PACADA
Campus Affairs Fall Student Services Update Meeting Minutes
December 8, 2016

Meeting was held in the Honor’s College Residence Hall on December 8, 2016 from 2:30pm to 4:30pm.

The Fall Student Service Update featured three guest speakers:
   1. Randall Ward, Director of Disability Resource Center
   2. Will Evans, Assistant Director of Health and Wellness Programs
   3. Hailey Dady, International Students and Scholars.
   4. Tour of New Honor’s College Residence Hall

**Randall Ward, Director of Disability Resource Center:**
- The DRC is located in Young Hall on the 8th floor
- Mr. Ward was recently hired in 2016 as the Director and has been assessing and making changes to the office and the delivery of services to Purdue Students. The DRC is to provide accommodations to students.
- The DRC always take referrals. If you feel a student needs accommodations, you can make a referral to the DRC. The DRC is willing to work with students across campus and in collaboration with campus partners.
- The DRC will see students on a “WALK IN BASIS”. The goal is to arrange accommodations for students in 24 hours with a letter of accommodations to be entered into the Purdue system.
- The DRC has requested that no one should “PUT THE STUDENT INTO THE ROLE OF NEGOCIATION” for accommodations. This is the job of the DRC.

**Will Evans, Assistant Director Health and Wellness Programs:**

The Student Health and Wellness Program is located in the Co-Rec center. The office sends out an electronic newsletter on a regular basis. Below is the power point presentation Mr. Evans shared.
• Purdue Rec Sports changed its name to Purdue Recreation and Wellness July of 2015
• The Student Wellness Office moved into the CoRec in 2015.
• The number listed on the screen is our front desk number. Puts you in contact with Carmen Williams. She can help direct your call.

• Tammy oversees the entire office and work with many campus partners to ensure the safety and well-being of our students. She heads the Campus Improvement Team, which focuses on alcohol issues on campus. Also co-chairs the mental wellness task force which addresses how we can help improve student’s mental wellness on campus.
• Michelle is our registered dietitian. She handles diet consultations and oversees the demonstration kitchen and all our cooking instructors. She works to help students make healthy nutrition choices.
• Will oversees many general wellness areas. He works to promote the eight dimensions of wellness to teach students to live a healthy, holistic lifestyle. He works a lot with stress, sleep, alcohol, healthy sexuality and other topics.
• Carmen is the glue that holds us all together. As the wellness office secretary she’s on the front lines helping patrons find information and booking events.

• Nutrition Counseling: Students can schedule a free consultation with Michelle to talk about their dietary practices. Michelle can help with a wide range of nutrition areas including eating disorders and sports nutrition. Students can come to her to get scientific advice on how they can improve their diet.
• Diet Analysis: Students can talk with our Nutrition Intern about their food intake to get a look at where they can improve. While not as in depth as a nutrition consultation, this is a quick way to find out if your diet is up to par. (3 days).
• Cooking Demonstrations: The Demonstration Kitchen has many schedule cooking demos throughout the semester. Each demo cost $10. You will learn how you can prepare healthy food, cooking tips, and get recipes to take home to try out. Demos are taught by our trained Cooking instructors, students who love the art of cooking, and are interactive and fun. We also offer private cooking demcs fro group events. Students and faculty/staff can request a private demo $100 for up to 15 people; $10 for each additional person.
• Kitchen Rentals: If you need a place to cook or want to reserve our kitchen for an event you can rent the space for $40/hour. You will access to all of our state of the art appliances. We have everything you need to make a great meal! You must bring your own food.

• Presentation: We offer Wellness on Demand presentations over many different nutrition topics. Students and faculty/staff can request a free presentation for their group or classroom. Request must be made 2 weeks prior to the event.

• Wellness Workshops: Each month the Wellness Office offers free workshops that promote different aspects of wellness. Nutrition workshops help students relate nutrition to different facets of well-being. This can also be a good opportunity for students to meet academic requirements from exploratory classes.

