



Middlebury Institute of International Studies at Monterey



Visiting Scholar Resource Guide
2015

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I. Scholar Resources

Scholar Banner ID/MIIS ID, MIIS username

Every MIIS scholar will receive a scholar ID card which has their MIIS ID number, also called their "Banner ID." Scholars can receive their MIIS ID card by visiting the Security Office after they active their BannerWeb account.

The MIIS username is a combination of initials and names from a scholar's first and last name. Scholars will use this username for email and logging into the campus network. You will receive your username upon activation of your email account.

Computers and Wireless Network

MIIS scholars may log on to the MIIS network to use computers, printers, and the Internet using their MIIS username. During orientation, we will change the assigned temporary password to a permanent password chosen by the scholar.

Once a username and network password have been set during orientation, scholars will be able to connect to the MIIS wireless network, either through Windows or a MAC computer. Scholars will need to visit Information Technology Services Help Desk to get their computer configured. Mobile devices (phones or tablets) can also access the MIIS network using the same MIIS username and password.

Printing and Copying

Please check with your sponsoring department regarding the printing and copying policies.

Information Technology Services

All MIIS scholars have access to the wireless Internet, either through Windows or Mac access. Scholars will need to bring their notebook, cell phone, or other personal device that connects to wireless to the ITS Help Desk. Scholars can get help at the ITS Help Desk located in Casa Fuente, 320. Their website is: <http://www.miis.edu/offices/it>

Email Address

Every MIIS scholar will have an email address in this format: username@miis.edu

Even though a scholar may prefer to use another email account, they need to check their MIIS email account regularly because this is the account where they may receive important information from the Institute and International Student and Scholar Services (ISSS).

Moodle

Like many universities, MIIS uses Moodle, also called the MIIS I-Learn website, for its online community found online at <http://ilearn.miis.edu/>. Scholars associated with MIIS have access to the site's T&I and TESOL Front Desk forums in order to receive information about GSTILE happenings and community events. Users can also find additional information like campus events. All Moodle accounts are linked with scholar @miis.edu accounts

II. Activities

Scholars are encouraged to attend MIIS events and Monterey County events. Here are some useful websites to explore:

- MIIS Related Activities:
<http://www.miis.edu/events>
- Monterey County Events:
<http://www.seemonterey.com/calendar>
- General things to do in Monterey:
<http://www.miis.edu/student-life/monterey/to-do>
- See Monterey Blog:
<http://www.blogmonterey.com/>

III. Everyday Life

Monterey

Monterey is a small town on the Central Coast of California, about 190 kilometers south of San Francisco. There are about 75,000 people on the Monterey Peninsula. This area is famous for its beautiful scenery and rich history, and it is very popular with tourists.

For more information on Monterey, go to "Life in Monterey":

<http://www.miis.edu/community/monterey>

For a website on local Resources:

<http://www.miis.edu/student-life/monterey/resources>

International Students Inc. (ISI) is a non-profit organization of networking volunteers with a common interest in reaching out, assisting and making friends with university students & visiting scholars from other cultures. For many students, this connection begins as they anticipate their arrival and wonder what life will be like once they get to Monterey. This is what ISI is about. For those who

are interested, there are many ISI volunteers who wish to create friendships, to invite you into their homes, to learn about you and your lives as they share cross-culturally together. This organization is not affiliated with MIIS, but is offered as a resource for scholars to explore if they wish:
<http://www.isimonterey.org/>

Weather in Monterey

The climate of Monterey is regulated by its proximity to the Pacific Ocean. As a result, Monterey's average high temperature ranges from around 60° Fahrenheit (16° Celsius) in winter to 72° Fahrenheit (22° Celsius) during the summer months. Average annual precipitation is around 19.5 inches (495 mm), with most rainfall occurring during California's wet season between November and April, and with little or no precipitation during the summer months. Summers in Monterey are generally cool and foggy.

During winter, snow in Monterey itself is extremely rare.

