

A.C.E. Language Institute

at Seattle Pacific University

(a program of INTERLINK Language Centers)

STUDENT HANDBOOK



The Mission of A.C.E. Language Institute at Seattle Pacific University is to provide students with the language skills, cultural knowledge and experience they need to use English to effectively communicate in academia and the workplace and to provide opportunities for personal growth.

(Updated June 2017)

 **INTERLINK**
Language Centers

Fostering linguistic, academic, and cross-cultural success

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Welcome to A.C.E. Language Institute at Seattle Pacific University!

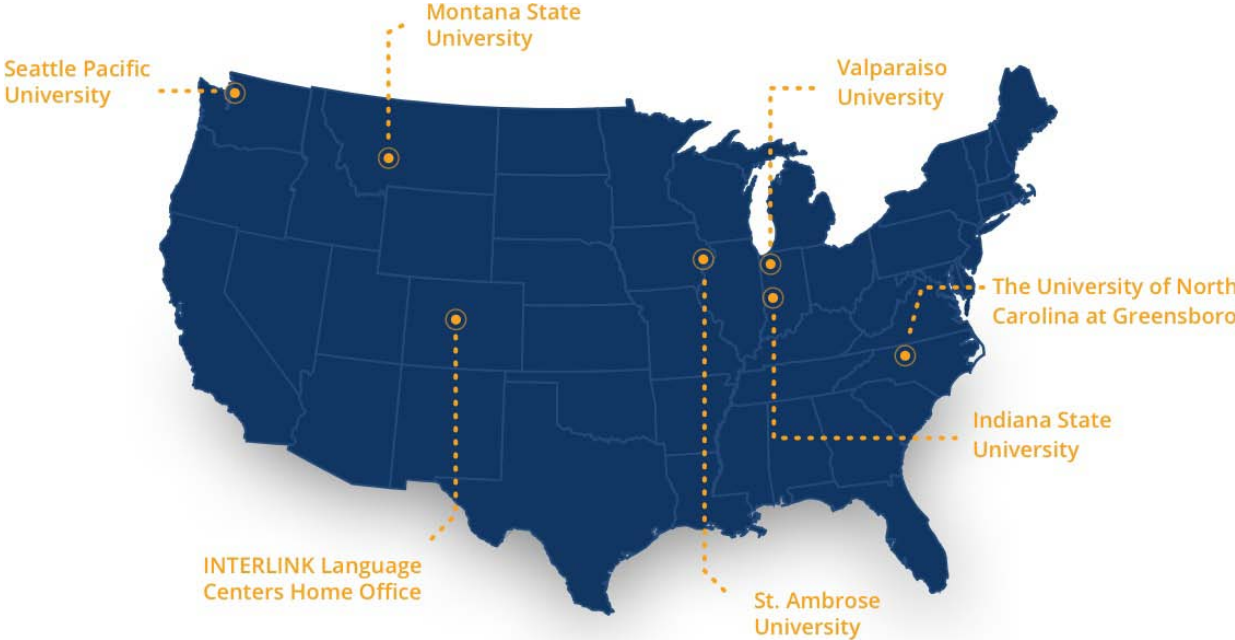
(a program of INTERLINK Language Centers)

18 Dravus Street, Suite 100
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Fax: 206-801-3778

The A.C.E. office is open:
Monday – Thursday 8:30 am to 4:30 pm
Friday 8:30 am to 3:30 pm

A.C.E. Language Institute is located on the campus of Seattle Pacific University (SPU). We have been here since 1979! Classes are held in SPU buildings and A.C.E. Language Institute students are welcome to use many of the university’s services and facilities.

A.C.E. Language Institute at SPU is owned and operated by INTERLINK Language Centers. INTERLINK was founded in 1979 and operates language institutes on university campuses around the United States as well as in Saudi Arabia. Please see the map below for U.S. locations.



A.C.E. Language Institute

Staff & Faculty

Our staff and faculty are here to help you with any questions or problems you have, both inside and outside of the classroom. We have a passion for helping students succeed both personally and academically! Please talk with us...we are here for you!



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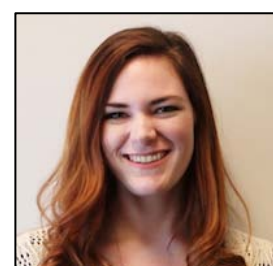
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2017 Intensive English Program Calendar

	Orientation Date	Session Dates
Session 17-1 (Winter 1) (B)	January 5	January 9 – February 10
Session 17-2 (Winter 2) (A)	February 9	February 13 – March 17 ¹
Session 17-3 (Spring 1) (B)	March 23	March 27 – April 28
Session 17-4 (Spring 2) (A)	April 27	May 1 – June 2 ¹
Session 17-5 (Summer 1) (B)	June 8	June 12– July 14
Session 17-6 (Summer 2) (A)	July 13	July 17 – August 18 ¹
Session 17-7 (Summer 3) (B)	August 17	August 21– September 15 ²
Session 17-8 (Fall 1) (A)	September 21	September 25 – October 27
Session 17-9 (Fall 2) (B)	October 26	October 30 – December 6

Flex Start Policy: A.C.E. may accommodate students with special entry date needs.

The A.C.E. Language Institute sessions closely match the schedule of the university during the school year. During the summer, there is more variation to the schedule due to shorter university summer terms. New students will begin their session on the listed Orientation date (Thursday before classes begin). Continuing students will begin on the following Monday, the first day of the session.

¹ A.C.E.-SPU will have the following week-long breaks between sessions:

- March 20-24 (Spring break)
- June 5-9 (Summer break)
- September 18-22 (Fall break)

² This session is an extra intensive 4-week session, with additional class hours to match the standard 5-week curriculum. Tuition and fees remain the same.

A.C.E. Language Institute Holidays 2017

New Year's Day	January 2
Martin Luther King, Jr. Day	January 16
Presidents' Day	February 20
University Holiday (half-day)	April 14
Memorial Day	May 29
Independence Day	July 4
Labor Day	September 4
Veterans Day	November 10
Thanksgiving	November 23 & 24
Christmas <i>observed</i>	December 22 & 25



Culture Tip: Writing the Date

In the U.S., unlike many countries around the world, we write the MONTH, then DAY, then YEAR. For example, April 10, 2017 would be 4/10/17, not 10/4/17. If you are filling out a form in the U.S., please make sure to follow this format or there may be some confusion!



Core Program Class Description

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	
Listening, Communication & Grammar	Basic Grammar for Communication Beginning Listening & Vocabulary	High Beginning Communication High Beginning Listening	Intermediate Communication Intermediate Listening	High Intermediate Communication High Intermediate Listening	Advanced Communication Advanced Listening	Proficiency Communication & Grammar	Observation Review* (SPU Undergraduate Course & Research paper)
Reading, Writing & Grammar	Beginning Reading & Writing	High Beginning Reading & Writing	Intermediate Reading & Writing	High Intermediate Reading & Writing	Advanced Reading & Writing	Proficiency Writing & Grammar	

**Availability is dependent upon SPU schedule.*

Core Courses: *Listening, Communication & Grammar* and *Reading, Writing & Grammar*

These classes are organized around 5-week sessions. Two 5-week sessions, an A Session and a B Session, constitutes one level of study. B Session grades determine whether or not a student moves up to the next level of study. For a discussion of placement and grading procedures, see page 12 of this section.

Elective Courses

Elective (optional) courses are offered each session according to teacher availability and student interest. For a description of various elective courses that may be offered, see page 6.

Full-Time Programs Offered at A.C.E. Language Institute

The Intensive Program (20-30 hours/week)

Listening, Communication & Grammar 10 academic hours a week

Reading, Writing & Grammar 10 academic hours a week

Optional Elective Class** 5 academic hours a week

Optional Private Language Tutor** 5 academic hours a week

**There is an additional fee for a Private Tutor and special Electives courses. See Tuition and Fees.

The Flex Program (20 hours/week)

Listening, Communication & Grammar 10 academic hours a week

-OR- *Reading, Writing & Grammar*

Required Elective Class 5 academic hours a week

Private Language Tutor 5 academic hours a week

Note: One academic hour = 50 minutes. Class times vary from session to session. Please refer to your schedule for your class times and locations.

Private Language Tutoring

The Intensive and Flex Programs offer one-on-one tutoring with a native speaker of English and/or English language professional. Tutors help students develop, track and assess individualized goals in areas such as conversation, grammar, vocabulary, pronunciation, listening, reading and writing. They can also help students to understand their homework in core classes, answer questions about English, and help with cultural adjustment and information about living in the U.S. Please understand that students and tutors are equally responsible for developing a plan of study for each day, and tutors are not able to spend time preparing for each session. Meeting times are scheduled at the beginning of each session. Please be on time, and tell your tutor if you will be absent!

Elective Courses

What is an Elective course?

An elective is an optional course that helps students to practice the skills they need to succeed in other courses and improve their English.

What is Required of an Elective Course?

Your elective grade is based on assessment of Student Learning Outcomes (see page 12 for more information). Attendance and participation are necessary. You must attend at least 80% of your course. After 5 absences, you will be dropped from the course.

Conversation Course

This is our most popular elective course and is offered every session. It is free for full-time students. Here you have the opportunity to practice speaking English with partners and small groups using discussions, role-plays, games and presentations. The course covers a wide variety of topics such as American culture, international politics, and dating, and may also include grammar or pronunciation activities.



Culture Partners Program

During the academic year, A.C.E. offers a Culture Partners Program with SPU students. A.C.E. students who apply are matched with an SPU student for friendship, conversation, and cultural exchange. Culture Partners meet at least one hour a week and may get together for lunch or coffee, go to a movie together, run errands, attend a cultural event together...the possibilities are endless! If you are interested, please fill out an application in the A.C.E. office.

Requirements and Student Expectations

1. Be in Level 3 or above.
2. Have good attendance and a passing participation score.
3. Have a genuine desire to make new friends and practice speaking English with A.C.E. and SPU students.
4. Be curious about American culture, ready to ask questions, and have an open mind.
5. Fill out an application, attend an orientation, and be flexible about scheduling times.
6. Be on time to each scheduled meeting, or notify your Culture Partner as soon as possible if you will be late or absent.
7. Remember to have fun and enjoy this experience!

Students are not guaranteed a Culture Partner as the program runs according to volunteer availability. The Culture Partner Program does not run during the summer because most SPU students and other volunteers have family and vacation commitments.

Student Council

Every ten weeks, your class will elect a Student Council Representative. This group of students, one from each level, meets with the Student Services Coordinator each session to help plan activities and communicate students' ideas, suggestions, and complaints. We encourage you to speak with your Student Council Representative about any suggestions or complaints. For Representatives, this is an excellent leadership opportunity and something you can include on your resume, CV, or university application. Letters of recommendation are also available upon request.

Tuition and Fees

First Session Only:

One-time Application Fee.....	\$100
Express Mail Fee.....	\$65

Required (each 5-week session):

Intensive Program (20 class hours, 5 optional hours per week).....	\$1,800
-or- Flex Program (15 class hours, 5 hours tutoring per week).....	\$2,100
Student Services Fee.....	\$150
Health Insurance.....	\$175

Optional - Intensive Program Add-ons (each 5-week session):

Private Tutoring (5 hours per week).....	\$750
Special Elective Course (5 hours per week)	\$450

Estimated Costs:

Textbooks (per level for two courses).....	\$200
Housing, Personal Costs, etc (per 5-week session).....	\$1400

Tuition Deadline

Tuition is due on the Friday before the start of each session. Late payments will be charged a \$100 late fee. If you have a problem paying your tuition on time, please talk with the Student Services Coordinator.

