

International Student Handbook



LARAMIE COUNTY
COMMUNITY COLLEGE
WYOMING

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LARAMIE COUNTY COMMUNITY COLLEGE

www.lccc.wy.edu

About LCCC

Laramie County Community College was established in 1968 and offers first-class academic and career training opportunities with more than 85 programs of study. LCCC has programs designed for students who want to transfer to a four-year college after taking their basics at LCCC, earn an associate's degree or certification, or take an evening class to learn new skills. Opportunities abound not only

academically but socially as well. Students can get involved in one or more of the 35 clubs and teams and participate in the many student activities scheduled throughout the year.

LCCC's main campus is in Cheyenne with a branch campus in Laramie and outreach sites in Pine Bluffs and F.E. Warren Air Force Base. For more information, call 800.522.2993 or 307.778.LCCC.

Wyoming History

The history of Wyoming goes back nearly 11,000 years, when the earliest settlers were believed to have lived in what is now Wyoming. Various Native American tribes – such as the Arapahoe, Cheyenne, Sioux, Shoshone, etc. – have occupied this area for centuries, and many places in the state now have names that originate from these tribes. European settlement began in the 17th century, and as this country was growing, Wyoming became a part of many different territories. As the early European Americans moved westward, many trails passed through Wyoming territory, and many (including the Oregon Trail and the Mormon Trail) came through what is now Sweetwater Country. These trails brought many people through Wyoming, although few stayed. Much of the early expansion into Wyoming came as a result of the fur trade.

The westward expansion through what was Indian Territory brought much conflict between Europeans and Native Americans. These conflicts culminated in the late 1800s and by 1880, most American Indians were relegated to life on the reservations. Soon coal was discovered in Wyoming territory, and with it came the Union Pacific Railroad. European

Americans followed these progressions. Along with the railroad, gold was discovered, and the white population soon increased. In 1890, Wyoming became a state. In its constitution, women were given the right to vote – this earned the state the nickname “The Equality State.” However, this inclusion was mainly there simply to increase population. Cheyenne continued to serve as the state governmental headquarters.

Mineral extraction – most notably oil and coal – became a major industry in the early 20th century. Wyoming was also home to huge cattle ranches and served as an open range for many years. Both of these industries brought conflict to the new state. Many pioneers came to Wyoming with the promise of land from the Homestead Act of 1862, which gave a person 160 acres for agriculture if he would use it and live on it. Irrigation expanded the agricultural industry, as well. In the 1930's, Wyoming suffered – as did all states – in the Great Depression. The state's industries were revived largely by World War II, which increased demand for both the mining industries and for agriculture. Mining continues to be the biggest industry to Wyoming to this day, after setbacks in the 1980's.

Life in the United States

Culture Shock

When you leave all of the familiar things of home, you may encounter many new and confusing situations. These situations create stress and the reaction to this stress is called “culture shock.”

Some of the differences between home and your new life are obvious:

- Language
- Food
- Climate
- Educational system
- Religion
- Absence of family and friends

Other differences might not be obvious:

- Relating to faculty
- Decision making
- Leisure time
- Conflict resolution
- Expressing feelings and emotions
- Meanings of hand, face and body movements

Your body and mind may react in unusual ways to the stress and confusion of a new culture. Some reactions you experience may be:

- Feeling isolated or alone
- Sleeping too much or tiring easily
- Finding it difficult to sleep
- Suffering body pains
- Wanting to return home
- Feeling angry toward people here

How can you adjust and make a successful transition to living in a new culture?

- Understand there are and will be uncertainties and confusion.
- Observe how people act in situations that are confusing to you. Avoid judging things as right or wrong; merely different.
- Remember ways you have been able to reduce stress in the past and apply those methods in your present situation.
- Believe that you can make a satisfactory transition.
- Try meeting people whose cultural backgrounds are not the same as yours. Avoid having friends only from your country. Do maintain strong personal ties with your culture.

Privacy & Autonomy

- Most Americans value their privacy and autonomy. They enjoy having their own private space that they are able to call “home” and spend time alone, if they wish. While people want a caring family to lend support and stability in their lives, it is typical for young people to want to spend time with their friends and peers for activities. This is not to say they don’t value their families. However, the American culture is steeped with media images that equate maturity with being able to make independent decisions on one’s own. Peer groups are typically where young people are able to make these kinds of decisions for the first time.
- Young people also sometimes move away from their family to begin a life on their own. Because the US is so vast, it is not unusual for a family to find itself spread out across many states as the children in the family grow up and move on to new schools or careers. This is a perfectly natural step for a young person in America and is often seen as a bold move forward in their decision-making abilities. Many Americans consider this ability to make their own decisions in life very important and seldom want outside interferences.



