



Shorter University

HANDBOOK FOR CONSULTANTS AND REPRESENTATIVES

Shorter University

Rome, Georgia, USA

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Shorter University Mission Statement

Advancing God's Kingdom through a commitment to academic excellence, spiritual growth, Christian leadership, and global service within the context of a biblical worldview.

About Shorter University

Founded in 1873, Shorter University is a Christian university committed to excellence in education and accredited by the Southern Association of Colleges and Schools to award associate, baccalaureate, and master's degrees. On its hilltop campus in Rome, Georgia, the institution offers a welcoming, nurturing environment where students are educated for life and career.

Hallmarks of the Shorter experience include:

- superior academic programs
- a caring Christian atmosphere
- individualized attention
- opportunities for service and leadership
- an outstanding program of intercollegiate athletics
- a comprehensive study-abroad program
- academic, talent and need-based financial aid

Shorter has about 1,300 students from across the USA and more than 20 foreign countries. In homage to the beautiful hawks that nest around Rome, Shorter's mascot is a hawk. Students will hear faculty and staff cheering them on, "Fly, hawks!"

To visualize campus, see the campus map: <http://www.shorter.edu/map/> and aerial video: <https://youtu.be/UUKa2CMRkUo>

Course Dates and Costs

Semesters run from January-May (Spring Semester) and August-December (Fall Semester). Summer courses are also available. The academic calendar can be viewed here:

<http://www.shorter.edu/calendar/>

Shorter's reasonable tuition has earned it recognition in rankings for college affordability and value. The total cost for tuition, room, meals, books, etc. remains under \$35,000USD per year. A breakdown of costs is available: <http://www.shorter.edu/tuition-and-fees/>

Programs of Study

Bachelor of Arts (BA)

- Christian Studies
- Communication Arts
- Criminal Justice
- English
- English Education • History
- History Education
- Liberal Arts
- Music
- Political Science
- Psychology
- Spanish
- Theatre
- Youth Ministry

Bachelor of Business Administration (BBA)

- Accounting
- Economics
- General Business
- Management
- Management Information Systems
- Marketing
- Sport Management

Bachelor of Fine Arts (BFA)

- Musical Theatre
- Theatre

Bachelor of Music (BM)

- Worship & Music Leadership
- Music Education (P-12)
- Piano
- Piano Pedagogy
- Voice

Bachelor of Science (BS)

- Biology
- Chemistry
- Christian Studies
- Communication Arts
- Computer Information Systems
- Criminal Justice
- Early Childhood Education (P-5)
- Ecology & Field Biology
- History
- Interdisciplinary Studies
- Mathematics
- Mathematics Education
- Middle Grades Education (4-8)
- Natural Science
- Political Science
- Psychology
- Youth Ministry

Bachelor of Science in Nursing (BSN)

Master of Business Administration (MBA)

Master of Management (MM)

For details about majors, minors, and specializations, visit this page:

<http://www.shorter.edu/colleges-schools-departments/>

Student Resources and Support

International students at Shorter have access to all the university resources, including student services, computer laboratories, Livingston Library, and recreational facilities. Wireless internet access is available across most of campus.

Personal counseling is offered by a licensed counselor through the office of Student Support Services. Typical reasons for seeking counseling include depression, problems with friends or roommates, family issues and adjustment difficulties. These services are confidential and voluntary. <http://www.shorter.edu/counseling-services/>



The Tutoring Center at Shorter University offers free tutoring to all students enrolled in undergraduate courses. Students can go to the Tutoring Center for help with specific course content, general academic success skills, and writing skills assistance. Students can attend tutoring sessions on an individual basis or within a group setting. All sessions are led by highly qualified peer tutors who have shown academic excellence in the subject in which they tutor. <http://www.shorter.edu/tutoring-center/>

The First Year Experience office supports freshmen by coordinating First Year Seminar, offering a listening ear, directing to other campus resources and more. Each First Year Seminar has a Peer Mentor, an older Shorter student who will draw upon their personal experiences, creativity, and academic skills to mentor new students during their adjustment to college. The Peer Mentor will assist with the academic, personal, and social development of these students throughout the fall semester.