***If tuition is not paid by the fifth day of class (Friday of Week 1),
the student may be dropped from A.C.E. and I-20 terminated.**

Tuition Refund Policy

Students may cancel and request a refund of refundable fees before the first day of classes for that session. Students will be charged a \$250 cancellation fee. The student or a representative must complete a Cancellation and Refund Form to request a refund. Please see Terms and Conditions for more details. SPECIAL NOTE: The refund policy is ONLY for tuition and does not cover money which is paid to other agencies for insurance or housing.



Intensive English Program

1. Age Requirement

You must be at least 17 years old to attend A.C.E. Language Institute. Younger students are considered on an individual basis.

2. Administrative Time

Three days of each session are for registration, orientation, placement testing, student evaluation and ceremonies.

3. Placement Testing

New students take a level placement test. Instructors sometimes recommend a level change during the first week of classes. Students who do not test during the scheduled placement test will be charged a \$50 late fee for individual testing.

4. Course Changes

If enrollment in a course is low, A.C.E. can cancel that course. Students will be given an alternative course(s) of the same length or be placed in a multi-level course.

5. Student Attendance

Students must attend classes every day and be on time. If students attend less than 80% of all classes, they risk failing and risk violation of their U.S. visa. Teachers will explain the attendance policy at the start of each session.

6. Program Advancement/Dismissal

Students must make good academic progress. Students must pass each level within two attempts. Violation of these rules or discrimination or harassment policies will lead to probation, suspension, or dismissal. No refunds are given for dismissal. Students will be removed from probation if they resolve their problems within two sessions

7. Vacation Policy

Students can take 3 months of vacation in the U.S. after 9 consecutive months of study. If a student takes a break outside of the U.S., the student must again study for 9 months to qualify for three months of vacation in the U.S. Students can leave the U.S. during normal school breaks without affecting the 9 month study rule.

8. Certificate and Grades

Students receive a Certificate of Attendance when they leave the institute. Students who complete Levels 6 or 7 (where available) receive a Certificate of Graduation. A transcript is available to students upon request. Students who complete Level 6 meet the English

language requirement for undergraduate university admission. Level 7 (where available) prepares a student for graduate admission. Student records are confidential, but students can see their files upon request. Students allow A.C.E. to internally make use of their academic records while in the U.S. and/or to give information and records regarding studies to their parents, guardian, or sponsoring agency.

9. Payment

Tuition for classes and other fees are due on or before the first day of each session. Payment can be made by personal check, traveler's check, bank wire transfer, or credit card. Students will be charged a \$100 fee for late payment. Students will also be charged a \$45 fee for returned checks.

10. Deferral, Cancellation and Refund

"*Deferral*" means that prior to arrival, a student asks A.C.E. to defer their studies to a later start date. A \$50 deferral fee will be charged for each deferral.

"*Cancellation*" means a current A.C.E. student registers and *prepays* for a session but later decides not to attend. To cancel, contact the A.C.E. office before classes begin. Full refunds are given for cancellations before the start of a session, however a \$250 cancellation fee will be charged. Refunds can be applied to future tuition and fees. No refunds are given after the session has started. If the cancellation and refund policy changes, A.C.E. will follow the policy under which the student made payment. The method of payment determines the form of refund. Credit card payments will be refunded to the credit card used for payment; Third Party and Agency payments will be refunded directly to the Third Party or Agency; and all other payments will be refunded by check to the student.

11. Withdrawal from the Course

"*Withdrawal*" means to stop attending classes after the session begins. No refunds are given for withdrawals after the first day of the session. Refunds for future sessions that are prepaid will be given as described in #10. Special considerations will be given for students who have a family emergency and must return home on short notice.

12. Program Changes

If a student changes programs after the start of a session, a fee will be charged. Examples include changing from part-time to full-time or from intensive to flex (where available).

13. Medical

The insurance you buy through A.C.E. Language Institute is called LowerMark Insurance. It is required for all full-time students on an A.C.E. I-20. You must purchase this insurance each session you attend. (Exceptions will be made for students who have a scholarship with their government and can provide a valid Financial Guarantee and insurance card). The student agrees to pay for medical expenses which are not covered by health insurance. The student agrees to qualified medical diagnosis and treatment of illness or injury, and agrees for their medical information to be used for medical treatment and insurance purposes.

14. Non-discrimination

It is the policy of the A.C.E not to discriminate on the basis of race, sex, religion, color, creed, national origin, disability, sexual orientation, gender identity or expression in the recruitment, admission or treatment of students.

15. Behavioral Expectations

Students must follow all A.C.E. and campus rules. Equality at A.C.E. is important for students to be successful. A.C.E. will not tolerate discrimination or harassment by any employee, student, visitor or others. Discrimination includes actions or speech taken against a person because of their race, ethnic background, age, religion, gender, sexual orientation, learning capacity, or physical disabilities. Violation of this policy or of the Code of Conduct provided by the Language Institute will result in disciplinary action including suspension or dismissal and termination of SEVIS record.

16. Complaint Procedures

If a student has a complaint with classes, housing policies or fees, the student should speak to the A.C.E. staff responsible for that area first. If the problem continues, the student can speak to the Program Director. If the problem is still not resolved, the student may begin formal written complaint procedures.

17. Limited Liability

In cases of labor disputes, weather conditions or other events that A.C.E. cannot control, A.C.E. will not be liable for fulfilling services to students. A.C.E. is also not liable for damage, loss, illness or injury to person or property regardless of cause, except in cases where liability is required by law.

I acknowledge that it is my responsibility to understand the A.C.E. Language Institute Terms and Conditions, and that I have received a copy.

I understand that I may be asked to leave A.C.E. Language Institute for: using alcohol/drugs or smoking on campus, possession of weapons, acts of discrimination/ harassment/ violence, not paying tuition, not attending class regularly, academic dishonesty (cheating or plagiarizing), or inappropriate use of campus internet or computers.

Print Name in English

Student Signature in English

Date

Photo and Video Release:

I allow A.C.E. Language Institutes to take photographs and videos of me for educational or promotional materials. These materials might include printed or electronic communications, such as websites or social media. I agree that my name may be used in descriptions or comments about the images. I allow these images to be used without payment to me. All prints or digital copies will belong to A.C.E. Language Institutes.

If you DO NOT wish to allow photos or videos of you to be used, please check here:

Classroom Guidelines

1. Go to class every day.
2. Be on time.
3. Come prepared.
4. Be active.
5. Speak up (in English!).
6. Ask questions.
7. Do your own work – no plagiarism (copying).
8. Be respectful.

Code of Conduct

A.C.E. students are expected to follow A.C.E.'s Code of Conduct and respect the Lifestyle Expectations of Seattle Pacific University while on campus, at the A.C.E. office, and at school-sponsored activities. Students may be asked to leave the Institute for the following reasons:

- Using alcohol, drugs, or smoking
- Possession of weapons
- Disrespecting teachers or classmates
- Acts of discrimination, harassment, or violence
- Not paying tuition
- Not attending class regularly
- Not maintaining passing grades
- Academic dishonesty (for example, cheating or plagiarizing)
- Inappropriate use of campus-provided internet or computers



Culture Tip: Say No to Plagiarism!

In some cultures, copying someone else's work is acceptable or even a compliment. Here in the U.S., though, we have strict policies on *intellectual property rights*. Just like you can own a house, someone can own an idea, piece of writing, symbol, etc. To take it as your own is considered stealing.

In order to use other people's words when writing, you must give them credit (called *citing*). Your teachers will discuss this more in class. Please understand that plagiarism (copying) is a serious offense in the American educational system, and university students who are caught plagiarizing are usually expelled or "*kicked out*" of the school.

Attendance Policy

*Good attendance is important at any school,
but at A.C.E. Language Institute it is **REQUIRED**.*

Good attendance is necessary to succeed at A.C.E. Language Institute! If you are not in class, you are not learning.

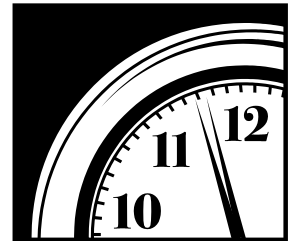
- Instructors track attendance and participation in each course.

Good attendance is also required by U.S. Immigration:

- Students must attend at least 80% of every course each session.
- Students who do not attend 80% of every course may not be allowed to continue at the A.C.E. Language Institute and will be out-of-status with U.S. Immigration.

Tardiness: Being Late

Be prepared to be in class on time. If you arrive within 10 minutes after the beginning time of class, you will be counted “tardy”. Tardy means late. Three tardies equal one absence. If you are late to class by more than 10 minutes, you will be marked absent.



Excused Absences

Absences may be excused under special circumstances determined by the Program Director or Assistant Director.

If you must be absent from a class:

1. Email your teacher before class begins.
2. It is your responsibility to find out from your classmates or teachers what work you have missed and to get your homework assignments. (Assignments, quizzes, and tests may or may not be rescheduled, at the teacher’s discretion.)

Severe Weather and School Closures

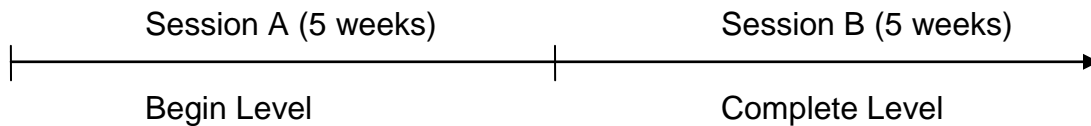
1. If Seattle experiences severe weather conditions such as snow, ice, flooding or high winds, it may be necessary to cancel classes for one or more days.
2. A.C.E. follows the University's decision to cancel classes; if SPU feels it necessary to cancel classes and close campus, A.C.E. will do the same. For the latest information, call the SPU emergency hotline: 206-281-2800. There will also be a new message on the A.C.E. voicemail: 206-743-0400.
3. A.C.E. will not make up classes cancelled due to weather conditions.

SPECIAL NOTE FOR MUSLIM STUDENTS:

You are allowed to miss class on Fridays during the time period when you need to go to the Mosque. You are required to attend all other classes on Friday, or you WILL be counted absent. It is your responsibility to find out what work you missed and to be prepared for class on Monday. If you need to miss class to attend Friday mosque, you must get a signed statement from the Imam. Please give this signed statement to the Student Services Coordinator.

Placement & Grades

A.C.E. has 6 levels; each is 10 weeks and is divided into two 5-week sessions.



On the first day...

You will begin at the Language Institute by taking a placement test. Your level is determined by the results of this test and our oral interview with you.

If you want to change levels...

If you feel you have been improperly placed and want to change levels, you must complete a Class Change Request Form. This form is available in the A.C.E. office. You should fill out the student section and give the form to the office. The teachers and administrators will then meet to decide if you may change classes. Changes must be approved after the 3rd day of classes, but no later than the end of the first week.

Progress Reports & Grades

At the end of each session, you will receive a Course Evaluation and Progress Report. The Session A Report shows your progress in the first half of your course. The Session B Report shows your progress in the entire course. Each Report has an Achievement Assessment and a Participation Assessment. Session B Report has a Final Grade.