College Classes

Classes are taught at LCCC in several different ways, depending upon the course material and/or instructor. Some of the most common methods include:

- **Lecture.** Lectures are the most typical, with the instructor standing at the front of the classroom and lecturing to the students as they take notes. At LCCC, no class is over 40 students, but some larger universities may have lecture halls holding hundreds. The instructor usually follows a prepared outline and uses films, slides, or other visual aids within their presentation. Students must take notes during lecture because often the lecture material will not be in the required reading texts but will be part of an exam.
TIP: Sitting in the front rows may help you if your English still needs improvement.
- **Class Discussion.** At larger universities, this is typically a supplement to a lecture class. Classes with discussion are usually small

and encourage discussion and debate with the instructor and fellow students.

- **Laboratory Class.** These are typically combined with lectures or lecture discussions and are usually part of a science or professional course. Laboratory classes (also known as “labs”) allow students to apply their knowledge in a practical setting. Usually you will work with a partner. While labs are combined with other classes, they are often kept separate for registration, testing and grading. Some labs are required and will be indicated as such in the class schedule.
- **Independent Study Class.** These are unusual for international students. This is usually set up as an individual decision between a student and faculty member that will work closely together. These classes often require extensive reading or experimentation on a specific subject that will lead to a written report at the end of the semester.

COMMON TERMS

Academic dishonesty– receiving illegal help on an assignment, quiz, examination, or paper.

Academic freedom– the right that instructors have to study and teach controversial topics and unpopular points of view. Students’ civil rights and safety must be maintained.

Accreditation– how a school is judged on merit of its programs. LCCC is accredited by North Central Association of Colleges and Secondary Schools.

Attrition– refers to the number of students that drop out (quit school) each semester or year.

Credit hour– the unit of measurement in higher education. It measures depth of the course content and the amount of time the course meets.

Drop/Add– refers to dropping or adding a class after registration. There are specific dates that signify the end of drop/add and these are listed in the class schedule. If you decide that you do not like a class, you cannot simply quit attending. You must drop before this date or else the grade “F” will be recorded on your transcript if you quit attending class.

GPA– an abbreviation for Grade Point Average. The points are assessed for each class per credit and then averaged together. An “A” grade is four points; a “B” is three; a “C” is two; a “D” is one and an “F” is zero.

In general, a student must maintain at least a 2.0 GPA to remain in good academic standing.

Incomplete– the grade of “I” is given only under exceptional circumstances which make it impossible for a student to complete all requirements for a course by the end of the semester. Uncompleted course work must be completed by the end of the following semester.

Plagiarism– copying someone else’s work and presenting it as your own. This can include copying from books, magazines and people. If you use someone else’s words or ideas you must give them credit.

Prerequisite– a preparatory course that students are required to take before they take another course.

Probation– a warning that your GPA or behavior is not acceptable to the school. Probation gives you a chance to make changes; if you don’t, you may be suspended or dismissed from school.

Syllabus– another term for course outline. Usually instructors hand out a syllabus on the first day of class. It will have important information about the class and usually includes required texts, information about the instructor such as office hours and telephone number, an outline of topics, a tentative schedule and grading requirements.

Who to see on campus

The Advising and Counseling Center

Find the answers to many of your questions in LCCC's Advising and Counseling Center. Advisors are available on a daily basis to help you set up a class schedule, check into your options for transferring to a university or just to make sure you are on the right track for your degree program. Our Licensed Professional Counselors can provide individual counseling and career exploration counseling on a one-on-one basis, addressing issues such as stress management, adjustment to college or being away from home, relationship issues and more. Call 778.1213 or stop by the Advising and Counseling Center in the Student Services building for more information.

Disability Resource Center

LCCC Students with documented disabilities will find services and adaptive equipment to reduce mobility, sensory and perceptual problems in the DRC. The DRC provides confidential assistance for students with special needs. All DRC services are free of charge for LCCC students.

The DRC maintains a library of resource information for students interested in disability issues such as college scholarships for students with disabilities, ADA facts and regulations, tips for college students with ADD and/or learning disabilities, recordings for the blind and dyslexic, women's issues, men's issues and much more.

Students who have questions or wish to make arrangements for DRC services should make an appointment at 778.1359. For students who are deaf or hard of hearing, the TTY number is 778.1266.