Faculty and Staff

Shorter's faculty is made up of dedicated, highly qualified professionals. They are all dedicated Christians who care deeply about their students' success and wellbeing. Since the university values those relationships, it is able to keep the student-to-faculty ratio at 10:1. Students should be prepared to participate in class discussions and to interact with instructors outside the classroom as well.

The International Programs Office staff includes the Assistant Vice President of International Programs, the Coordinator of International Student Services, and an administrative assistant. The staff works to ensure that students transition smoothly into life in the United States and provides up-to-date information on relevant immigration policies. Students are welcome to stop by the office, call, or email questions. For urgent problems, they may call the International Student Emergency Line. A member of staff is available 24/7 in case of emergencies.

Applying to Shorter University

To apply to Shorter, students must submit:

1. A completed application through the Shorter website

2. Official transcript to be evaluated by Shorter University (for undergraduate and graduate applications).
3. ONE of the following kinds of evidence of English ability
 - For undergraduate applications:
 - SAT: 450 critical reading / 450 math,
 - ACT: 19, TOEFL: ibt 61/ cbt 173 / pbt 500
 - IELTS: 5
 - Pearson Test of English Academic (PTE Academic) 44
 - A Cambridge English Scale score of at least 160 (Cambridge English Exams: First, Advanced or Proficiency)
 - SAT scores with a minimum score of 450 in each section (Critical Reading & Math).
 - For graduate applications:
 - TOEFL: ibt 68/ cbt 190 / pbt 520
 - IELTS : 5
 - Pearson Test of English Academic (PTE Academic) 47
 - A Cambridge English Scale score of at least 170 (Cambridge English Exams: First, Advanced or Proficiency)
4. Official documentation verified by a banking institution as evidence that the prospective international student, families, and/or sponsors are financially able to support the student for at least the first year of attendance. Acceptability of this documentation is at the discretion of the Primary Designated School Official.

For graduate applicants only:

1. Current Resume
2. A Personal Statement of Objectives that emphasizes how the completion of the Master's program will affect the applicant's professional performance and career goals.
3. Undergraduate grade point average of at least 2.75 for the last 60 hours.

The City of Rome

Shorter University is located in Rome, Georgia, which is in the southeastern part of the US. This part of the country is known for charm and hospitality. With about 36,000 residents,

Rome is the largest city in northwest Georgia. Residents of Rome enjoy the comfort and cost of living of a small town while enjoying easy access to larger city amenities in Atlanta.

Rome is home to two hospitals, a shopping mall, movie theaters, parks, and plenty of restaurants. There are a variety of local festivals and events that happen here throughout the year.

<http://www.venuedog.com/rome> <http://romegeorgia.org/>

Activities for Students

Campus recreation: The Fitton Activities Board provides entertainment opportunities such as films, dances, concerts, and special events for students. Other organizations and activities at Shorter provide avenues for learning, leading, and socializing in a range of interest areas including music, academic clubs and honor societies, service groups, fraternities, sororities, religious groups, and student publications. The campus also has fitness facilities, a disc golf course, and game room.

International programs office: International student orientation and visa assistance are handled through the International Programs Office, which also offers trips and events for international students. Trips include rafting, picnics, excursions to Atlanta and Chattanooga, hiking, shopping, and going to museums. This office also sponsors movie nights and cultural dinners.

Outdoor opportunities: Shorter University is in Northwest Georgia, an area known for hills, rivers, and forests. There are plenty of opportunities here for enthusiasts of hiking, biking, camping, canoeing, kayaking, and stand-up paddle boarding.

Athletics: In intercollegiate athletics, Shorter University competes in the NCAA Division II, Gulf South Conference. Going to watch the football, soccer, and basketball games is a popular activity, even among non-athletes. In addition to university-sponsored teams, students of any skill level can join in the campus intramural sports league and special competition events. <http://www.shorter.edu/intramurals/>

Volunteer and Service Opportunities: Shorter University provides students the opportunity to serve within its community of Rome, Georgia. Many student organizations partner with non-profit ministries in Rome to serve those in need.