- **Achievement Assessment** score shows your level of achievement of the learning objectives of the course. Your Achievement Assessment score is the average of your scores on Student Learning Outcome Assessments.
- **Participation Assessment** score shows how you performed in attending classes, participating in in-class activities and doing your homework.
- **Final Grade** determines if you can progress to the next level.

Your Final Grade is determined by combining Session A and Session B Achievement Assessment scores, with Session A weighted at 33% and Session B weighted at 67% of the Final Grade. If you began the course in Session B, only your Session B Achievement Assessment score determines your Final Grade.

Achievement Scale

Students need to demonstrate that they have the skills described in the Achievement Scale (the list of Student Learning Outcomes on the following four pages). To progress to the next level, you must score at the level of achievement required in your course (Levels 1-4, 75%; Level 5, 80%; Level 6, 83%).

The Core Curriculum at A.C.E. English Language Institute at Seattle Pacific University has six levels of English instruction. Levels 1-5 each have two classes: Listening, Communication & Grammar and Reading, Writing & Grammar. Level 6 has 3 classes: Communication & Grammar, Writing & Grammar and Academic Skills. This scale shows the range of achievement in Levels 1, 2 and 3. A.C.E. defines achievement as the degree to which a student can achieve the measurable student learning outcomes listed in this scale.

Written Interpretation of Achievement Scale for Listening, Communication and Grammar

Students in Levels 1-3 must attain a passing score of 75% or higher in their course to pass to the next level.

Content not available online. Updated handbook available upon arrival.

Written Interpretation of Achievement Scale for Reading, Writing and Grammar

Students in Levels 1-3 must attain a passing score of 75% or higher in their course to pass to the next level.

Content not available online. Updated handbook available upon arrival.

The Core Curriculum at A.C.E. English Language Institute at Seattle Pacific University has six levels of English instruction. Levels 1-5 each have two classes: Listening, Communication & Grammar and Reading, Writing & Grammar. Level 6 has 3 classes: Communication & Grammar, Writing & Grammar and Academic Skills. This scale shows the range of achievement in Levels 4, 5 and 6. A.C.E. defines achievement as the degree to which a student can achieve the measurable student learning outcomes listed in this scale.

Written Interpretation of Achievement Scale for Listening, Communication and Grammar

Students in Levels 4 must attain a passing score of 75% or higher, Level 5 80% or higher and Level 6 83% or higher in their course to pass to the next level.

Content not available online. Updated handbook available upon arrival.

Written Interpretation of Achievement Scale for Reading, Writing and Grammar

Students in Levels 4 must attain a passing score of 75% or higher, Level 5 80% or higher and Level 6 83% or higher in their course to pass to the next level.

Content not available online. Updated handbook available upon arrival.

Problems & Complaints

Complaint Procedure

We want you to be happy and successful while you study at A.C.E. Language Institute, and take student complaints very seriously. If you have a problem or a complaint, here is what you should do:

1. First **talk to the person who can help you** (see the list below). In the United States, it is OK to talk directly to the person you have a problem with, as long as do it with kindness and respect.
2. You may also talk to your **Student Council representative**. As mentioned on page 7, the Student Council meets each session with A.C.E. staff to discuss student complaints, ideas, and suggestions.
3. If your problem cannot be solved by talking with someone, you may follow the **Student Formal Complaint Procedure**. You may put your complaint in writing and a team will meet to discuss and help you solve your problem.

Class Problems or Complaints

- You should first talk to your teacher.
- If after talking to your teacher you still have the complaint, you can talk to your Student Council representative or to the Student Services Coordinator.

Tutor, Culture Partner, and Activity Problems or Complaints

- If you have a problem with your tutor or Culture Partner, you should first speak with him or her. If you still have the problem, you can talk to the Student Services Coordinator or Culture Partners Coordinator.
- If you have a problem with a student activity, you should speak with the Activities Coordinator.

Housing Problems or Complaints

- If you have a complaint about your living situation, you should first discuss the problem with your host family or roommate.
- If after talking to your host family or roommate you still have the complaint, you can talk to the homestay company that placed you (see page 32 for contact info).

Financial Problems or Complaints

- You should talk to the Student Services Coordinator.

Policy or Staff/Faculty Problems or Complaints

- If you have a complaint about policy or staff/faculty you should talk to the Assistant Director or Director.

Educational Resources

Computer Resources

Since A.C.E. Language Institute is located on the campus of Seattle Pacific University (SPU), A.C.E. students have access to many SPU resources. SPU offers internet access on computers around campus as well as wireless network access. *During the first week of class, you will receive your SPU ID Number and set up your password to access the SPU network.*

The SPU Library offers PC and Apple computers that all Language Institute students can use. Before using these computers, it is a good idea to learn how to use the computer, and how to use any computer program you need. The Library does have staff to assist you, but they may not always be able to give you the help you need.

If you want to buy a computer, you should shop around to see what kind of computer is best for you, and to find the best price. Often students can get special prices or purchase plans for computers.



Culture Tip: Email Etiquette

Email is a very common method of communication in the U.S., so you should make sure to check your email daily. It is polite to start an email with “Dear _____ (the person who are writing to)” and end with “Sincerely, _____ (your full name)”. It is very important to write your full name because it often shows up in your native language in the receiver’s inbox... and most Americans won’t be able to read it and will have no idea who the email is from!

The SPU Library offers:

- Books on a wide range of subjects
- Music recordings and scores
- A number of different magazines, periodicals, and newspapers (most of these CANNOT be checked out).
- Help in finding information on a subject, such as if you need to write a report. If you do not know how to use the library, ask one of the librarians and someone should be willing to help you.

Regular Hours:	Monday – Thursday	7:30 am – 12:00 pm (midnight)
	Friday	7:30 am – 8:00 pm
	Saturday	8:00 am – 8:00 pm
	Sunday	10:00 am – 12:00 pm (midnight)

Vacation Hours:	Monday – Friday	8:00 am – 5:00 pm
(Quarter breaks)	Saturday – Sunday	CLOSED
Summer Session:	Monday – Friday	8:00 am – 6:00 pm
(June 12-Aug 18)	Saturday	10:00 am – 6:00 pm
	Sunday	CLOSED

For holiday and finals week hours, call 206-281-2228 or check the SPU Library website: <http://www.spu.edu/library/about-the-library/library-hours.aspx>

The Seattle Public Library System

- Branches all over Seattle. To find the location nearest your home, check <http://www.spl.lib.wa.us/> or look under Seattle Public Library in the Blue Pages of the phonebook.
- Offers a variety of services, including programs for children and Talk Time (free English conversation classes for ESL learners).
- Any Seattle resident may obtain a card allowing him/her to check out books from the Seattle Public Library. Ask about it at your local library.

University of Washington (UW) Libraries

The UW has several libraries. Most of them contain information related to a particular area of study. The two biggest libraries, containing information on numerous subjects, are Odegaard Undergraduate Library and Suzallo Graduate Library. Using these libraries can be rather complicated so do not hesitate to ask the library staff for help. SPU and A.C.E. Language Institute students CANNOT check out materials directly from the UW, but you can use the materials inside the library. If you want to check out a book from the UW, talk with an SPU librarian. They may be able to borrow the book for you (called an inter-library loan).

Culture Tip: Books and Coffee-- A Perfect Combination

Seattle is one of the most educated and literate cities in the U.S. Many Seattleites love to read, and there are many bookstores scattered throughout the city. We also have a *coffee culture*, and are home to the first Starbucks, Tully's, and numerous independent coffee shops. So borrow a good book from the library and read it at your favorite coffee shop...and feel like a true Seattleite!

Immigration Requirements



The Two Most Important Things to Remember:

1. Your status is your responsibility!

- As a visitor in the U.S., you must *maintain your status* (fulfill the requirements for your visa status). If you do not, you will be considered “out-of-status”. This is very serious and you would need to leave the country immediately or apply for “reinstatement” (which is difficult and expensive).
- If you are not sure about your status or what the requirements are, be sure to ask the office for help. It is always better to ask than to assume you know the answer.

2. Communication is very important! We are here to help you, but we can't help you if you don't communicate with us. You are responsible to tell the office about your:

- Enrollment each session (including any program changes)
- Address or phone number changes
- Plans to travel outside of the U.S.
- Change in sources of financial support
- Need to “extend your program” (check the expiration date on your I-20)
- Need to apply for “change of status” (eg. F-2 to F-1)
- Intent to transfer schools

Full-time Requirement

If you have an F-1 student visa, you must take a full course of study every session in order to stay in good standing with U.S. Immigration. At A.C.E. Language Institute, a full course of study is 20 hours of class each week. You must also have good attendance, missing no more than 20% of each class.

Transferring to another School

If you decide to transfer to another institute, please tell the Student Services Coordinator and provide an acceptance letter and transfer form from your new school (you must first complete and sign the “Student Section” on the transfer form). A.C.E. will transfer you to the new school on the last day of the session. Then you should contact your new school to receive your new I-20. If you are accepted to a new school before the current A.C.E. session ends, you must continue attending all of your A.C.E. classes until the end of the session.

I-20 Form

Keep your I-20 Form in a safe place. It is your responsibility to make sure it is accurate and valid. If your I-20 will expire and you want to continue studying at A.C.E., talk to the Student Services Coordinator to get your I-20 extended. You will be asked to provide a new bank statement or financial guarantee. Please note that we CANNOT extend an I-20 after it is expired.

*If you get a new I-20, make sure to keep the old one!
You should attach the old I-20 behind the new I-20!*



I-94 Admission Number

The I-94 is the Arrival / Departure Record, issued by a Customs and Border Protection (CBP) Officer to foreign visitors entering the United States. In the past, it was a white card that was stapled in your passport. Now it is electronic. It shows what kind of visa you have and the length of time that your visa is valid. For most students, your visa is good as long as your I-20 is good. This is called Duration of Status (D/O). It's possible during your stay in the U.S. that you may be asked for your I-94 number. You can retrieve it online at: <https://i94.cbp.dhs.gov/i94/request.html>.

Culture Tip: Dealing with Culture Shock

While we hope that your time in Seattle will be exciting and rewarding, we also know that you may experience some culture shock. You may feel sad, tired, lonely, sick, uncomfortable, annoyed, angry, homesick, or a variety of feelings. Please know that this is normal and happens to almost everyone.

If you are experiencing culture shock, what should you do? Here are some ideas:

**Find out about the new culture (books, movies, conversations with Americans). Ask questions about things you don't understand or don't like!*

**Try to have a sense of humor and an open mind. Remember that most things are not better or worse, just different.*

**Take time away from the new culture. Go to a restaurant from your country, cook your favorite meal, or watch a movie in your native language.*

**Do something you enjoy, ideally with others in the new culture. Do you like photography, or playing soccer? Join a campus photography club or local soccer team.*

**Talk to a friend, teacher, or A.C.E. staff member about how you feel. If you are experiencing severe depression or frustration, please let someone know right away so they can help you!*

Trips outside the United States

If you are on an F-1 student visa and travel to Canada, Mexico, your home country, or anywhere else outside the United States, you must have your I-20 signed by a Designated School Official (DSO). At the Language Institute, that person is the Director, Assistant Director, or the Student Services Coordinator. We must also know your destination and travel dates.

Remember: Before you leave, your I-20 MUST be signed by one of the people listed above. If it is not signed, you will not be allowed to re-enter the United States.

Canadian Visas

Depending on what country you are from, if you are planning to visit Canada (or travel through Canada on your way home) you may also need to get a Canadian visa. Come to the office or visit <http://www.cic.gc.ca/english/visit/visas.asp> to find out if you need a visa.