Career Center

Does your student need a job or need college credit for their job? If the answer is yes, the Career Center is the place to go. At the Career Center, you can find full and part-time job listings from local area employers as well as on-campus job listings. Transferring to a four-year college is made simple in the Career Resource Library. Students can find information on the college of their choice by looking through all US college and university full-text catalogs on CD-Rom. The Choices career software has a database of more than 7,400 colleges, universities and technical schools that can be searched by criteria such as major, tuition, costs, location and scholarships offered.

The Career Center staff can assist students with resumes and interviewing skills as well as access to their library with excellent resources on these subjects.

Student Success Center

College classrooms can be intimidating and the course work can be more difficult than a college freshman is used to. The Student Success Center is designed to help all students succeed in their college endeavors. The Student Success Center assists students in developing effective study habits, learning methods and higher level thinking skills to complete their educational experience.

The tutors in the Center are student peers, community volunteers and faculty/staff. They can be seen short term, long term or for small study groups.

There are many resources available such as regular instructional workshops and self-help materials that include videos, audio tapes, computer software, workbooks, handouts and a study lounge.

IMPORTANT PHONE NUMBERS

Admissions	778.1357
Advising Center	778.1213
Bookstore	778.1114
Campus Security	778.1122
Career Center	778.1132
Counseling	778.1213
Exam Lab	778.1274
Financial Aid	778.1215
Gym/PE Department	778.1385
Library	778.1205
Residence Hall	637.2498
Student Computer Center	778.4357
Student Life	778.1108
Student Records and Registration . .	778.1239
Student Success Center (tutoring) . .	778.4315

Housing

On-campus Housing

Most of the on-campus housing procedures will be explained to you in detail when you first arrive and a handbook for housing will be given to you. However, there are a few things you should remember when planning to live on-campus

- All rooms are fully furnished; furniture cannot be moved out of your room.
- The meal plan is required.
- The cafeteria is closed during holidays, vacations and on Saturdays and Sundays that fall within these vacation periods.
- Rooms are assigned on a first-come, first-serve basis.
- You must move out of the hall over winter break.

Off-campus Housing

There are many responsibilities that come with living off-campus. The college does not inspect properties or interview landlords before you rent. The contracts that you sign are completely your responsibility and the college cannot mediate or settle disputes.

- After you decide on an apartment or house, make sure you don't sign anything until you understand it completely. Ask for everything to be put into writing. Keep a copy of the lease for your records.
- Pay close attention to the rules concerning noise, pets, smoking, parking and overnight guests.
- Confirm who will be responsible for utility costs, including water, gas, cable and electricity.
- Consider investing in homeowner's or apartment insurance. The premiums of this insurance are usually very low and will cover loss of your belongings due to theft or fire.

COMMON TERMS

Deposit– amount of money that you are required to give to the landlord upon renting the apartment or house. This money will be returned after you leave the rental provided you have followed the terms of the lease and there is no damage to the property.

Eviction– the renter is removed from the rental property.

Furnished– the rental has furniture provided.

Landlord– person who owns or manages the rental.

Lease– legal document that is signed by both the renter and landlord that represents the agreement about the rental. It usually specifies the amount of time you will be renting and the amount of rent. It may also include rules.

Unfurnished– indicates there is no furniture in the apartment.

Utilities– gas, electricity, garbage collection and water.

Housekeeping in America

Caution–keep all cleaning agents out of the reach of children! Many contain poisons.

Do not mix various cleaners in hopes of getting something that will work better or clean more quickly. Certain compounds will release poisonous gas when mixed.

Bathroom

Cleaning the toilet bowl: Pour cleaners in the water, let stand for a few minutes then use a toilet brush to clean the toilet bowl. Be careful not to get these cleaners on your hands; use them only on the inside of the toilet.

Cleaning sinks, counters, bathtubs and toilet seats: use a cleaner and wipe down.

Kitchen

Cleaning pots and pans: When cleaning Teflon pans, use special plastic pads that will not scratch the finish. Also, to clean Corning Ware and Pyrex dishes and casseroles, use a polishing cleanser

Cleaning Appliances and counter tops: Fantastic, "409" and Clorox wipes are some products to use.

Cleaning dishes: Use liquid detergent.

Dishwashers: All, Cascade, Electrasol are automatic dishwashing detergent brand names. *Please note: NEVER use regular dish detergent in your dishwasher.*

Shopping

Food Purchases

Many of the meals you eat will probably be in the Filling Station, the cafeteria on campus, especially if you live in the Residence Hall. However, if you are living off-campus, you may need to prepare some of your own meals or prepare meals with others. Most grocery stores will carry what you are looking for, with a wide selection and low prices. Convenience stores (such as gas stations with snacks in the store) only have “fast food” or quick purchases and tend to be more expensive than the regular grocery store. There are several grocery stores throughout Cheyenne, including Albertson’s, King Soopers, Safeway and more.