Shopping and tourism: Rome is halfway between the cities of Atlanta, Georgia, and Chattanooga, Tennessee. Beautiful Chattanooga is only about an hour north of Rome. The waterfront area is a great place to explore.

Atlanta offers an urban downtown experience with upscale restaurants, shopping, and theaters. It hosted the 1996 Olympic Summer Games, and maintains its connection to the world through multicultural neighborhoods and global headquarters of several

corporations. Two of the most popular tourist sites are right next to each other – Georgia Aquarium and World of Coca-Cola.

Shorter University students often spend Spring Break exploring big east coast cities like Boston, New York City, and Washington DC, or they spend time relaxing on the beaches in Florida.



Code of Conduct

All students are required to follow a code of conduct, which calls for a lifestyle of honesty, integrity, and respect for authority. It universally prohibits sexual activity outside marriage, alcohol, and drug usage, and restricts tobacco usage to off-campus only. Students should be aware that violations are taken seriously, and may result in fines, suspension, or expulsion from the university. http://www.shorter.edu/wp-content/uploads/handbook_2016_2017_05.pdf (starting p.63)

Local Transportation

A limited bus system operates around Rome on weekdays until 6:30pm. One route goes along Shorter Avenue, down the hill from the Shorter campus. <http://www.romefloyd.com/departments/transit-department>

International students are usually better off hiring a taxi. There are several taxi companies in Rome and they can be booked by phone. For road trips or out-of-town events, students can utilize a car rental company such as Enterprise <https://www.enterprise.com> .

Of course, maximum freedom of transportation is achieved by purchasing a car.

Climate

Rome enjoys four distinct seasons. Summer months (June-August) are quite humid with the average high being 91°F / 33°C. Short-sleeved shirts, shorts, and sandals are typical in hot weather. At the peak of winter (December-January) temperatures may drop down to 31°F / -1°C. Students will need heavy coats, scarves, hats, and warm clothing.

<https://weather.com/weather/today/l/USGAo488:1:US>

Applying for a Visa

When a student is accepted to Shorter, they will be sent a Form I-20 and an official notice of their admission. They will need these documents when they apply for their U.S. visa.

Shorter University students will be given access to Scholar, our online portal, where they can find more information.

All new F-1 students are required to pay the I-901 SEVIS Fee. Applicants who require a visa to enter the U.S. must pay this SEVIS fee before going to the U.S. embassy or consulate for their visa interview. Go to: <https://studyinthestates.dhs.gov/students>

Students should take their I-901 SEVIS fee receipt, I-20, passport, a bank statement to the U.S. Embassy/Consulate to obtain a visa. The student should not use another institution's I-20 if they wish to attend Shorter University, as they must attend the school listed on their visa before they can transfer. Also, students should not enter the U.S. on a tourist visa (B-1 or B-2), as they cannot change to student status unless the consulate has endorsed their B-1/B-2 visa as a "prospective student".

Canadian Citizens are required to pay the I-901 SEVIS fee but are not required to obtain a visa prior to U.S. entry. These students should take their I-20, passport and I-901 receipt to the port of entry where they will be issued the I-94 arrival/departure record and be admitted to the U.S. in F-1 status. There is a small fee for the I-94 document.

Transfer Students who are attending another institution in the U.S. and plan to transfer to Shorter University must inform the International Student Advisor (ISA) at their current school and have them release the students SEVIS records to Shorter. Upon arrival in Rome, the student must report to the International Programs Office to obtain their new transfer I-20 within 15 days of the first day of classes.

Pre-departure Checklist

- ✓ Provide information about the student's intentions and arrival
Recruitment representatives should inform the International Programs Office staff of their student's intention to study at Shorter as soon as possible. Representatives

should also provide travel itinerary information so that Shorter can make sure everything is prepared for their arrival.