The Canadian embassy recommends that you apply for a visa three months before you plan to travel to Canada. The Canadian Consulate in Seattle no longer issues tourist visas, so you must mail your application materials to the embassy in Los Angeles.



Please see pages 52-54 (in the green section) for more information about traveling to Canada.

Renewing Your U.S. Visa

Some students' visas may expire while they are still studying in the U.S. There are several options for renewing your visa, so please come and talk to the Student Services Coordinator about your situation BEFORE traveling out of the country.

U.S. Citizen & Immigration Services

12500 Tukwila International Blvd.
Seattle, WA 98168
National Customer Service Center: 1-800-375-5283
<http://www.uscis.gov/portal/site/uscis>

Health Care

Healthcare in the United States

Healthcare in the U.S. may be very different than in your country. First of all, it is very expensive. Also, most Americans do not go to the hospital unless it is an emergency. We usually go to a doctor's office or clinic. SPU has a convenient and affordable health center on campus that you can use!

SPU Health Center

The Student Health Services Center, located in Watson Hall, can provide for many of your basic health needs while at A.C.E. Language Institute. You may go to the health center any time that you are feeling sick. They will either treat you or refer you to a doctor who can help you. They may give you a prescription for medicine. A visit to the Health Center is free if you have A.C.E. health insurance. If not, you must pay \$10.00 (cash or check). You will also have to pay for any medicine that you require. If you are here during the summer, the Health Center is not open and you will need to see a regular doctor or visit an urgent care clinic for any illness or injury.

The Health Center provides service for:

- Medical illnesses
- Infections
- Allergy injections, immunizations
- Women's health care
- Referrals to a physician, dentist, eye doctor, or other health care professionals.
- Crutches, cold packs, hot water bottles, vaporizers

Phone Number and Hours:

Phone number: **206-281-2231** (You must call first to make an appointment.)

Open Monday – Friday (during Fall, Winter, and Spring quarter.)

9 am – 12 pm, 1:00 – 4:30 pm

The Health Center is closed during Summer Quarter, school vacations, and holidays. During this time, please see page 24 for other healthcare options. You can also contact the A.C.E. office if you are sick and need help finding a doctor.

Remember: Please use the Health Center as your primary source for health care while at A.C.E. Language Institute.

Visiting a Pharmacy, Doctor, or Hospital

In addition to the SPU Health Center, there are several other places where you can go to receive treatment for an injury or illness.

Pharmacy: A pharmacy sells medicine. Some illnesses don't require a trip to the doctor or hospital. You can visit the pharmacy and buy some "over-the-counter" medication (this means that you don't need a prescription from a doctor to buy it).

Doctor's Office/Clinic: Most American families have a "family" or "primary care" doctor. You must call in advance and make an appointment to see the doctor.

Walk-in Clinic: You can also go to a walk-in clinic. This is an office with multiple doctors, where you do not have to make an appointment. You can just "walk-in".

Urgent Care Clinic: If you need immediate care and the doctor's office is closed, but your injury or illness is not serious enough to go to the emergency room, a cheaper option is called "Urgent Care". It is also "walk-in" (no appointment needed), and is often open in evenings and on weekends.

Hospital Emergency Room: You should only go to the hospital if you are very sick, need surgery, have had a serious accident, or need immediate care and the doctor's office and urgent care is closed. It is very expensive to go to the hospital Emergency Room, and you may have to wait several hours to see a doctor.

Here are some examples of when to go to the pharmacy, the SPU clinic or doctor's office, and the hospital. *(Please note that this is just a general guide, not a complete list. Every person and situation is different, so check with your insurance company, doctor, or the SPU Health Center if you are not sure where to go.)*

<u>Pharmacy</u>	<u>Doctor's Office</u>	<u>Hospital</u>
<ul style="list-style-type: none"> • Cold • Cough • Runny nose • Sore throat • Headache • Stomachache • Soreness / body aches • Minor cut where bleeding is controlled • Sunburn or minor cooking burn 	<ul style="list-style-type: none"> • Earache • Infection • Broken bone (unless bone is showing or there is serious pain) • Sprains • Swelling from a bee or insect sting • Rash • Fever/flu that won't go away • Cold, cough, or sore throat that lasts more than 1 week • Sexually transmitted disease • Urinary tract infection 	<ul style="list-style-type: none"> • Loss of consciousness • Extreme pain that won't go away • Severe shortage of breath • Chest pain or pressure • Poisoning • Major injury, such as a head injury • Serious car accident • Bleeding that won't stop • Severe reaction to insect bite, sting, or medication (especially if breathing is difficult) • Severe burn

Pharmacies and Drug Stores

In the United States, most medicines are not given to you by the doctor, but are purchased at pharmacies or “drug stores.” When the doctor wants you to take some medicine, he or she will write a PRESCRIPTION. You take this prescription to the pharmacy, and the pharmacist “fills” the prescription by selling you the medicine. Many times you can treat your sickness with “non-prescription” or “over-the-counter” medicines, which you can also buy in a pharmacy or at your local grocery store.

Some of the pharmacies near SPU are:

Bartell Drugs (in Queen Anne)	1929 Queen Anne Avenue N	206-285-0200
Bartell Drugs (in Ballard)	5605 22nd Ave. NW	206-783-3050
Bartell Drugs (Lower Q.A.)	600 1st Ave. N	206-284-1353
Safeway	2100 Queen Anne Ave. N	206-282-8090

Some pharmacies that have stores in many locations are:

Bartell Drugs	Safeway
Fred Meyer	Walgreens (currently not covered by Lewer Insurance)



Be sure to show your insurance card. If you have to pay up-front, remember to save your receipts from any prescriptions you buy. You may be able to have your insurance company repay you for your prescriptions.

Medical Websites

Sometimes you can find answers to your medical questions on the internet. Many Americans will check the internet first before going to see a doctor. However, there are many websites and not all of them are accurate or helpful. Here are three recommended websites:

Intelihealth: <http://www.intelihealth.com/IH/ih/IH/WSIHW000/408/408.html>
A reliable general health resource featuring Harvard School of Medicine.

Web MD: <http://www.webmd.com/>
Good overall medical advice.

Mayo Clinic: <http://www.mayoclinic.com/>
A very good general medical site with a lot of information and links.

Finding a Doctor

If you are sick, you should visit the SPU Student Health Center first. It is cheaper and more convenient. If they cannot help you, they will send you to visit a doctor. If the Health Center is closed, or you want to go to a doctor on your own, here are some ideas for how to find one:

1. Ask an A.C.E. Language Institute staff person, your host family, or a friend for a recommendation. Check to make sure that this doctor accepts your insurance.
2. Look on the website of your insurance company to find a doctor that is covered under your policy. Most insurance companies have “preferred providers,” which are cheaper than other doctors.

Several local clinics which have been used by A.C.E. students are:

US Healthworks (walk-in clinic with multiple locations, including):

Downtown

1151 Denny Way

Seattle, WA 98109

Phone: 206-682-7418

Monday-Friday: 7 am – 6 pm

Saturday: 9 am – 5 pm

Northgate

836 NE Northgate Way

Seattle, WA 98125

Phone: 206-784-0737

Monday-Friday: 8 am – 7 pm

Saturday: 10 am – 4 pm

To find the location nearest you: <http://www.ushealthworks.com/WA-FindCenter.html>

Zoom+Care Queen Anne (Urgent Care)

1909 Queen Anne Ave N

Seattle, WA 98109

Phone: 206-812-8311

Monday-Friday: 8 am – 6 pm

Saturday-Sunday: 9 am – 6 pm

Call or visit the website to make a same-day appointment.

Website: <https://www.zoomcare.com/clinic/zoomcare-queen-anne>

Swedish South Lake Union Primary Care and Urgent Care

510 Boren Ave. N.

Seattle, WA 98109

Phone: 206-320-5200

Monday-Friday: 7 am – 7 pm

Saturday: 8 am - 12 pm

Sunday: Closed

Website: <http://www.swedish.org/services/primary-care/swedish-south-lake-union-primary-care>



Hospitals

If it is an emergency, you may need to go to the hospital. There are many hospitals in the Seattle area. Listed below are three that are closer to SPU. There may be one closer to where you live or that can help you better. Check online for the hospital nearest you. ***Remember that Americans do not go to the hospital unless it is an emergency or serious illness.***

- Swedish Medical Center–Ballard, 5300 Tallman Ave NW, 206-782-2700
 - Northwest Hospital, 1550 N 115th Street, 206-364-0500
 - UW Medical Center, 1949 NE Pacific Street, 206-598-3300
- *Don't forget to make sure that the hospital will accept your insurance before you receive treatment! Swedish Medical Center in Ballard and Virginia Mason will bill Lewer Insurance Agency directly for major costs.*

Ambulance Service

An ambulance is a vehicle for transporting sick or injured people to, from, or between places of treatment. In some cases, an ambulance will also provide out-of-hospital medical care to the patient. If you are seriously ill or injured, and cannot make it to the hospital by yourself, you may need to take an ambulance. To do this, you can **call 911**. Remember: only take an ambulance in an emergency, as it is very expensive.

Dental and Vision Insurance

Dental and vision insurance are usually **not** part of medical insurance. Be sure to get separate insurance if you would like these types of health coverage. A.C.E.'s insurance provider (Lewer) offers a discounted dental plan for students. Please see the Student Services Coordinator to sign up.

If your insurance does include dental, *look on the website of your insurance company to find a dentist that is covered under your policy.* Usually there are “preferred providers,” which are cheaper than other dentists.

***Remember: For any emergency, you can call 911
(2911 from an SPU campus phone)***

Health Insurance

Because of U.S. law and the high cost of health care, A.C.E. Language Institute requires all students to be covered by health insurance.

Lewer Insurance

The insurance you buy through A.C.E. Language Institute is called Lewer Insurance. It is required for all full-time students on an A.C.E. I-20. You must purchase this insurance each session you attend. (Exceptions will be made for students who have a scholarship with their government and can provide a valid Financial Guarantee and insurance card).

Copays

Like most insurance policies, you will need to pay a *copay* each time you visit the doctor's office or hospital. If the doctor/hospital is NOT a *preferred provider* (a doctor who has an agreement with the insurance company), you will also pay a percentage of your medical expenses. The insurance company will pay the rest of the expenses, as long as they are covered by your policy. Please take the time to understand what your insurance will cover and what it will not cover.

Co-pay for Office Visit	\$20 (<i>Preferred provider</i>)
Co-pay for Hospital Visit	\$100 (<i>Preferred provider</i>)
Co-pay for Emergency Room Visit	\$100

Please note that a trip to the hospital can be VERY expensive, even with insurance! If you are not in a life-threatening situation, you will receive faster care at a lower cost in a doctor's office. Also remember that a visit to the SPU Health Center is FREE!

Lewer Website:

Lewer has a special website for A.C.E. students: <http://www.lewermark.com/ace/>. On this website, you can find a doctor, understand your benefits, find out when you should go to the hospital, sign up for the dental plan, print a new ID card, and more!

A few other important things to remember:

- Keep your insurance card with you all the time!
- If you need to see a doctor, ask first to make sure that your insurance is accepted by this doctor and that it will cover whatever problem you have.
- Your insurance does NOT cover teeth or eyes. If you want to buy special dental or vision insurance, please talk to the Student Services Coordinator.
- If you have any questions or problems and the office is closed, call the 24-hour Nurse Line: **1-866-549-5076** You can ask for a translator. This is helpful if you are not sure if you should go to the hospital or not.