Please see Wikipedia to check out the weather for specific months. In general, scholars should be prepared for the weather to change regularly. They should also bring clothes for layering, closed-toed shoes, slacks, and at least one good jacket or coat for the evening is a good idea.

The following wikipedia page provides more information on the climate:
http://en.wikipedia.org/wiki/Monterey_California#Climate

Housing

Most scholars find an apartment on their own or to share and take care of their own cooking and cleaning. Some scholars stay with a host family and share American daily life and customs.

On-campus housing is not available, but our Student Services office can assist scholars with their housing search. For more information on local housing, visit our housing page:

<http://www.miis.edu/student-life/housing>

In addition to the monthly rent, scholars will also have to pay for utilities, which include water, gas & electricity. Finally, if a resident chooses to have cable, phone, or internet, those will be an additional cost as well. Scholars may be able to receive special discounts from PGE (Pacific Gas and Electric Company):
<http://www.pge.com/myhome/customer-service/financialassistance/care/>

If the rent does not cover water costs, the resident will also have to pay for water utilities. This can be set up through a landlord or American Water:
<http://www.amwater.com/caaw/customer-service/rates-information/monterey-district.html>

Public Schools

If you are bringing your children with you during your time in Monterey, you may enroll them in a local public school. You can use the district's school locator tool to find out which school your child should attend based on your address:
http://pft.mpusd.k12.ca.us/find_school_map_2013.php

Please see Monterey Peninsula Unified School District's main website for school-specific information on how to register your child:

<http://www.mpusd.k12.ca.us/>

Places of Worship

The Monterey region provides many services for a variety of religions. The chart on the following two pages gives a list of religious affiliations and locations.

BAPTIST		
First Baptist Church	600 Hawthorne, Monterey http://www.fbcmonterey.org/	831-373-3289
Lighthouse Baptist Church	1030 Hilby, Seaside http://www.lighthousebaptist.net/	831-394-4447
BUDDHIST		
Korean Buddhist Temple Sambosa	28110 Robinson Canyon Road, Carmel	831-624-3686
Monterey Peninsula Buddhist Temple	1155 Noche Buena, Seaside	831-394-0119
CATHOLIC		
Carmel Mission Basilica	3080 Rio Road, Carmel http://www.carmelmission.org/	831-624-1271
St. Angela's Merici Catholic Church	9th & Lighthouse, Pacific Grove http://www.stangelapacificgrove.org/	831-655-4160
St. Francis Xavier Church	1475 La Salle, Seaside	831-394-8546
San Carlos Cathedral	500 Church St., Monterey http://www.sancarloscathedral.net/	831-373-2628
CHURCH OF JESUS CHRIST OF LATTER- DAY SAINTS		
Church of Jesus Christ of LDS	1 Skyline Forest Dr, Monterey	831-624-0487
Church of Jesus Christ of LDS	1024 Noche Buena St, Seaside	831-394-0733
EPISCOPAL		
All Saint's Episcopal Church	Dolores and 9th, Carmel. http://www.allsaintscarmel.org/	831-624-3883
St. John's Episcopal Church	1490 Mark Thomas Drive	831-375-4463
St. Mary's By-the-Sea	Central and 12th, Pacific Grove http://www.stmarysbythesea.org/	831-373-4441

GREEK ORTHODOX		
St. John the Baptist	326 Park, Salinas http://www.stjohn-monterey.org/	831-424-4434
ISLAMIC		
Islamic Information Center	Santa Clara	408-727-1888
Monterey Mosque (Masjid At-Taqwa)	405 Elm Avenue, Seaside, CA 93955, USA	831-899-2969
JEWISH		
B'Nai Torah	400 West Franklin, Monterey	831-394-0937
Congregation Beth Israel	5716 Carmel Valley Road, Carmel http://www.carmelbethisrael.org	831-624-2015
LUTHERAN		
Bethlehem Lutheran Church	800 Cass St., Monterey	831-373-1523
SEVENTH DAY ADVENTIST		
Seventh-Day Adventist Church of the Monterey Peninsula	375 Lighthouse Ave, Pacific Grove http://monterey.adventistfaith.org/	831-372-7818
UNITARIAN UNIVERSALIST		
Unitarian Universalist Church of the Monterey Peninsula	490 Aguajito Road., Carmel CA 93923 http://www.uucmp.org	831-624-7404
NON-DENOMINATIONAL		
Calvary Chapel Monterey Bay	3001 Salinas Hwy., Monterey www.calvary.com	831-649-1158
Shoreline Community Church	2500 Garden Rd. www.shorelinechurch.org	831-655-0100
Sanctuary Bible Church of Carmel Valley	8340 Carmel Valley Rd. www.sbccv.com	831-624-5551