- ✓ Housing forms must be sent in
A completed housing application and a \$225 reservation deposit is required to reserve a room for your students in a Shorter residence hall (dormitory).
- ✓ Notification of sponsor
If an organization is sponsoring your student's studies, they must be notified about the student's plans. Students should maintain contact with their sponsoring organization. Student's sponsors can assist the student with many pre-departure arrangements and provide valuable information.
- ✓ Make travel arrangements
Your students should plan to arrive on campus at least one day (and no more than 3 days) before the international student orientation begins.
- ✓ Copies of important documents
Students should photocopy their passport, medical records, and prescriptions and bring them with them to the U.S. They should also leave a copy of these documents at home with their parents. Before leaving their home country, students should ask their doctor to write their prescriptions in generic terms.
- ✓ Check with the airlines
Students should contact their airline carrier and inquire about their luggage policy. Students should also reconfirm their flight reservations 72 hour before their departure.
- ✓ Leave a contact number at home
Students should leave a contact number with their family in case of emergencies. This telephone number can be someone they know in Rome or the telephone number for the International Programs Office.
- ✓ Bringing the I-20
Students should bring their I-20 with them on the plane and not pack it in their suitcases.
- ✓ Luggage labels
Students should label the inside and the outside of their luggage with their name and address in Rome. If they do not know their address on campus, please contact the International Programs Office.

Making Flight Arrangements and Airport Pickup

The nearest international airport is Hartsfield-Jackson Atlanta International Airport (ATL). From there, it is about a 1.5 hour drive north to Rome. During the start of each semester, Shorter University Campus Safety offers free pick-up service from the airport. Exact dates

and times are available to students through their Scholar online portal or by contacting the International Programs Office at kakvan@shorter.edu .

If a student books a flight outside the days of the free pick-up service, they must arrange their own transportation to campus. The only shuttle service that comes to Rome is ShuttleTran, which costs about \$40 <http://shuttletran.net/> .

What to Bring

Students should avoid bringing excess items that can be purchased here and appliances that cannot be used with the U.S. current (110V). Listed below are items current international students suggest that your students bring:

- Extra eye glasses or contact lenses & fluid
- Frequently used or favorite books
- Educational supplies (calculators, paint brushes)
- Traditional or special medicines (packaged & wrapped)
- Photos, slides, maps, flags, artifacts, clothing typical of student's countries which may be used to share their culture
- Medical history from the students' home country physician (translated into English)

Students will need a desk chair, bedding and personal items, but it is best to purchase them after they arrive, as bed and pillow sizes vary by country. Residence Life has established this page for students to see items they may and may not have in their rooms: <http://www.shorter.edu/what-to-bring/>

Financial Information

If your students plan to live on campus, they will be required to pay a \$225 housing deposit and enrollment fee before arriving in order to guarantee their place. If the students live off-campus, we recommend they bring first and last month's rent, plus the damage deposit (approximately \$1,500).

At Shorter University, students have the option of paying their bill on the SCHOLAR portal by credit or check. Credit cards accepted are VISA, MasterCard, and Discover. If your students have a scholarship from an external source, they must complete the Outside Scholarship Notification Form, which informs Shorter to expect payment from that source. Students are responsible for ensuring the organization or foundation sends the funds to Shorter. <http://www.shorter.edu/payment-options/>

Students should carry all documentation of financial support with them while traveling to Shorter.

Health Information

Shorter has a nurse-directed health clinic on campus for minor medical issues. There are four healthcare facilities within a 10-minute drive that can handle emergencies and serious illnesses.

Several immunizations are required and recommended. Students must upload photos of their immunization records before they can register for housing.

<http://www.shorter.edu/health-services/>

Although we do not require students to have health insurance, we strongly recommend it since healthcare costs in the US are quite expensive. Some reputable companies for health insurance are:

iNext: <http://www.inext.com/>

ISO: https://www.isoa.org/shorter_university International Student Insurance:

<http://www.internationalstudentinsurance.com/fistudent/>

Family Information

Students with spouses and/or children are welcome to attend Shorter, but the university does not have housing facilities for families. Please see “Off-campus housing” below.