Staying Safe in Seattle

Seattle is one of the safer cities in the United States. However, it is a big city and crime still happens! Be sure to follow these guidelines when walking around the city:

1. Carry copies of your passport and I-20, not the originals. Do not carry a lot of cash. If you must carry original documents or valuable items in your bag or purse, keep the strap across your chest, not on one shoulder. This makes it harder to take! A money belt is also a good option for keeping these important documents and cash safe.
2. Pay attention to your surroundings in *all* neighborhoods. If you are walking around, remember the closest business. If someone threatens you or is following you, go back to the nearest store and call your host family or the police (911).
3. It's best to not go out alone at night, especially for females. All students should be particularly careful when riding the bus at night. As always, be aware of your surroundings. If someone on the bus is making you feel uncomfortable or seems to be following you, don't get off in a dark, quiet neighborhood. Instead, get off near a market or well-lit area and call your host family or, if necessary, the police. Your host family is concerned for your safety and will help! If someone threatens you on the bus, tell the bus driver and ask him or her to call the police.
4. Do not be afraid of people asking for money on the street. You do not have to give them money even if they ask more than once. It is okay to walk by. However, if that person is making you feel uncomfortable, go into the nearest business and tell them, call your host family, or call the police.

Remember...

- ***Keep copies of your passport and I-20, not the originals.***
- ***Always pay attention to your surroundings.***
- ***If you go out at night, go with a friend.***
- ***Make sure you know your host family's phone number.***
- ***The phone number for the police is 911. Don't be afraid to call if you feel unsafe!***
- ***The phone number for SPU Safety and Security is 206-281-2922.***

Owning & Driving a Car

Owning and operating a motor vehicle (car, truck, or motorcycle) carries serious responsibilities that should be considered before buying a vehicle. Things you should know before buying a car:

1. You must have a valid driver's license. You may use your international driver's license for up to one year. If you buy a car, your insurance company may require you to get a Washington driver's license. See the next page for information on getting a driver's license. If you move to a different state, you will probably have to get a license from that state.

2. You must register your car and get license plates from the Department of Licensing. If you buy a new car, the car dealer will take care of this for you. If you buy a used car, you will need to take care of the paperwork yourself. You can get more information about this from the Department of Licensing, available at: <http://www.dol.wa.gov/>

3. You must have automobile insurance. This is a state law. If you are stopped by the police or get in an accident, you must provide proof of insurance. If you do not have insurance, you will have to pay at least \$250 in fines. Ask a friend or a Language Institute staff member to recommend an insurance company that will insure international students.

4. The driver and all passengers must wear seatbelts. It is the law! If you are stopped by the police and are not wearing a seatbelt, you will receive a ticket. Of course, wearing a seatbelt is always a wise and safe idea anyway.

5. If you are in an accident, you must:

- Leave your name and the name of your insurance company with the other driver(s).
- Call the police and complete an accident report if the damage to any property is more than \$200, or if anyone was hurt physically in the accident.
- Never admit that an accident was your responsibility, and never sign any papers admitting responsibility at the time of the accident. You can take care of these things later.

6. If you receive a traffic ticket (called a citation) for any reason: You can choose to accept it and pay the fine (which you can do by mail), or you can contest (challenge) the ticket. If you contest the ticket, you will have to go to court and tell your version of what happened. This may result in a lower fine or no fine at all.

Getting a Washington State Identification (ID) Card

To apply for a Washington State ID card, go to the front desk to request a copy of your SEVIS page.

Then go to the nearest Department of Licensing office with your:

- Letter from A.C.E. (copy of SEVIS page)
- Passport / Visa
- I-20
- Driver's license (if you have one)
- Any other official documents that will prove your identity / residency
- \$54 fee (cash or check).

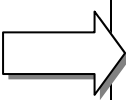
You may be able to pre-apply online and save time in the office. For more information, and to find the location nearest you, please visit the Department of Licensing website at <http://www.dol.wa.gov/driverslicense/gettingidcard.html>.

Downtown office:

205 Spring St
Seattle, WA 98104
Phone: 206-464-6846
(Hours: M/T/W/F: 8:30 am - 4:30 pm,
Th: 9:30 am - 4:30 pm, Sat/Sun: Closed)

West Seattle office:

8830 25th Ave SW
Seattle, WA 98106
Phone: 206-764-4143
(Hours: T/W/F: 8:30 am - 5 pm,
Th: 9:30 am–5 pm, Sat: 8:30 am-
2:30 pm, Sun/Mon: Closed)



Culture Tip: Drinking and Smoking in the U.S.

In the U.S., you will be asked to show your I.D. if you want to buy alcohol or cigarettes or enter any place (e.g. bar or nightclub) that has an age limit. In American slang, this is called “*getting carded*”. Please remember that the legal drinking age in the U.S. is 21 and the legal age for buying tobacco is 18. There are strict penalties for breaking the law.

Please note that there is NO drinking or smoking allowed on the SPU campus. There is also a law in Washington that you cannot smoke within 25 feet of a public building or space (including bus stops).

If you need to smoke, you can go down by the canal (near the dumpster), to 7-11, or off-campus (25 feet from a building or bus stop).

Housing

Homestays

A.C.E. Language Institute refers students interested in homestay to several different placement organizations. Please contact them directly if you are interested in applying for homestay.

- **American Homestay Network**, Website: www.homestaynetwork.com, Email: Alisha@homestaynetwork.com, Phone: 425-285-4466
- **Intercultural Homestays & Services**, Website: <http://www.ihincusa.com>, Email: ihincusa@aol.com, Phone: 206-367-5332, Fax: 206-367-5320
- **The PLACE Seattle**, Website: <http://www.theplaceseattle.com>, Email: mia@theplaceseattle.com, Phone: 206-351-0191
- **USA International, Inc**, Website: <http://www.ushomestay.com>, Email: emi@ushomestay.com, Phone: 425-483-5974

American Hotel

The American Hotel is a convenient and affordable hostel located in the International District/Chinatown of downtown Seattle (520 S. King Street). It has 294 beds ranging from one-bedroom to six-person dorm-style. For more information, call 206-622-5443 or check out the website: <http://www.hiusa.org/seattle>.

Campus Housing (Summer only: June through August)

Seattle Pacific University may open a residence hall or apartment building/s during the summer to accommodate a small number of A.C.E. Language Institute students and other individuals or groups attending conferences at the University. SPU housing has strict rules and restrictions. Please contact the A.C.E. office if you are interested.

Renting an Apartment

Here are some ideas for finding apartments and house-shares:

1. Websites: apartmentsearch.com, rent.com, apartments.com, move.com, roomster.com, craigslist.org
2. Ask friends and classmates. They usually know best what is currently available.
3. If you want to rent close to A.C.E., walk around the neighborhood and look for "For Rent" signs. Call the number on the sign to see the apartment.



Furnished Apartments / Furniture Rental

1. Apodment Suites (affordable studios with small bedroom, private bath and shared kitchen; from \$440-950/month, utilities included): <http://apodment.com/>
2. Seattle Furnished Suites: <http://seattlefurnishedsuites.com/>
3. CORT offers furniture rental for students starting at \$99/month: <http://cort.com/>

Abbreviations used in Housing Ads

appl = appliances

apt = apartment

avail = available

bath or BA = bathroom

bdrm = bedroom

bldg = building

bsmt = basement

cable = cable TV

crptd = carpeted

duplex = building with 2 apts

d/w or DW = dishwasher

elev = elevator

flrs = floors

frplc = fireplace

fur = furniture included

gar = garage

hdwd flrs = hardwood floors

incl or incl = included

int = Internet

loc = location

lrg = large

neg = negotiable

NS = no smokers

prkg = parking

prvt = private

refurb = refurbished

sec bldg = security building

smkr = smoker

stor = storage

utils = utilities

w/ = with

W/D = washer and dryer

wndws = windows

wtrfrt = waterfront

Renting an Apartment or House

First, call to make an appointment to see the apartment or house. Do not rent or give a deposit until you have seen it. Questions you should ask when renting:

*How much is the rent?

*How much is the damage deposit?

*Is cable TV included?

*Is a lease or rental agreement required?

*How do I terminate the contract?

*What utilities are included in the rent?

*Are children and pets allowed?

*Are the first and last months' rent required?

*How much of the deposit is refundable?

*Is the apartment furnished or unfurnished?

*How soon can I move in?

*Is smoking allowed?

*Who is responsible for cleaning the apartment?

*Who is responsible for damage or maintenance?

Other Things to Look For

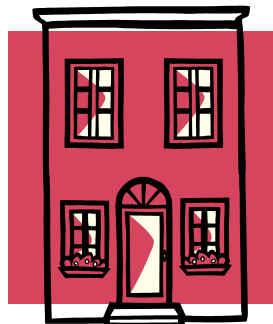
Location—Is the apartment near shopping, school, and a bus stop? Is it on a quiet or busy street?

Cleanliness—Look closely at how clean the apartment is. Are the curtains torn? Does the carpet have spots? Are the walls dirty? Do the appliances work well?

Parking—Find out if you will have a parking space.

Laundry—Does the apartment or apartment building have a laundry room, or is there one nearby?

Extras—Does the apartment include anything extra? (swimming pool, dishwasher, garbage disposal, sauna, etc.)



Signing a Lease or Rental Agreement

For your own protection you should sign a written agreement with your landlord. There are two kinds of written agreements: rental agreements and leases.

Rental Agreement

When you sign a rental agreement, you are agreeing to pay your rent on time and follow the rules of the use of the building. With a rental agreement, the landlord can ask you to move out of the apartment at any time or raise rent, but must give you notice in advance. Also, you are free to move out any time after giving the landlord notice.

Lease

When you sign a lease you agree to pay rent for a specified period of time, usually 6 to 12 months. During that time the landlord cannot raise the rent or ask you to move out (unless you do not follow the rules in the agreement). But, you must pay rent for the entire time of the lease, even if you have to move out earlier. For example, if you have signed a 6-month lease and leave the apartment after 4 months, you must pay 2 months' rent after you leave. You may not want to sign a lease when you first move to Seattle. It may be better to sign a rental agreement so that you can leave in 30 days if you are not happy with the house or apartment.

What Your Written Agreement Should Include Information About:

Rent

1. Amount
2. Utilities included in the rent
3. When the rent is due
4. If the rent will increase if you allow other people to live with you

Other Fees

1. Amount of damage deposit (if required)
2. Amount of cleaning deposit (if required)
3. Amount of cleaning deposit refundable
4. Any other fees or costs

Terms

1. Statement about who is responsible for cleaning and maintaining the apartment
2. Statement about what is required to end the agreement
3. Statement about who has the right to enter the apartment and when

If you need help understanding an agreement BEFORE you sign it, please ask an A.C.E. Language Institute staff.

Remember: DO NOT SIGN A LEASE UNLESS YOU ARE SURE THAT YOU WILL STAY THERE FOR THE ENTIRE TIME SPECIFIED IN THE LEASE.



Utilities & Other Services

Listed below are two utilities and several other services that may not be included in your rent. If they are not included, you will need to call each of the companies to get service.

Electricity

Call Seattle City Light, 206-625-3000, to request service. Be prepared to give your name, address, phone number, employer or school name, and the date you want service to begin. You will receive a bill for electric service every month. There is also a small fee to begin your service.