Miscellaneous Purchases

Many items other than food – toiletries, cleaning products, etc. – are available at the grocery store, too. There are also discount department

stores with low prices and wide selection, such as Target, Wal-Mart, K-Mart and others. Shops are available all throughout Cheyenne, ranging from the Frontier Mall on Dell Range Boulevard to downtown to the entire stretch of roads like Lincolnway and Pershing. If you are living on-campus, a list of items to bring with you will be included in your information packet. If you are living in an apartment, some of the purchases you will want to consider for your cooking needs include:

- Cups or glasses
- Plates
- Cutlery
- Napkins
- Pots and pans
- Can opener
- Paper towels
- Dish soap and dish towels
- Knives and other cooking utensils

Banking Services

Most people in the US keep their funds in a bank or credit union. It is not considered safe to keep large sums of money at home. International students should consider opening a savings account and a checking account to make purchasing in the local area easier.

COMMON TERMS

Balance– The amount available in your bank account.

Bank Statement– A periodic statement of your account that is sent to you to show all deposits made, checks written and other charges during the period covered.

Bargaining– Most sellers in the US do not bargain, although car salesmen, antique dealers and people who hold garage sales are some that do. The price listed on an item is the price you are expected to pay.

Checks– The printed form used by a bank customer that orders the bank to pay money from the account.

Deposit– money added to a bank account.

Overdraft– when you take out more money than you have in your account. You will be charged a fee for the processing involved. It is illegal to write checks for more money than you have in your account.



Visa Information

Definition of an F-1 Student

An F-1 student visa classification is a nonimmigrant visa issued to a person entering the United States to pursue a full course of study at an approved academic institution. To remain in status, the student must maintain full-time status, a minimum of 12 credits per semester. When the academic program has been completed, the student returns home. An F-1 student is subject to all rules and regulations as outlined by the Immigration and Naturalization Service.

Required Documentation

Foreign students must have the following documentation while living in the United States:

- F-1 Visa issued by the American Consulate in your country.
- Passport valid for six months beyond your intended date of departure.
- I-20 issued by LCCC (you must arrive at LCCC by the date reported on the I-20 document).
- I-94 issued by the US Citizenship and Immigration Services (USCIS) upon point of entry in the US.

Temporarily Leaving the United States

If you plan to leave the United States, you must have your current unexpired I-20 signed or obtain a new I-20 (or IP-66) in order to return to the country. You can get these forms at the International Student Office; at least two weeks notice should be given. The forms must be presented upon re-entry into the United States. Do not leave the country without Sara's signature or you may have problems returning, and that would be unfortunate.

Additional Information

If you have questions about your visa or other immigration policies, contact the nearest district office of USCIS:

Immigration and Naturalization Service
Denver District Office
4730 Paris Street
Denver, CO 80239

The University of Wyoming, a nearby college separate from LCCC, will offer legal aid to immigrants. They represent aliens seeking asylum (but will not represent accused criminals).

Wyoming Legal Services
c/o University of Wyoming College of Law
PO Box 3035
Laramie, WY 82071
307.766.2104

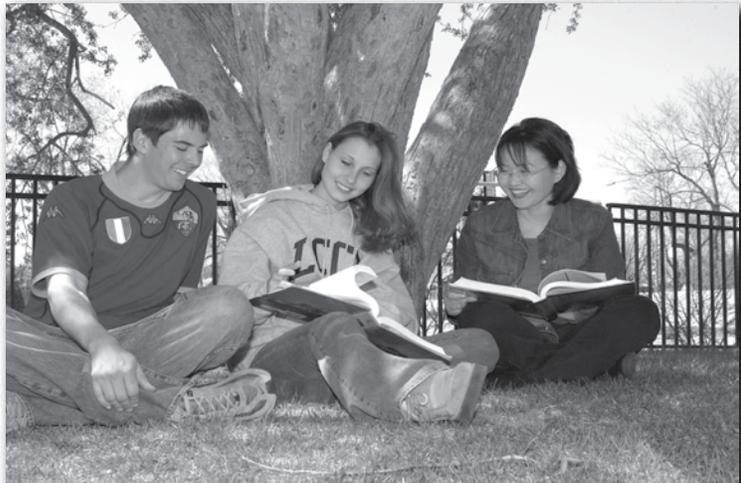
Requirements to Retain Status

It is your responsibility to make sure your status is maintained by the following:

- Maintain full-time status (12 credit hours per semester, minimum).
- Remain in good academic standing, meaning you must have a grade point average of 2.0 or higher each semester.
- Maintain a valid passport while at LCCC (renewals should always be started at least six months in-advance of the expiration date).