If a student plans to bring his/her family to Rome he/she should bring complete medical records, written in English, for all family members. These are helpful to expedite any needed medical treatment in the United States.

Spouses on F-2 visas are not permitted to work or study. If students have children of school-age (5-18), there is no charge to enroll them in the local public school system

<http://www.floydboe.net/cms/one.aspx?portalId=3118197&pageId=8395078> .

Temporary Housing

If students arrive in Rome before their housing is available, or if family members want to visit, they can book any one of the following hotels for accommodation:

- Days Inn – Rome Downtown

840 Turner McCall Boulevard, Rome, GA

- Hawthorn Suites by Wyndham
100-110 West 2nd Ave., Rome, GA
- Baymont Inn & Suites Rome
2209 Shorter Ave., Rome, GA

Search using city or hotel name <https://www.wyndhamhotels.com/>

On-campus Housing

Residence halls at Shorter provide the opportunity for students to experience living in community, to develop important relationship skills, and assume leadership roles. Because of the value the University places on the residential experience, **all fulltime undergraduate students are required to live on campus unless married, living with parents, or 23 years of age.** For students in special circumstances, rare exceptions to this policy may be made by the Vice President for Student Affairs.

All residence halls are secured with security doors with locks. All rooms have individual heating and air-conditioning units. Local phone service, which includes voice mail and toll-free calling to the local area, is also included. Basic cable hook-up and internet access are provided in each room. Each room contains a twin size bed, desk, and dresser. Most of the beds can be bunked.

The Office of Residence Life gives careful consideration to the selection of roommates. Using the information provided by students on the Housing Questionnaire, every effort is made to match students with compatible roommates. Housing is separated by gender.
<http://www.shorter.edu/residence-life/>

Off-campus Housing

For students not required to live on-campus, several independent housing options are available. If a student lives off campus, it is their responsibility to secure accommodations, sign leases, pay deposits, etc. Here are some websites that might be useful in searching for off-campus housing:

Charles Williams Real Estate Investment Corporation <http://test.cwreic.com/our-communities/>

Trulia https://www.trulia.com/for_rent/Rome,GA/

The International Programs staff can assist students during their initial searches for housing, furniture, housewares, vehicles, etc.

Meals on campus

There are three food service locations on campus: Hilltop Cafeteria, Hawk's Nest Café in the Fitton Student Union, and Starbucks at Livingston Library.

Resident students are required to participate in a meal plan. Freshmen are required to purchase the unlimited meal plan, which allows for three meals a day in the cafeteria, every day of the semester. Other students may choose from the options offered:

<http://shorter.campusdish.com/> .

Exemptions are granted only in rare cases where special dietary needs cannot be met by the food service staff.

Academic and Career Planning

Every student enrolled in Shorter's educational program is assigned an academic advisor. Advisors help their advisees select and register for a schedule each semester. In addition, they are available to guide students in clarifying vocational objectives and preparing for careers or further study. <http://www.shorter.edu/ses/#advising>

In addition, our Career Development Center is a hub for finding out more about potential careers, graduate schools, jobs, and internships. Our staff advocates a four-year approach to career planning, starting with discovering your values, skills and interests during your freshman year and choosing your major, learning how to write a resume, making the graduate school decision, looking for a full-time job, and much more.

<http://www.shorter.edu/career-center/> .

Travel & Arrival Information

I-20 form: This is the 3-page document Shorter sent to the student after they were admitted to the university. Students should present their I-20 document at U.S. Customs. The I-20 for the F-1 student should be stamped in the top right hand corner with the notation **F-1 D/S**.

If dependents (husband, wife, or children) are coming into the U.S. in F-2 status, they should each have an I-20 with their own name on it as well as the student's name. The I-20 for the F-2 Dependent should also be stamped with the notation of **F-2 D/S**.