• The Wellness Office has 3 certified massage therapists. Students and faculty/staff and schedule an appointment any time by calling in or going online. Hot stone and aroma therapy options are available only to those appoints lasting 60 minutes or longer.

• If you could be helped with longer exposure to natural light or suffer from Seasonal Affective Disorder you can come to Wellness Office for a light therapy session. Students and faculty/staff alike can make appointments. Appointments are free.

• Healthy Student Organizations: This is a new initiative from the Wellness Office. The Healthy Student Organization program awards student organizations who work towards a healthier lifestyle. Student organizations can attend an activity, create an activity, or work with campus resources to practice the eight dimensions of wellness. Organizations who submit a form demonstrating their participation in a healthy program will be awarded prizes. Win vouchers for discounted food orders from restaurants, win prizes, get public recognition, and more.

• Right Fit Condom Program: Students can come to Wellness Office to purchase condoms. Packages range from $2-$5 while some items like female condoms and dental dams are free.

• Alcohol Lunch and Learns: Each year the Wellness Office offers free lunch and learns to the campus. Faculty/staff can come to these sessions to learn about drinking at Purdue and ways they can help. Insights from Purdue professionals and students are shared. Lunch is provided. Registration is required.
International Students and Scholars Presentation by Hailey Dady

Hailey stated that the ISS office has no ability to deport students. How you advise students does impact their legal status at Purdue.

See attached power point slides which covers the information that Hailey presented along with a Handout called, “Immigration Information for F-1 and J-1 Students. The Basics of Maintaining Legal Status in the United States.”
**Student Immigration & Advising**
By: Hailey Dady

**Student Visas**
- F-1: I-20
  - Most Common
  - Self/Family Funding
- J-1: DS-2019
  - Exchange Students
  - Non-Personal Funding
  - Example: Purdue or Home Government

**Maintaining Status**
- Full-Time Status
  - 12 credits
  - Incompletes and Withdrawal do not count
- On-Campus Employment
  - 20 hours per week
  - Paid by Purdue West Lafayette
  - J-1 must submit additional documents
- Off-Campus Employment
  - Paid or Unpaid
  - Must have authorization CPT/OPT
  - Keep local address up-to-date
  - Update information of I-20 / DS-2019

**Course Requirements**
- Full-Time Credits (Fall/Spring)
  - 12 for undergrad
  - At least 9 credits in a seat
- Summer Credits
  - First Semester – Full-Time Required
  - CPT Course – If CPT is Approved
- Last Semester Requirement
  - Classes needed to graduate
  - At least 1 credit in a seat at Purdue
- Other University Credits
  - Enrollment confirmation
  - Official Transcript

**SEVIS Registration**
- Completed by ISS
- Each Fall/Spring Semester
- Required within 30 days of Semester start

*Student & Exchange Visitor Program*

**Adding Major / Dual Majors**
- Must be updated on I-20 / DS-2019
- Same semester graduation
  - Keep at least 1 credit for each major
  - Minors do not count
Extension

- Making progress towards degree
- 1-year maximum
- Delay Reasons
  - Change of Major
  - Original length to short
  - Reasons for Declined Request
  - Minors
  - Off-campus employment
  - Students Out of Status
  - How much time is left to graduate

Departure Form

- Gap in education
- Military Service
- Transferring to school outside U.S.
- Ending Program

Reduce Course Load (RCL)

- Reason for RCL (Request)
- Medical (must include a letter from a medical professional recommending reduced course load)
- Language course placement
- Inadequate language proficiency
- Interdisciplinary or Honors course work
- Last semester of a student's academic program (Graduate level only)
- Full-time student
- Part-time student

Curricular Practical Training (CPT)

Authorized off campus employment which is an "integral part of an established curriculum and is directly related to the student's major area of study."