If you are concerned that you may be out of status, contact the International Student Office; reinstatement to status may be required through INS. Failure to maintain status can be costly and time consuming, sometimes resulting in requiring you to return home. It is in your best interest to be sure to maintain your status. You will be considered out of status for the following:

- You work off campus without INS authorization.
- You do not maintain full-time status (12 credit hours per semester, minimum).
- If you are an F-1 student and let your I-20 expire (renew this at least two months in advance).
- You are not attending the school listed on your I-20 when you entered the United States.
- Your I-20 has expired more than 60 days. Please monitor the expiration date on line five and being the renewal process at least two months prior to the date the stay will expire.



Working in the United States

Regulations for employment may differ in different visa categories and may change over time – consult the International Student Office before working. Engaging in unauthorized employment is illegal and is punishable by deportation. Working forms and information is available at the INS website:

Rules and Regulations

- International students are limited to working a maximum of 20 hours per week on campus during the fall and spring semester.
- International students can work up to a maximum of 40 hours per week during the summer and winter break.
- International students are limited to working only on campus.
- International students can work off campus only if they are on curricular/optional practical training, academic training, or have an economic hardship work permit (see below for more information).
- International students must be in F-1 status for at least one academic year before they can apply for CPT/OPT, academic training or an economic hardship work permit.

Social Security Number

Any person employed in the US, including employment on-campus, must have a Social Security number.

Social Security Card

- You must first find a job and be hired before the appropriate letters can be written for a SS#.
- You must see the international student advisor for the paperwork needed to obtain a SS#.
- A social security card is no longer issued for the following situations:
 - Obtaining a drivers license
 - Opening a bank account
 - Applying for a credit card
 - Applying to rent an apartment or home
 - Filing federal or state taxes

Economic Hardship Work Permit

This work permit only allows for students to work off campus for a maximum of 20 hours per week during the fall and spring semester.

- You must make an appointment with the international student advisor to discuss your application.
- The international advisor makes a recommendation to USCIS but does not authorize employment.
- The financial problems must be due to unforeseen circumstances beyond your control. The financial problem must be documented and show a substantial need.
- Documentation should be included to

support the application.

- You may not apply until you have been in F-1 status for one academic year and are in good academic standing.
- You **MUST** make a good faith attempt to find a campus job first. If on-campus employment is unavailable or insufficient, be able to document this.
- If USCIS approves the application, an Employment Authorization Document (EAD) will be issued. You may not find employment until the EAD card has been issued.
- Employment is restricted to 20 hours per week when school is in session and 40 hours per week during vacation periods.
- Acceptance of employment must not interfere with carrying a full course of study.

On-campus Employment Process

- A. Student applies for campus employment with the Career Center
- B. Student interviews and receives job
 1. If no Social Security number
 - a. Receive letter of employment from employer
 - b. Receive letter of employment eligibility from PDSO or DSO
 - c. Take letters, I-20, passport and Social Security application to Social Security Office and apply for number
 2. If they have a Social Security number, they inform the PDSO of their employment for SEVIS tracking purposes
- C. Student signs employment verification and statement of agreement in the international office to be filed with Human Resources.
- D. International students
 1. Abide by USCIS employment guidelines
 2. Inform PDSO of employment changes, including end of employment.

Taxes

All F visa holders must file a federal income tax return with the US Internal Revenue Service (IRS), even if they have no source of income. Those with US source of income must file by April 15th. Those without a US source of income must file by June 15th. Keep all your bank statements and records for five years. International students should file a 1040-NREZ form for non-residents.

Specific information and tax forms and hand-outs are available from the Internal Revenue Service at 5353 Yellowstone in the Taxes Room 209 in Cheyenne. If you go to the IRS office, you will get assistance in filling out your tax forms.

Health Issues

Insurance

All international students are required to have medical insurance at all times. Health care in the US is expensive. To get care for a major accident or illness can cost thousands of dollars. Health care in the US is different than in most other countries in that physicians do not work for the government. People pay for their own insurance.

Going to the Hospital

If you do not have an emergency, you should not visit the emergency room. Visiting the emergency room of the hospital can be very expensive. If you go there and do not have an emergency, your insurance will not cover it.