Cable TV / Internet

Call Comcast at 877-824-2288 to request service. Sometimes cable is included in your rent. If it is not, you will have to pay an installation charge, plus a monthly fee for service. The monthly fee depends on what level of service you want. This is an optional service. You can also order internet service from Comcast.



Sewage, Trash, Water, and Gas

In addition to the services mentioned, you may have to pay for sewage and trash pick-up, water, or gas. Be sure to check with the landlord or apartment manager to ask if these services are included in the rent. Also, be sure to know where to place your garbage. Some apartments have individual garbage disposal areas while others have one community garbage bin. Also, some apartments provide separate collection areas for recyclable products, such as paper, cans and glass.



Always pay your bills on time or before the date they are due. If you do not, you will be charged a late fee or your service might be stopped.

Telephone Service

If you want telephone service in your new apartment, you will have to make the arrangements yourself. There are many telephone service providers available in Seattle. You should do a little research to see which one is the best for you. These two websites are very helpful: www.connectmyphone.com and www.ehow.com/topic_4198_telephone-service-guide.html.

Here are some service providers:

Comcast	www.comcast.com
CenturyLink	www.centurylink.com
Verizon	www.verizon.com
Vonage	www.vonage.com



When you call, be prepared to give your full name, address of your new apartment, a daytime phone number (friend or relative if you don't have a cell phone), the name of other persons with whom you are living (if any), and your Social Security number (if you have one). Also, tell the representative if you would like other services, like call waiting, voice messaging (like an answering machine), etc. If you do not speak English well, you may want a friend to call for you.

Cell Phone

If you want a cell (mobile) phone, you need to contact a cell phone company. There are many cell phone providers, but the most well-known are:

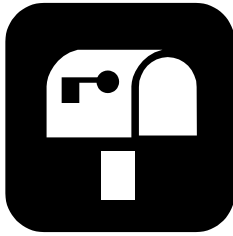
AT&T	www.att.com
Verizon	www.verizon.com
T-Mobile	www.t-mobile.com
Sprint	www.sprint.com

You can choose between a monthly plan (usually includes either a one- or two-year contract) or a pay-as-you go option.

Culture Tip: Phone Etiquette

When you call someone in the U.S., it is helpful and polite to introduce yourself right away and say your reason for calling. For example: "Hi, this is _____ (your name) and I'm calling to ask about our homework assignment." Make sure to give your full name, since we may have multiple students with the same first name!

U.S. Postal and Mailing Services



Mail service in the U.S. is provided by the United States Postal Service (USPS). Postage for first-class mail (personal letters and most mail) is \$0.47 for the first ounce (about 30 grams) inside the United States. Airmail postage is priced by the weight of the letter or package.

Where should I mail my letters and packages?

You can mail most of your letters and packages (under 1 pound) and buy stamps from the mailing office on campus, located at 323 W. Nickerson St. The mailing office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

You may also mail letters and packages (over 1 pound), and buy stamps from any U.S. Post Office. There is a Post Office on lower Queen Anne Hill at 1st Ave North and Harrison St., and there is one in Ballard at 17th Ave NW and NW 57th Street. Check online for the Post Office nearest your house: <https://www.usps.com/>.

Letters with stamps can be placed in any U.S. mailbox. These boxes are located many places, and they are always BLUE.

What if I want to mail something quickly?

The SPU mailing office can send your letters by Express Mail through the United States Postal Service or through UPS. You can also send a letter by FedEx (<http://www.fedex.com/us/>) or by Express Mail from your local Post Office.

What is a ZIP code?

A ZIP code is a 5- or 9-digit number written at the end of your address. It directs mail to the correct Post Office and helps it to be delivered more quickly. You should always use a ZIP code when sending mail inside the United States.

Culture Tip: How to Address an Envelope in the U.S.

Your Name
Street Address, Apt #
City, State Zip Code

Stamp

First and Last Name of the person you are sending the letter to
Street address (and apartment number if needed)
City, State Zip code

Banking

Banks in the United States offer many kinds of services. These include checking and savings accounts, credit cards, loans, travelers' checks, and much more. US Bank is the closest to SPU, but there are many banks located around the area. In addition to US Bank, the biggest banks include:

- Wells Fargo -Bank of America
- Key Bank -Chase

These banks all offer similar services with some minor differences. You may wish to choose the bank that offers you the best account for your needs, or you may wish to choose the bank that is more conveniently located.



Types of Accounts

The two main types of accounts are Checking Accounts and Savings Accounts. You can have one or both. Both accounts usually have a debit card with them so you can access your money at an ATM. We suggest getting a debit card either way as they are very easy to use and accepted most everywhere. Unless you are paying with a credit card form, **DO NOT LET ANYONE WRITE DOWN YOUR ACCOUNT OR CREDIT/DEBIT CARD NUMBER!**

Checking Account

A checking account is a convenient way for you to pay for something without having to carry cash with you. Once you open a checking account, you will be given numbered checks. Checks are great for paying bills and when you need to send money through the mail. However, many stores will not take checks, and may take only cash or a debit/credit card. When paying with a check or debit/credit card, they will usually ask to see your driver's license or other ID. After the store cashes the check or swipes the debit card, the money will be subtracted from your account.

Culture Tip: How to Write a Check

Your Name	Check #1234
Your Address & Phone Number	Date: <u>1/29/2017</u>
Pay to the Order of: <u>Name of Person or Place of Business</u>	Amount: <u>\$1224.50</u>
For the amount of: <u>One thousand two hundred and twenty-four and 50/100-----</u>	<u>dollars</u>
Memo _____	(Signature Line) _____
<small>(The memo is an optional note about what you are writing the check for)</small>	

Savings Account

A savings account is good if you want to make sure you save money for later and for collecting small amounts of interest on the money that is in the account. You can usually transfer money from savings to checking when you want.

Automatic Teller Machine (ATM)

ATMs are very common in America. You can find them outside banks, at grocery stores, in bars and in shopping malls. They are usually open 24 hours a day, and allow you to get cash when you need it. To use an ATM, you will need to get a debit card from your bank. When you receive your card, you will also get a password or code number (called a PIN). You should memorize this number. You will need it every time you want to use your card. Your pin protects the card from another person trying to use it, even if they steal your card. **NEVER GIVE THIS NUMBER TO ANOTHER PERSON!**

Remember to record any money you get from an ATM in your checkbook or in a notebook so that you know how much money you have in your account and how much you have spent. Some banks may charge a fee each time you use an ATM.

Spending Money

When you write a check or charge something to your debit card, you should make a record of it in your checkbook or a notebook. You need to keep track of your accounts so that you know how much money you actually have in your account and how much you have spent. You do not want to spend more than you have in your account. If you do this, it is called “bouncing a check” and you will be charged an “overdraft fee”. If it happens too often, the bank may choose to cancel your account.

Bank Statements

Each month the bank will send you a list of all your checks, ATM withdrawals, and deposits for the past month. Many banks now offer online statements, and will email you to let you know that the statement is ready. When you receive this statement, you should compare it with your checkbook to make sure everything agrees. If something does not agree, check your records, then call or visit your bank.

Transportation

Seattle offers an “ORCA Card,” which allows you to access all Puget Sound-area public transportation whether you commute by ferry, train, rail, or bus—or any combination of these transportation modes. For more information and to purchase a card, please visit <http://www.orcacard.com/>.

Metro Bus

The public bus system in Seattle is called Metro. You can ride Metro buses to all parts of Seattle and to the Eastside (Bellevue, Kirkland, etc.). You can also connect to Community Transit (CT) and ride to Edmonds, Lynnwood, Everett, and Tacoma, or to the light rail train that runs from Westlake Center (downtown) to the airport.



The Metro buses that go by SPU are buses #3, #4, #13, #29 (weekdays only), #31, and #32. From downtown, you can also take the #40 or 62 toward Fremont (get off before the bridge) and walk to A.C.E. (about 10 minutes).

What is the cost to ride the bus?

Peak hours (M-F, 6-9 am & 3-6 pm): \$2.75 (one zone) or \$3.25 (two zones)

Non-peak hours: \$2.50

Youth fare (18 and under): \$1.50

If you are paying with cash, please note that buses do not give change.

Where does the bus go? When?

For information about bus times and routes, check the Metro Trip Planner website (see below), pick up a bus schedule, or call 206-553-3000. Please note that the bus routes / schedules are different on weekends and holidays.

Culture Tip: Finding the Best Bus Route

There are lots of websites and phone apps that will help you find the fastest and most convenient route to your destination. You can enter your starting location, destination, time you are leaving or need to arrive, etc, and they will provide several options for the best routes!

- Metro Trip Planner: <http://tripplanner.kingcounty.gov/>
- Google Transit: <http://www.google.com/transit>
- OneBusAway: <http://onebusaway.org/>

(OneBusAway is a favorite with students! Running late? Tired of waiting for your bus? This popular smart phone app will tell you how far away it is! If you don't have a smart phone, you can call 206-456-0609, press “1”, and enter your bus stop #.)

When do I pay?

You should always enter the bus through the front door and pay when you get on. If you are paying with cash, ask for a transfer; this will allow you to ride any bus for the next two hours without paying again. If you use an Orca card, you will also have two hours to transfer to another bus or the lightrail.

Where can I get an ORCA card?

There are several places to purchase a new ORCA card:

1. **Online** at <http://www.orcacard.com/>.
2. At the **Customer Shop in the Westlake Station** (Downtown Seattle Transit Tunnel) on 4th Ave & Pine St. It is open from 9 am–5:30 pm, M-F, on the first and last four business days of each month. From A.C.E., take Bus #13 to 3rd and Pine (downtown). Cross 3rd Ave. The entrance to the station will be on your left.
3. At an **ORCA vending machine** (located at any lightrail station, including Westlake Station – see directions above).
4. At **some retail stores**, including **QFC** (500 Mercer St.) and **Safeway** (1423 NW Market St.) For more locations, see: <http://metro.kingcounty.gov/fares/where-to-buy.html>.
5. If you are 18 or younger, you can buy a reduced fare card at **King Street Center**, 201 S. Jackson St.

The ORCA card offers two main options: E-purse and Regional Pass/PugetPass.

1. With **E-purse**, you may store between \$5-\$300 on your ORCA card and use it like cash to pay your fare. You can add more money to your account at any time, either online or at participating locations.
2. With the **Regional Pass/PugetPass**, you pay a monthly fee and have unlimited rides. Passes range from \$99-\$117/month, depending on how far you travel. Unfortunately there is no student discount unless you are 18 or younger (\$54).

For up-to-date information and fares, call Metro at 206-624-7277 or look up their web page at <http://metro.kingcounty.gov/tops/bus/fare/fare-info.html>.

Taxi Cabs

To get a taxi, call one of the numbers listed below. Please note that taxis are very expensive in the U.S.

Seattle & Bellevue-area taxi cabs

Graytop Cab	206-282-8222
Yellow Cab	206-622-6500
Orange Cab	206-522-8800

Airport taxi cabs/shuttles

Shuttle Express	Reservations: 425-981-7000 & Office: 425-981-7070
Stita Taxi (at the airport)	206-246-9999



Student Activities



At A.C.E. Language Institute, you will have many opportunities to learn and have fun outside of class.

Each session, we post a number of different campus and local activities that students may be interested in. These activities will help you make friends, learn about American culture, and have fun. All extra-curricular (outside of class) activities are optional unless you are told otherwise. Some will be free while others will cost money.

