Copies of Important Documents**

One more way to help protect your security prior to departure is to make copies of your important documents including your ID, credit and debit cards, your insurance card, and any other necessary travel documents. Leave one set of these copies at home with a loved one, and take one set with you in case you lose one of your important documents.

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i Water Safety information from Northwestern University and the University of California Education Abroad Program.

ii Additional Water Safety information from [http://www.weather.com/activities/recreation/boatandbeach/ripcurrents\\_avoid.html](http://www.weather.com/activities/recreation/boatandbeach/ripcurrents_avoid.html)