Transportation

Getting a Driver's License

The state of Wyoming requires every driver to be licensed and insured in order to operate a motor vehicle. If you have a valid International Driving License, then you do not need to obtain a Wyoming driver's license. If you wish to obtain a Wyoming driver's license, then you must take a written and driving exam from the Department of Transportation. You must have your passport and visa. The license costs \$20. You can study for the written test from a booklet called "Wyoming Rules of the Road." You will need to get a vision screening to determine whether you meet the minimum visual requirements. The driving test consists of usual driving maneuvers that demonstrate your ability to operate a motor vehicle safely. You must provide the automobile for this test. It is illegal to drive without a valid driver's license.

**DO NOT DRIVE WITHOUT
A VALID DRIVER'S LICENSE!**

Car insurance and Registration

Insurance is required before you register your car. You must have insurance to drive an automobile. Wyoming State Law requires you to have proof of insurance in your car at all times. Insurance may be costly, but it might be cheaper if you have a Wyoming driver's license.

"ALL MOTORISTS ARE REQUIRED TO PRODUCE PROOF OF LIABILITY INSURANCE WHEN STOPPED BY A LAW ENFORCEMENT OFFICER. A PERSON CONVICTED OF OPERATING A VEHICLE WITHOUT LIABILITY INSURANCE IN EFFECT WILL BE REQUIRED TO FILE AND MAINTAIN PROOF OF FINANCIAL RESPONSIBILITY FOR THREE YEARS. FAILURE TO DO SO WILL RESULT IN SUSPENSION OF DRIVER'S LICENSE AND DRIVING PRIVILEGES."

Registration:

When you purchase a car from a dealer, arrangements will be made for you to obtain a title. If you purchase the car from an owner, be sure to get a properly notarized, lien free title. You must obtain a title in your name from the County Clerk's office at the Laramie County Courthouse. Once you receive your title, you must obtain license plates and registration for the County Treasurer's Office, also in the courthouse. You must provide proof of insurance for the vehicle to complete this process.

Steps to follow after buying a car:

A. Purchase

1. Make sure to get a title
2. Pay no money before the title is signed and notarized

3. Obtain a receipt for the purchase or a Bill of Sale
- #### B. Insurance
1. Find an insurance agent. Show them the following:
 - a. Driver's license
 - b. Title or registration of vehicle
 - c. Deposit for the insurance
 2. Get insurance verification from the agent. You will need this when you register the car
- #### C. Registration
1. Go to the County Clerk's Office at the Courthouse and take:
 - a. Properly signed and notarized assigned title
 - b. Receipt of purchased or Bill of Sale
 - c. Vehicle Identification Number (VIN) inspection if the title is from another state
 2. Go to the County Treasurer for license plates

Owning a Car

Owning a car can be convenient as it permits you to take trips that might otherwise be impossible. However, as an international student that will be in the US a short time, you may find the problems of purchasing and maintaining a car outweigh the conveniences. Also, when you are ready to leave the US and sell the car, you will probably be offered a lot less than you paid for it. If you are determined to purchase a car, please do so carefully.

Buying a car

Know your price range.

- Research the car you are interested in at a site such as Kelly Blue Book www.kbb.com to determine a fair price.
- Buy from a reputable automobile dealer who can give you a full guarantee.
- If buying from an individual, pay no cash until you have obtained a signed and notarized title.
- Check the guarantee; make sure you know what is and isn't covered.
- Bargain; don't assume the listed price is the one you must pay.
- Try to avoid buying a car that has been repainted as that is sometimes done to conceal damage from an accident.
- Take the automobile for a test drive.
- Check the tires to see if there is uneven wear.
- Have a qualified mechanic inspect an used car prior to buying it. Ask the LCCC auto department for a check.

Wyoming Winter Problems and Suggestions

Wyoming weather can have different effects on your body. Here are some things you may encounter due to high winds or cold winters and tips on what you can do about them.

Dry Skin: A combination of cold weather and the dry heat found in most campus buildings in winter can result in dry or itchy skin. *TIP: Use a hand and body lotion after bathing.*

Chapped Lips: Lips can become dry and sore if exposed to extreme conditions such as too much sun or high winds. *TIP: A lip balm will prevent dryness and help heal already chapped lips.*

Wind burn: Prolonged exposure to a strong, cold wind can be dangerous to your skin. *TIP: Keep all exposed skin covered, especially the ears, face and hands.*

Frostbite: This is a dangerous condition affecting uncovered skin that has been exposed to extreme cold for a length of time. Symptoms of mild frostbite include tingling and pain as well as some swelling and throbbing. *For mild frostbite, bathe affected area in warm (not hot) water.* Symptoms of severe frostbite will actually move beyond pain to total lack of feeling as well as loss of color due to lack of blood circulation. *Severe frostbite required immediate medical attention.*

Static Electricity: Small sparks and shocks when people touch each other or metal. *TIP: Wear rubber soled shoes.*

Static cling: This is a kind of static electricity that causes clothing to stick to your body. *TIP: Use a liquid fabric softener on clothes in the washing machine or fabric softener sheets in the dryers.*

Body Heat Suggestion: If you are very cold, body movement generates heat.