8 C.F.R. 214.2(f)(10)(i)

Types of CPT

- Full-Time: more than 20 hours per week
  - CPT course
- Part-Time: 20 hours or less per week
  - Registered Full-Time
Eligibility

- Must be lawfully enrolled full-time one full academic year
- Valid F-1 status
- Employment must be integral to the major field of study
- Employment must be required or highly recommended for degree
- CPT must take place before the program end date on I-20

How to Apply

- Receive job offer
- Complete online workshop: www.iss.purdue.edu/cpt
- Schedule ISS Follow-up session
- Meet with Academic Advisor
- Attend Follow-up Session at ISS

CPT Certification Form

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
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1. Is the training an integral part of an established curriculum in student's major field of study? 
Yes [ ] No [ ]

2. Course number: ____________________________
Course title: ____________________________

3. Number of credits student will receive: ___________ during which semester: ___________

*It is the student's responsibility to register for, complete, and submit the course.
CPT Course

- Must be an “experiential” type course
- Appropriate course for degree level
- Must be registered during the semester
- CPT authorization is granted
- Must pay for the course
- Must complete the course
- Course must appear on transcript

CPT Certification Form

Important Facts

- Approved Semester by Semester
- Paid/Unpaid Positions
- Cannot be an independent contractor
- International Employment
- 365 days of Full-Time CPT student will not be eligible for OPT

Optional Practical Training (OPT)

- Pre-Completion OPT
- Post-Completion OPT
- OPT STEM

Pre & Post Completion OPT

- USCIS Application
  (United States Citizenship & Immigration Services)
- 12 months
- Cost $380
- Processing Time: up to 90 days
**Post-Completion OPT - Eligibility**
- Maintaining F-1 status
- Unexpired passport
- Lawfully enrolled full-time for at least two consecutive semesters
- Less than 12 months of full-time OPT
- Within 90 days of completing degree requirements
- Have not previously had OPT authorized at the same degree level

**Application**
- Online Workshop
  - [www.iss.purdue.edu/opt](http://www.iss.purdue.edu/opt)
- Complete Paperwork
  - Advisor's Form
- Follow-up Appointment in ISS
- Receive new I-20 (5 business days)
- Prepare Application
- Mail application to USCIS
- Wait for EAD Card

**Certification Form**


**OPT - STEM**
- USCIS Application
  - Within last 90 days of Post Completion OPT
- 24 additional months
- Cost $380
- Processing Time: Up to 90 days
- Company must be E-Verified
- Provide Job Training Plan: I-983

**Academic Training (AT)**
- J-1 Employment Benefit
- Up to 10 months
- Before/After Graduation
- Approved by ISS Office
F-1: Maintaining Legal Status

ISS Office Hours

Student Walk-in Hours:
- Monday, Tuesday, Wednesday, Friday: 9:00 - 11:30 and 1:30 - 4:00
- Thursday: 1:30 - 4:00 only

Visiting Scholar Walk-in Hours:
- Wednesday's 9:00 - 11:30
- Friday's 1:33 - 4:00
ISS Contact Information

Office Hours:
Monday-Friday 8:00 AM - 5:00 PM

Schleman Hall - Room #136
Phone: 765-494-5770
iss@purdue.edu
Immigration Information for F-1 & J-1 Students

“The Basics” of Maintaining Legal Status in the United States

The following points apply to all F-1 and J-1 international students:

1) Maintain a valid (unexpired) passport at all times.

2) Maintain a valid (unexpired) Form I-20 (F-1 students) or Form DS-2019 (J-1 students) at all times. You must have correct information on your I-20 or DS-2019. Changes to your source of financial support, education level, field of study, or legal name, must be reported to ISS immediately so a new document may be prepared for you. Changes affecting your dependent(s) status requiring that he/she/they either be added to or removed from your immigration document, should also be reported to ISS immediately.