Postal Services and Mail

The MIIS Office Services provides USPS, DHL International Document Service, FedEx Express and Ground & UPS. Please visit the website to acquire the proper forms and to check out their hours:

<http://www.miis.edu/offices/officeservices>

Additionally, please visit the following websites to find locations:

www.usps.com

www.ups.com

www.dhl.com

www.fedex.com

Scholars are not allowed to use the Middlebury Institute's mailing address as their own. Scholars cannot receive mail through our Office Services Department. Scholars **must** have their own address where they receive their mail.

Addresses follow this format:

First Name Last Name

Street Address (Optional: Apartment or Unit Number)

City, State, Zip Code

Faxing

Office services also provide faxing services. Transmittal within the U.S. is .50 cents per single-sided page. Outside of the U.S. is \$1.00 per single-sided page.

Receiving faxes is free of charge. We ask that scholars please notify Office Services prior to having a fax sent to our office, as we often get faxes that are not meant for MIIS. The Office Services fax number is (011) 831-647-4199; their website is:

<http://www.miis.edu/offices/officeservices>

Health and Fitness

Alcohol and Drug Abuse

More information and resources can be found on the website:

<http://www.miis.edu/studentlife/policies/substances>

Fitness

Links to local gyms, yoga locations, and recreational activities can be found on the website:

<http://www.miis.edu/student-life/health-wellness/zumba>

Wellness Workshops

The Keep Calm Wellness Series is intended to help scholars balance work, academic, and personal life issues; learn helpful relaxation and meditation techniques, and help manage stress. Read below for dates and times:

<http://www.miis.edu/student-life/health-wellness/keep-calm>

Tourism Offices and Resources

Monterey County and the surrounding areas have online resources for visitors to learn more about tourist attracts and events happening. Visit the following website and find "Explore by region" to choose specific cities in Monterey County:

<http://www.seemonterey.com/>

Restaurants

Monterey and the surrounding areas offer a variety of restaurants and places where you can purchase food, including the weekly Monterey Farmer's Market (Tuesdays 4:00-8:00pm on Alvarado Street in downtown Monterey).

Google Maps is also a great way to find locations by locating Monterey and searching nearby "Restaurants". Here is the website: <http://maps.google.com/>

In addition, MIIS offers a listing of local restaurants on this website: <http://www.miis.edu/student-life/monterey/eat>

IV. Communication

How U.S. Telephone Numbers Work

U.S. telephone numbers have three parts. Here is our office number:

1 +

Area Code: (831)

Prefix: 647 -

Suffix: 4115

When calling within the same area code, the (1 + Area Code) is not necessary. Instead, only the prefix and suffix is dialed.

When calling to a different area code, the (1 + Area Code) must be used as well as the prefix and suffix.

Pre-paid Phone Cards, Calling Cards and Cell Phones

Pre-paid phone cards are cards that can be used to place a call from any phone. The call is not charged from the phone that is being used, so it is important to know the balance of the card. Calling cards can also be used from any phone. When using a calling card affiliated with your home phone, any call made will be charged to the home phone account.

Pre-paid phone cards, calling cards, and cell phones can be purchased from any phone-service carrier. The following website shows the local cell phone providers whom you may contact to set up a plan. Some places also sell prepaid phones. The following website provides more information on cell phones: <http://www.miis.edu/student-life/monterey/resources/cellphone>

Different Types of Telephone Calls

Local Calls

Local calls are phone calls placed within the same area, for example, from Pacific Grove to Monterey.