Clothes Suggestion: In cold weather, wear several layers of warm clothing. Several light layers provide more warmth and protection than one heavy layer. Keep your head, hands and feet well covered.

Wind Chill: During winter, the weather forecast will mention the temperature and “wind chill factor.” The wind chill is a measure that shows what temperature the weather feels like due to high or strong wind on a cold day.

Wind Chill Chart
effect of wind on calm air temperatures

Temp (F)	Wind Velocity in Miles Per Hour (MPH)						
	5	10	15	20	25	30	35
35	33	21	16	12	7	5	3
30	27	16	11	3	0	-2	-4
25	21	9	1	-4	-7	-11	-13
20	16	2	-6	-9	-15	-18	-20
15	12	-2	-11	-17	-22	-26	-27
10	7	-9	-18	-24	-29	-33	-35
5	1	-15	-25	-32	-37	-41	-43
0	-6	-22	-33	-40	-45	-49	-52
-5	-11	-27	-40	-46	-52	-56	-60
-10	-15	-31	-44	-52	-58	-63	-67
-15	-20	-38	-51	-60	-67	-70	-72
-20	-26	-45	-60	-68	-75	-78	-83
-25	-31	-52	-65	-76	-83	-87	-90
-30	-35	-58	-70	-81	-89	-94	-98



Legal and Illegal Activity

It is simply impossible to list all or even a small portion of the laws and ordinances that must be followed while living in the United States. If you are unsure whether an activity is legal or illegal, talk with someone you trust, such as a staff or faculty member or fellow student, to be sure you are not breaking the law. Below is a list of laws that may be applicable to you. In the event that you violate a law and that violation results in a citation, arrest or other legal action, LCCC cannot provide legal representation for you.

Your Civil Rights

Foreigners living in the United States are subject to the same laws as citizens and therefore are also guaranteed the same civil rights (read the US Constitution for a complete list of guaranteed rights). In the constitution, the Bill of Rights, the first ten Constitutional amendments, guarantees protection against improper arrest, search and/or seizure. You have the right to remain silent if questioned by authorities and the right to retain an attorney for defense in a courtroom. If you cannot afford an attorney, the court will appoint one for you. If accused of a crime, you are innocent until proven guilty; the prosecution must prove beyond a reasonable doubt that you are guilty rather than you needing to prove that you are innocent.

If you are having legal issues, contact the International Student Office immediately, especially if you believe that you may be subject to deportation. There are some infractions of the law that will order your deportation. This applies in two main categories:

- A. Violations of the requirements and conditions for entering the United States.
- B. Misconduct within the United States (most often applicable with drug laws).

Chemical Laws and Policies (alcohol, drugs, etc.)

United States liquor laws are set by each state, but laws regarding illegal drugs are federally mandated. Wyoming outlaws the purchase and consumption of alcohol for people under the age of 21. For persons 21 and over, purchase and consumption of alcohol is legal, but there are laws regarding this as well. Persons over 21 cannot provide or purchase alcohol for those under 21. Public intoxication or driving while intoxicated are also against the law. There is a legal limit as to how much alcohol you may drink and still drive; however, because it is difficult to determine for yourself, we urge you not to drive if you have had anything to drink.

If you are 21 or over and plan to drink at a bar or restaurant, you should bring a picture identification that will prove your age. Most places that serve alcohol will require this identification or you will not be served because they will be prosecuted by the law if they serve alcohol to someone under 21.

For drugs, people may only possess and/or consume drugs that are prescribed by authorized medical personnel or government-approved medicine that you buy at a pharmacy. Drug laws in the US are very strict and breaking them may result in deportation.

LCCC is a dry campus, meaning it prohibits the sale, possession, manufacture, use or distribution of alcohol and/or illicit drugs on its property or within college sponsored activities and events.

No Smoking Ordinance

All buildings on the LCCC campus are smoke-free. You may smoke outdoors.



Holidays

The US celebrates a variety of holidays in a variety of different ways. There are legal holidays, and for these the government (including LCCC) and most businesses are closed. Some are state holidays, and are celebrated only within particular states. Others are simply customs, in which people celebrate but must still work (sometimes celebrating at work). The US has adopted legislation which moves the celebration of several holidays to the Monday nearest the date of the event the holiday commemorates. This is to create as many three-day weekends as possible. Below is a list of common holidays celebrated in the US:

New Year's Day (January 1st): Beginning the night before (New Year's Eve on December 31st), this holiday celebrates a welcome of the new year. Traditions include counting down the seconds until midnight, drinking champagne and singing the song "Auld Lang Syne." This is a legal holiday; all state and federal offices are closed.