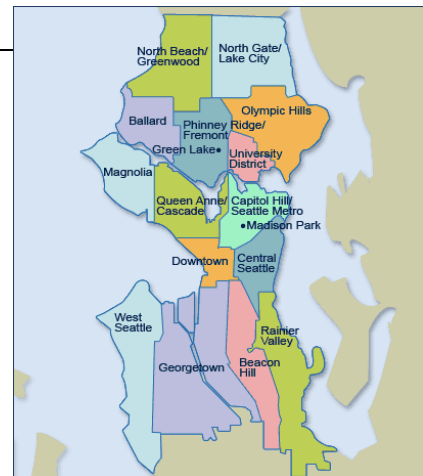
Your suggestions are always appreciated! We want to know the things that YOU are interested in. Please talk to the A.C.E. staff or your Student Council Representative if you have any ideas or would like to help plan an activity!

Culture Tip: Exploring Seattle's Neighborhoods

Seattle is a city of neighborhoods, and each one has its own unique character. Here is a map of Seattle Neighborhoods. You may want to pick a new one each weekend to explore! For more information, check out: <http://www.seattle.gov/living-in-seattle/community/neighborhoods>

A.C.E. Transportation Policy for Activities

For insurance reasons, A.C.E. has a strict transportation policy. All drivers for A.C.E.-sponsored events must be on the approved driver's list. A.C.E. students are NOT allowed to drive for A.C.E.-sponsored events or activities.



Community Involvement & Volunteering

Volunteering or Joining a Club or Organization

One of the best ways to meet American people is to go away from the SPU campus and get involved in American clubs and organizations. Some activities that our students recommend are joining community volunteer programs and working at retirement centers (with elderly people) and childcare programs.

One of the requirements for our Level 4 course is a volunteer service project. This allows our students to get a better sense of American life in all of its forms: young people and old people, poor people and rich people. It is also an excellent way to get involved in the community and practice your English. If you are interested in volunteering on your own or with a friend, talk to the Student Services Coordinator.



Culture Tip: Get Out and Volunteer!

America has a strong *volunteer culture*. Volunteering is encouraged for people of all ages, and even required at many schools and universities. At Seattle Pacific University, students are expected to participate in at least 5 hours of community service each quarter. *Service-learning* (the combination of community service with academic instruction and reflection) is currently a very *hot topic* in the American educational system.

As international students, volunteering is an excellent way to experience more of American culture and meet American people! It is also something that looks good on your resume, CV, or university application. So we encourage you to get out and volunteer!

Joining a Sports Team

If you are interested in joining an American sports team, talk to the Activities Coordinator. Depending on the season and availability, it may be possible for you to join city league teams playing basketball, soccer, volleyball and baseball.

Local Recreation Opportunities

Bowling

Kenmore Lanes
7638 NE Bothell Way
Kenmore, WA 98028
425-486-5555

The Garage (Capitol Hill, must be age 21+)
1130 Broadway Ave
Seattle, WA 98122
206-322-2296

Ice Skating

Highland Ice Arena
18005 Aurora Ave N
Shoreline, WA 98133
206-546-2431

Swimming

Queen Anne Pool
1920 1st Ave W
Seattle, WA 98119
206-386-4282

Ballard Pool
1471 NW 67th St.
Seattle, WA 98107
206-684-4094

Sporting Events

Mariners Baseball—Seattle's professional baseball team. The season runs from April through September and includes 81 home games. The Mariners play their home games at Safeco Field. Ticket prices range from \$15 to \$60. <http://www.mariners.mlb.com/>

Seahawks Football—Seattle's professional football team. The season runs from August (pre-season) through December, and includes 8 home games. The Seahawks play at CenturyLink Field. Tickets begin at \$66 and can be difficult to get. <http://www.seahawks.com/>

Sounders FC Soccer—Seattle's professional soccer team. The season goes from March through September. Tickets range from \$25 to \$95, but they sell out quickly, so buy tickets early! Website: <http://www.soundersfc.com/>

Storm Basketball—Seattle's professional women's basketball team. The season goes from June through September. The Storm usually play in Key Arena at the Seattle Center. Tickets range from \$16 to \$155. Website: <http://www.wnba.com/storm/>

Thunderbirds / Silvertips Hockey—Called the T-Birds, Seattle's junior-league hockey team plays in Kent from Sept. through March. Another team in the league, the Silvertips, play in Everett. Tickets range from \$16 to \$60, though Wednesdays in Everett are buy one, get one free. Website: <http://www.seattlethunderbirds.com/>

Washington Huskies—The University of Washington has numerous sports teams. The two most popular teams are the men's football and basketball teams. Website: <http://www.gohuskies.com/>

SPU Falcons—SPU also has a number of different sports teams. Gymnastics, basketball and soccer are the most popular sports events. Check them out online: <http://www.spu.edu/athletics> or on the SPU calendar: <http://www.spu.edu/calendar/>

Music and Theatre

Seattle has many music and theatre groups. The groups listed below are only a few of them. Look in the Arts and Entertainment section of Friday's Seattle Times, the two weekly newspapers, or online for current information about concerts, movies, plays, and festivals.



Seattle Symphony—Performs at Benaroya Hall. For more information about concerts and prices, call 206-215-4747 or look online: <http://www.seattlesymphony.org/symphony/>.

Seattle Opera—Performs at the McCaw Hall at Seattle Center. Six different operas are usually presented during its season. For more information, call 206-389-7676 or look online: <http://www.seattleopera.org/>.

The Fifth Avenue Theatre—Located downtown on 5th Avenue, many famous musicals are performed in this large theatre, such as *Grease*, *West Side Story* and *Phantom of the Opera*. For more information, call 206-625-1900 7676 or look online: <https://www.5thavenue.org/>.

Local Concerts—Interested in Rock, Hip Hop, and more? Check out this local website: <http://www.thestranger.com/seattle/Music>. Popular local venues include: The Showbox, The Moore Theatre, Nuemos, the Paramount Theatre, the Sunset Tavern and Ballard Firehouse in Ballard, and the High Dive in Fremont.

Parks, Outdoor Recreation & Sightseeing

Local Parks

Greenlake—This lake is about 5 miles from SPU. Many people jog, walk, roller-skate, or bicycle around the lake (about 3 miles). You can also rent boats, stand-up paddle boards, rollerblades, or roller-skates.

Kerry Park—From this park you can see a beautiful view of Seattle, especially at night. This park is on top of Queen Anne Hill, not far from SPU. It is located on Highland Drive between 2nd Ave. W and 3rd Ave. W.

The Ballard Hiram M. Chittenden Locks—This is the water-gate which boats must pass through to go between Lake Union and Puget Sound. Since the lake is higher than the Sound, the boats must be raised or lowered between the two. You can watch the boats go through the locks from a nice park and there is also a fish ladder.

Golden Gardens—Golden Gardens is a beach near Ballard (around NW 85th Street on Puget Sound). You can go there to swim, sunbathe, have picnics, play volleyball, and watch the sunset.



Gasworks Park—This park is at the north end of Lake Union, not far from SPU. It is a good place to fly a kite, have a picnic, or enjoy the view of downtown Seattle.

Waterfront Park—This park is downtown along Elliott Bay, between Piers 59 and 60. The Seattle Aquarium and the Omnidome are also located here along with many shops and restaurants.

Discovery Park—This is a very large park in Magnolia, overlooking Puget Sound. There are many trails for hiking, including trails down to the beach. This park has a lot of open space and beautiful scenery, and it is a great place to relax.

Arboretum and Japanese Gardens—This is a very large nature area on Lake Washington near the University of Washington. You may walk through the Arboretum, or rent boats or canoes and go out on the lake. The Arboretum has many rare plants and flowers and special gardens, such as the Japanese Gardens.

Alki Beach—This beach is a very popular place in West Seattle. You can go swimming, play volleyball or frisbee, or go for a walk and enjoy the sunset. To get to Alki, go south on I-5 or Aurora Ave. (Highway 99) and take the West Seattle Bridge.

For more information check out the Seattle Parks & Recreations website:
<http://www.seattle.gov/parks/>.

Outdoor Recreation

Seattle is a wonderful place to live if you like outdoor activities. Surrounded by water and mountains, almost any type of recreation is available within a short distance of the city. Listed below are some of the possible activities and places where you can enjoy them. Of course, there are many other places where you can go hiking, mountain climbing, and camping. There are many state parks as well as national forests and other campgrounds. If you are interested in visiting these places, talk with the Activities Coordinator.



Culture Tip: Enjoying the Great Outdoors

Did you know that Seattle is one of the most active and healthy cities in the U.S.? Seattleites love to run, walk, bike, canoe, rock-climb, ski, swim, etc! We are home to the flagship (original) REI, a famous store that sells outdoor equipment and gear. During your time in Seattle, we encourage you to get outdoors and try some new activities, especially the ones that aren't available in your home country!

National Parks

National parks are areas owned by the United States government which are set aside because of their scenic or environmental value. Most national parks allow camping, hiking, backpacking, and of course, sightseeing. Some have special visitor facilities, some do not. Most require you to get a permit for camping or backpacking. All charge an entrance fee. The four national parks in Washington are:

Mt. Rainier—This is the most popular park, and certainly the most visited. Located 2-3 hours southeast of Seattle, it is an easy drive and makes a nice day trip. Enjoy beautiful scenery, go hiking, or for the more daring, climb the mountain (this requires two days and special climbing equipment). Gray Line of Seattle offers a day tour to the park. Call Gray Line at 206-626-5200 for more information.

Olympic—Located on the Olympic Peninsula west of Seattle (across Puget Sound), this park has very beautiful scenery. Most of the park is not accessible by car, so it is a wonderful place for backpacking, camping, and hiking. On the west side of the park is the famous Hoh Rain Forest. There is also a section of the park along the Washington coast for those who like to visit the ocean.

North Cascades—This park is located north of Seattle along the Canadian border. It is very rugged with few visitor facilities. It is primarily for those who like to go backpacking and camping. In the middle of the park are some dams and a large lake that provide electricity for Seattle. Tours of the dams and lake are available in the summertime.

Mt. St. Helens—Here you can see Mt. St. Helens, an active volcano that last erupted in 1980. The visitor center (which opened in 1993) teaches about the area, the eruption of the volcano, and what has been happening to the land since that time.

Winter Recreation

There are several winter recreation areas near Seattle. The closest and most popular is Snoqualmie Pass, located on I-90 east of Seattle, which has four connected ski areas. Other ski resorts in the area are: Stevens Pass, located on Highway 2 east of Everett (2 hours from Seattle); Crystal Mountain, on Highway 410 east of Mt. Rainier; White Pass, on Highway 12 southeast of Mt. Rainier (both about 2-3 hours from Seattle); Mt. Baker, east of Bellingham (3-4 hours from Seattle); and Whistler/Blackcomb, a large ski resort north of Vancouver, Canada.

Whidbey Island and the San Juan Islands

These beautiful islands northwest of Seattle are very popular places to go for the weekend or a short vacation. Whidbey Island can be reached either by ferry from Mukilteo, or by driving onto the island from the north, near Anacortes. The San Juan Islands can only be reached by ferry from Anacortes. One popular activity is making a bicycle tour of the islands. If you plan to stay overnight on one of the San Juan Islands, you should make reservations in advance and arrive at the ferry early. They are often full, especially on weekends.