Students should not lose or throw away their I-20.

SEVIS ID: **N2492492250**

SURNAME/PRIMARY NAME Martinez	GIVEN NAME Sergio	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME Sergio	PASSPORT NAME MARTINEZ SERGIO	
COUNTRY OF BIRTH MX20	COUNTRY OF CITIZENSHIP SPAIN	
DATE OF BIRTH 20 AUGUST 1999	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE	LEGACY NAME	
SCHOOL INFORMATION		

SCHOOL NAME Shorter University Shorter University	SCHOOL ADDRESS 315 Shorter Avenue, Rome, GA 30145
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Linda Olszanski Asst. Vice President, International Programs	SCHOOL CODE AND APPROVAL DATE ATL214790355000 23 AUGUST 2016

PROGRAM OF STUDY		
EDUCATION LEVEL BACHELOR'S	MAJOR 1 Economics, General 45.0601	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 10 DECEMBER 2016
START OF CLASSES 09 JANUARY 2017	PROGRAM START/END DATE 09 JANUARY 2017 - 15 DECEMBER 2020	

ESTIMATED AVERAGE COSTS FOR: 4 MONTHS		STUDENT'S FUNDING FOR: 4 MONTHS	
Tuition and Fees	\$ 10,865	Personal Funds	\$ 0
Living Expenses	\$ 4,700	Scholarship	\$ 5,000
Expenses of Dependents (0)	\$ 0	Family Funds	\$ 12,545
Books, health Ins. & Misc.	\$ 1,980	on-Campus Employment	\$
TOTAL	\$ 17,545	TOTAL	\$ 17,545

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X _____ DATE ISSUED _____ PLACE ISSUED _____

SIGNATURE OF Linda Olszanski, Asst. Vice President, 29 November 2016 Rome, GA
International Programs

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(a) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

X _____ DATE _____

SIGNATURE OF the Student _____ DATE _____

X _____ DATE _____

NAME OF PARENT OR GUARDIAN SIGNATURE ADDRESS (city/state or province/country) DATE

F-1 Visa: Students should present the F-1 Student Visa stamp in their passports. Students should have received an F-1 visa after they took their I-20 or DS-2019 document to the U.S. Consulate for the visa interview. The F-1 visa is usually placed in the current passport. If a student has more than one visa in their passport and they plan to enter the U.S. to study at Shorter University, make sure to present the unexpired F-1 visa. The F1 or visa should have Shorter University listed on it unless the student already attended another school in the U.S.



Passport: Present their unexpired passport. The passport should be valid for at least 6 months.

Obtaining a Social Security Number

Anyone (including citizens of the U.S.) who works in the United States must have a Social Security Number (SSN). F-1 Students are only allowed to work on-campus for 20 hours per week (part-time) during the regular fall and spring semesters and 40 hours per week or more (full-time) during school breaks.

Students must have a job offer before they can apply for a SSN and they can only apply from within the U.S. Once the student has an original job offer letter, and the letter has been signed and stamped by a Designated School Official they may apply for a SSN. It may take up to 12 weeks for the card to be issued. Therefore, if students plan to work, we suggest they find a job as soon as possible after arriving at Shorter.

Due to these government regulations, students will not be able to rely on working immediately to help pay their expenses. There will also be a two to four-week delay between when the student receives their Social Security card and when they will receive their first paycheck. Consequently, students will need to bring enough funds to cover immediate expenses and enough extra money for incidental expenditures.

If a student does not plan to work, they cannot receive a SSN. However, they may request a Letter of Denial from the Social Security Administration, which will assist them in obtaining a Georgia driver's license.

Useful Contact Information

Linda Palumbo Olszanski, Assistant Vice President of International Programs
706-233-7409 lpalumbo@shorter.edu

Taylor Wilkerson, International Student Recruiter
706-233-7309 twilkerson@shorter.edu

Claudia Navichoque, Administrative Assistant for International Programs
706-233-7409 cnavichoque@shorter.edu