3) Register for and complete a full course of study each and every fall and spring semester as follows:
   - 12 credit hours for undergraduates
     If your program begins in the summer, 6 credit hours during the first summer session only.
   - 8 credit hours for graduate/professional students without assistantship or employment-based fellowship appointments
     If your program begins or ends in the summer, 6 credit hours during the first or final summer session.
   - 6 credit hours for graduate/professional students with assistantship or employment-based fellowship appointments.
     If your program begins or ends in the summer, 3 credit hours during the first and/or last summer session.

**NOTE:** No more than 1 course or 3 credit hours of distance education or on-line courses may count toward the minimum required credit hours for F-1/J-1 students in any single semester.

Exceptions to these credit hour limits must be pre-approved by an ISS immigration counselor. Visit a counselor before you drop below the minimum requirements.

The ONLY exceptions for dropping below minimums credit hours are:
Medical – (must provide a recommendation letter from a licensed medical professional who is residing in the United States or a non-US professional who has personally seen you within the past 3 months)
Note: there is a one year MAXIMUM authorization period for medical reasons.
Improper course placement – (must have a written recommendation from academic advisor)
Initial difficulty with American teaching methodology – (first semester only – must have a written recommendation from academic advisor)
Initial difficulty with English language or reading requirements – (must have a written recommendation from academic advisor)
Final semester of a student’s academic program (graduate students must have written recommendation from academic advisor)

ISS and the departments have a form entitled, “Reduced Course Load Request Form” (RCL) available to document with these exceptions. This RCL form must be completed by you, your advisor, and an ISS immigration counselor. This form is available in our office and on our website.

Never work off-campus without written authorization from ISS or USCIS.

**Continued on reverse**

International Students and Scholars
4) Maintain an accurate and up-to-date local address and local phone number in Purdue’s “myPurdue” system. The address must be a place of residence, not a P.O. Box or office address. Address and telephone number changes must be reported in “myPurdue” within 10 days of a move to a new address.

5) Never engage in unauthorized employment. All forms of off-campus employment require pre-authorization from either ISS or the USCIS before the first day of employment. Employment is limited to 20 hours per week while school is in session (except for students on certain forms of practical/academic training). On campus full time employment is allowed during official school breaks or during periods when the student is not required to be enrolled. (J-1 students must obtain written authorization from ISS for both on- and off-campus employment).

6) Read each and every Office of International Students and Scholars (ISS) e-mail message that you receive that is entitled, “ISS Announcements” or Urgent Message from ISS”. These announcements contain immigration news, updates, and reminders that international students need to know. Procedures regarding how to process timely applications for: extension of stay; travel endorsement; change of status; employment authorization, and other applications, are outlined on a regular basis.

NOTE: ISS corresponds with all students by email using your @Purdue email account. If you do not use your @Purdue email account, please make sure you forward your messages from that account to your personal email account because you are responsible for anything we send to you via email through your @Purdue email account.

7) Purchase and maintain adequate health insurance for yourself and for your dependents, if applicable, in accordance with Purdue’s requirements.

8) When traveling outside the United States, you will need to have the proper documents to return, including a valid travel authorization from an immigration counselor at ISS. Contact the ISS office before you travel to obtain the authorization and any other documentation that may be required. Re-entry to the US normally requires that you have a valid passport, valid entry visa, and a valid I-20 or J document endorsed by ISS for travel.

9) If you plan to have your spouse or children (less than 21 years of age) join you in the U.S or if your dependents are already in the U.S. and plan to travel out of the U.S. separately from you; it will be necessary for you to obtain proper immigration documentation for them. Check with the ISS office about the proper procedures to follow.

10) “When in doubt, check it out!” at ISS. Seek advice and clarification from ISS staff regarding immigration-related issues. The office is located in Schleman Hall, room 136. Immigration counselors are available on a walk-in basis Monday-Friday from 9:00 - 11:30 and 1:30 - 4:00, except Thursday mornings. The office phone number is 765-494-5770 and the office e-mail address is: iss@purdue.edu