Martin Luther King Day (January – third Monday of the month): This day commemorates the birthday of the Reverend Martin Luther King, Jr. King was an important civil rights leader. In Wyoming, this day is also called Equality Day – it is a state holiday and all state and federal offices closed.

President's Day (February - third Monday of the month): This day honors past US presidents and takes place in February to celebrate the birthdays of George Washington (the 1st president) and Abraham Lincoln (the 16th president). This is a legal holiday and all state and federal offices are closed.

Valentine's Day (February 14th): This is typically a day to celebrate love and romance. Traditions include exchanging gifts with friends and/or significant others, such as chocolate or roses and some people wear red or pink. This is a custom and no offices are closed.

Ash Wednesday (February/March – date varies): This day is the beginning of Lent, a 40-day period of penitence and fasting in some Christian denominations. Participation in this custom varies by religious denomination – some Christians attend a church service during which small ash marks are placed on their foreheads to symbolize man's ultimate return to dust. This is a custom/religious holiday and no offices are closed.

St. Patrick's Day (March 17th): This holiday is dedicated to the patron saint of Ireland. Traditions include parades, parties, and wearing green clothing or shamrocks. This is a custom; no offices are closed.

Easter Sunday (March/April – date varies): This Christian holiday celebrates the resurrection of Jesus Christ. The Friday before Easter is called Good Friday and although it is a religious holiday, many businesses and offices will close early or close altogether. Traditions include dinner with family and/or friends. The holiday is also celebrated secularly through Easter egg hunts for children and candy baskets "delivered" by the Easter Bunny, a fictional character.

April Fools' Day (April 1st): This custom involves playing (usually harmless) jokes or tricks on unsuspecting friends. No offices are closed.

Mother's Day (May – second Sunday of the month): This custom includes giving gifts and cards to mothers and grandmothers. Since it is on Sunday, offices are already closed.

Memorial Day (May – last Monday of the month): This holiday pays tribute to members of the armed forces that have been killed in war, and now also commemorates family and friends who have died. It is a legal holiday and all state and federal offices are closed.

Father's Day (June – third Sunday of the month): This custom includes giving gifts and cards to fathers and grandfathers. Since it is on Sunday, offices are already closed.

Flag Day (June 14th): US flags are flown to honor the adoption of the flag. No offices are closed for this custom.

Independence Day (also known as "The Fourth of July" – July 4th): On July 4, 1776, the thirteen colonies declared independence of British rule and became the United States of America with the signing of the Declaration of Independence. Traditions include picnics and barbecues, fireworks displays, parades and flags. This is a legal holiday and all state and federal offices are closed.

Labor Day (September – first Monday of the month): This is a holiday to celebrate all who work. It is a legal holiday an all state and federal offices are closed.

Columbus Day (October – second Monday of the month): This day honors the landing of Christopher Columbus, an explorer that landed in the West Indies in 1492. It is a federal holiday and all state and federal offices are closed.

Halloween (October 31st): This tradition's roots are in religion (All Saints Day) but is widely celebrated secularly in the US. Traditions include children dressing in costume and "Trick-or-Treat," where the children walk from house to house saying "Trick or Treat" and receive candy. Other traditions include carving pumpkins, decorating with witches, cats and ghosts, and even adults sometimes dressing in costumes for parties. This is a custom and no offices are closed.

Veterans' Day (November 11th): This holiday marks the date of the end of World War I and honors veterans of the armed forces.

Thanksgiving (November – last Thursday of the month): This day began traditionally with the Pilgrims (some of the first settlers in the US) and the Native Americans that already lived there. It is a day of feasting and giving thanks,

gathering with family and/or friends to do so. Traditions include a large meal, watching football and the beginning of largest shopping season of the year. It is a legal holiday and state and federal offices are closed.

Christmas (December 25th): This annual Christian holiday celebrates the birth of Jesus Christ. This is a widely celebrated holiday with feasts, parties and gifts. Some celebrate the night before (Christmas Eve), as well. Traditions include cut coniferous trees in the house with decorations, singing Christmas carols and Santa Claus (a fictional character that "brings gifts"). Many cities and offices will decorate for the holiday. It is a legal holiday and all offices are closed. LCCC closes just prior to this time for Winter Break for nearly a month (until the day after Martin Luther King Day).