Sightseeing

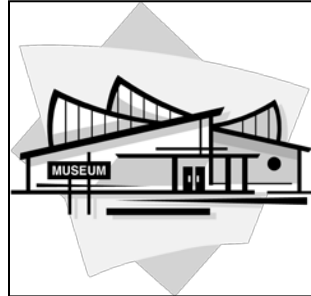
Pike Place Market—famous for its fresh fish, fruits and vegetables, as well as its many unique stores and restaurants.

Pioneer Square—one of the oldest parts of Seattle, located at the south end of downtown.

The Seattle Center—built for the 1962 World's Fair. It contains many things, including the Space Needle, the Opera House (home to the Seattle Opera and the Seattle Symphony), the Memorial Coliseum (site of many concerts and sports events), the Pacific Science Center, and the Armory with its many coffee shops and restaurants.

Woodland Park Zoo—at Fremont Ave. N and N. 50th Street, only 10 minutes by car from SPU.

The Waterfront—has many shops and restaurants, as well as the Seattle Aquarium, the Omnidome Theatre (Pier 59), and the Washington State Ferry Terminal (Pier 53). From the ferry terminal, you can ride a ferry to Bainbridge Island or Bremerton and back for a low cost.



Seattle Art Museum—located downtown on Union Street between 1st and 2nd Avenues. It contains many different kinds of art, but is well known for its collection of Native American art from the Pacific Northwest and for its Asian art collection.

Museum of History and Industry—located at Lake Union Park, not far from SPU. This museum tells the history of Seattle and its many different ethnic groups. The museum also has special exhibits, which change regularly.

Burke Museum—located at the northwest corner of the UW. This museum contains exhibits about Native Americans, especially those who lived in this area. The museum also hosts special exhibits.

Nordic Heritage Museum—this museum in Ballard tells the stories of immigrants to the United States, particularly immigrants from Scandinavian countries.

Culture Tip: Free Museum Day

Seattle is a great city for museums, history, and culture. On the first Thursday of each month, most museums in Seattle are FREE! Check out <http://freemuseumday.org/sea.html> for the list and details. We encourage you to visit a different museum every month, and take advantage of all that Seattle has to offer!

You can also get free passes to some museums through the Seattle Public Library. You must first sign up to become a library member (free). Then you can go online to reserve a museum pass: <http://www.spl.org/library-collection/museum-pass>

Visiting Portland

Portland is located about 175 miles south of Seattle in Oregon State. You can get there by bus (Greyhound or BoltBus), train (Amtrak), or car. Since it is only 3 hours away, and has lots to see and do, Portland is a great destination for a weekend trip! Here are some ideas of places to visit and things to do.

Washington Park—is home to the Oregon Zoo, the Portland Japanese Garden, the World Forestry Center, and the Hoyt Arboretum.

Forest Park—is the largest wilderness park within city limits in the U.S., covering more than 20 km².

Tom McCall Waterfront Park—runs along the west bank of the Willamette River for the length of downtown. This park hosts many large events throughout the year.

International Rose Garden—Portland's nickname is "The City of Roses". This rose garden is the most well-known and contains over 7,000 rose plants of 550 varieties.

Pittock Mansion—is a beautifully furnished turn-of-the-century home in Portland that is open to the public for tours with a guide or on your own.

Portland Classical Chinese Garden—Also known as Lan Su Chinese Garden, is beautiful garden in the middle of Portland's Chinatown offering a window into Chinese culture, history and way of thinking.

Portland Art Museum—owns the city's largest art collection and has many touring exhibitions each year.

Oregon Museum of Science and Industry (OMSI)—contains a variety of hands-on exhibits covering the sciences. OMSI also has an OMNIMAX Theater.

Pearl District— an area formerly occupied by warehouses and railroad yards is now noted for its delicious eateries, chic shopping, art galleries, and upscale businesses.

Powell's City of Books—On West Burnside Street in the Pearl District you will find the biggest bookstore in America. It covers the entire city block, and you may need to pick up a map to find your way through the mix of new and old books.

Portland Saturday Market—runs from the 1st weekend of March until December 24th on Saturdays and Sundays. You will be able to sample International foods, and find booths with lots of unique goods from local artists and vendors.

Pioneer Courthouse Square—affectionately known as “Portland's living room”, is a public space occupying a full 3700 m² city block in the center of downtown. There is always something to see and lots of interesting people to observe.

Trailblazers—If you like basketball, the Portland Trailblazers are the nearest NBA team to Seattle. You can buy tickets online at <http://www.nba.com/blazers/> to watch them play at the Rose Garden Arena.

Pedal Bike Tour—To experience Portland like a native, hop on a bike with Pedal Bike Tours for a spin through the city's history, coffee houses, food, architecture and bike-friendly lanes to see why Portland is America's Bicycle Capital.

Nike Headquarters—Nike's main headquarters are in Beaverton, just a short drive away from downtown Portland. It is a beautiful campus with many buildings, facilities, and statues dedicated to famous athletes and employees of Nike.

Multnomah Falls—The tallest waterfall in Oregon, located on the side of the Columbia River Gorge approximately 30 miles from downtown Portland. There is a foot path leading up to the falls as well as many trails to explore in the area. You will need to take a tour or drive a car to get there, as there is no public transportation that goes out to the Falls.



Travelling to Canada

Victoria, British Columbia

Visiting Victoria is a fun and interesting experience. There are many things to see and do in Victoria. It is located on Vancouver Island, so getting there takes some planning. The options are below.

Victoria Clipper—leaves from downtown Seattle three times each day and goes directly to Victoria in about 2 ½ hours. The cost is fairly high. This is a passenger-only boat, so you cannot take your car with you. Call 206-448-5000 or check out www.victoriavacations.com for more information.

Washington State Ferry—leave from Anacortes, about a 2-hour drive north of Seattle. Except during the summer there is only one ferry to Victoria each day, which leaves around 8:30 AM. To get on you must arrive EARLY, around 7:00 AM. The ride takes 4 hours. You can take your car on this ferry. Call 464-6400 or <http://www.wsdot.wa.gov/ferries/> for more information, current schedule, and prices.

Victoria Line—leaves from downtown Seattle, next to the Washington State Ferry Terminal and goes directly to Victoria in about 4 ½ hours. Currently, this ferry only operates during the summer and has one run each way daily. You can take your car on this ferry. Call 1-800-668-1167.

Black Ball Ferry—leaves from Port Angeles on the Olympic Peninsula and goes directly to Victoria in about 2 hours. During the summer there are four runs daily; in winter, only two.

Gray Line Bus—the bus also takes the Washington State Ferry, but you do not have to do the driving. Contact Gray Line at 206-626-6090 for more information.

Vancouver, British Columbia

Vancouver resembles Seattle in many ways, but also has its own exciting sights. Getting to Vancouver is easier than getting to Victoria. You can drive there, fly there, or take a bus or train. To make bus or train reservations, contact:

Greyhound Bus: 206-628-5510 or <http://www.greyhound.com>

BoltBus: 1-877-265-8287 or <https://www.boltbus.com/>

Amtrak Train: 1-800-872-7245 or <http://www.amtrak.com>

Before you leave to visit Victoria, Vancouver, or anywhere else in Canada, make sure you read the information about immigration/visas found in the immigration section of this handbook.

Places to Visit in Victoria

The Butchart Gardens— There is always something beautiful to see in the gardens no matter what the season. In addition to flowers and plants, there are statues, birdhouses and seasonal concerts.

Royal British Columbia Museum— Since 1886 this museum has preserved and shared the human and natural histories of British Columbia. Discover the famous First Peoples, Natural History and Modern History Galleries.

Chinatown— The Chinatown in Victoria, British Columbia is the oldest in Canada and second in age only to San Francisco's in North America. Chinatown has many hotels, bars, restaurants, theatres, and shopping areas nearby.

Market Square—One of Victoria's oldest landmarks, Market Square is one block south of Chinatown. With more than 35 independently owned and operated local businesses, chances are you'll find something you like at Market Square.

Inner Harbor—This scenic patch of waterfront is the location of Victoria's many tourist attractions, restaurants and shopping. For a special treat, have afternoon tea at the grand Empress Hotel or board a ferry for a harbor tour.

Fairmont Empress Hotel— The Fairmont Empress is one of the oldest and most famous hotels in Victoria. It is known for its classic Edwardian afternoon tea service during the summer months.

Parliament Buildings—The majestic Parliament Buildings are home to the Legislative Assembly of British Columbia and are open to the public year round. Visitors are welcome to join one of the regular guided tours or to explore the buildings on their own.

Beacon Hill Park—This park is beautifully landscaped and maintained with bridges, lakes and ponds, and an alpine and rock garden. Attractions in the park include the Beacon Hill Children's Farm, sports fields and playgrounds, and what was once the world's tallest totem pole.

Victoria Bug Zoo—This unique "zoo" lets you get a closer look at some of the world's most exotic insects.

Places to Visit in Vancouver

Granville Island—Almost a city within a city, Granville Island is a good place to browse away a morning, an afternoon, or a whole day. Be sure to stop by the Granville Public market where you can wander through a busy public market jammed with food stalls, shop for crafts, take in a show, rent a yacht, or go for a stroll along the waterfront.

Gastown—The oldest commercial district in Vancouver, Gastown is a refreshing mix of old and new, downhome and upscale, a place for tourists, Vancouver residents and office workers alike.

University of British Columbia (UBC)—Everyone is welcome to come to UBC and use the facilities. Whether you want to walk in the gardens, visit a museum or gallery, watch a performance, go swimming or stay the weekend, you can find it at UBC.

Museum of Vancouver—This museum includes in its collection artifacts collected from around the world by Vancouver residents, such as a mummy purchased in Egypt during World War I and cultural artifacts collected locally from the 19th and 20th centuries.

B.C. Place—Home of the BC Lions, this all-weather stadium seats 60,000 people. From professional soccer and football games to home, boat, and auto shows, the biggest events happen here.

Capilano Suspension Bridge—Visitors can cross this 450-foot suspension bridge, stretching across the Capilano River Canyon, and relax in a beautiful park afterwards.

Stanley Park— is operated by the city of Vancouver and is a jewel in the city with a wonderful mix of cultivated gardens, playing fields, recreational space and densely wooded forest.

Sunset Beach—This beach has lifeguards on duty in the warm months. Biking, walking and inline skating paths wind above the beach area, leading to Stanley Park in one direction and Yaletown in the other.

Queen Elizabeth Park—Queen Elizabeth Park is the second most visited park in Vancouver and it has many activities available, including golf, tennis, lawn bowling, disc golf, an extensive outdoor arboretum and the indoor Bloedel Floral Conservatory.

Grouse Mountain—Just 15 minutes from downtown Vancouver, this rugged mountain attracts locals and tourists alike. During the summer, visitors enjoy hiking and mountain biking. In winter, there's skiing, snowboarding and sleigh rides. The Mountain also features a refuge for endangered wildlife.

Time Zones of the U.S.



There are four time zones in the U.S.
They are the Pacific, Mountain, Central, and Eastern time zones.

Daylight Saving Time

In the U.S., we also have daylight saving time (DST). This is when the clocks are temporarily advanced in order to have more daylight in the afternoon. In March, clocks “spring forward” one hour (meaning that you lose one hour), and in November they “fall back” (meaning that you gain one hour).

If your country does not observe daylight saving time, remember that this will affect the time difference between your country and the U.S. For example, there may be an 8-hour time difference during part of the year, and a 9-hour difference during the rest of the year.

For more information about the history and rationale of Daylight savings time, check out http://en.wikipedia.org/wiki/Daylight_saving_time or <http://www.webexhibits.org/daylightsaving/b.html>.