- Dial: Area Code + Prefix + Suffix

Long-Distance Calls

Long-distance calls are phone calls placed from one area to a different (far away) area, like from Monterey to San Francisco.

- Dial: 1 + Area Code + Prefix + Suffix

Toll-Free Calls: 1-800 Telephone Numbers

Toll-free calls do not require a charge, which means the call is free.

Phone numbers that begin with 1-800 are toll-free calls. Most business will offer an 800 number.

- Dial: 1 + 800 + Prefix + Suffix

International Calls

International calls are phone calls that are placed from one country to another country. In order to make an international call, the dialer will need the country code.

- Dial: 011 + Country Code + Area Code + Phone Number

V. Banking

The full list of local banks in the Monterey area, including their services and prices, can be found on the following website:

<http://www.miis.edu/student-life/monterey/resources/banking>

ATMs

ATMs (Automatic Teller Machines) allow cash withdrawal with debit/ATM cards. Some ATM machines may have a small transaction fee if the user has an account from a different bank.

Checking and Saving Accounts

When opening an account in the United States, the client will often be given a checking/debit account and savings account. The checking/debit account can be used with an "ATM" or "debit card" and also with hand-written checks. Almost all commercial places accept debit cards, sometimes with a fee or minimum purchase amount. If debit cards are not accepted, registers will often display a "Cash Only" sign.

Online

Many banks can utilize online account where users can access their bank statements, transactions, and balances.

Foreign Currency and Traveler's Checks

Many banks may be able to provide the following services:

- possibility to check foreign daily exchange rates (online as well)
- calculation of value of currency before doing an exchange

- depositing foreign currency into a checking or savings accounts
- wire transfers

VI. Transportation In and Out of Monterey

Monterey Transit System (MTS)

Most scholars get around in Monterey County through the bus system. If scholars are looking to travel long distance, they may go via buses, trains, or airplanes. The following website has links to the Monterey area transport system:

<http://www.miis.edu/student-life/monterey/resources>

<http://www.mst.org/>

Driving and the Department of Motor Vehicles (DMV)

California Driver License

To get a license, a scholar must take a written and a driving test at a Department of Motor Vehicles (DMV) office. Scholars may pick up a handbook for driving laws and make an appointment online for the test. To find a convenient DMV office, go to <http://www.dmv.ca.gov/>

International Driving Permit

The IDP is also called an International Driver License, International License, etc. The State of California does not recognize an International Driving Permit (IDP) as a valid driver's license but does recognize a valid driver license that is issued by a foreign jurisdiction (country, state, territory). If you plan to be in Monterey for a year or longer, and will be driving regularly, it is our recommendation to

obtain a CA Driver's License. Citations issued to a person in California who has an IDP, but does not have a California driver license will be placed in the Department of Motor Vehicle database.

For more information, visit the US State Department Road Safety Overseas website at http://travel.state.gov/travel/tips/safety/safety_1179.html

Bike Shops and Bike Accessories

There are numerous stores in the area that sell or rent bikes, although the rentals are usually for short-term use only. Rental prices are subject to change, so please call or check their web pages for more specific information. For more information, visit <http://www.miis.edu/student-life/monterey/resources/bicycle>

VII. Campus Resources

Library

The William Tell Coleman library is available to all scholars. Scholars will be able to check out books and materials once they receive their MIIS ID card during orientation. Please visit the website for full hours: <http://www.miis.edu/academics/library>

Office Services

Office services can help scholars with:

- Mailing: USPS, DHL International Document Service, FedEx Express and Ground & UPS
- Black & White and Color Copying/Printing

- Faxing
- Laminating
- Business Cards
- Mailing supplies

Please visit the website for more information:

<http://www.miis.edu/offices/officeservices>

Scholar Involvement: Clubs and Organizations

The MIIS community has a variety of clubs, and scholars may join them or attend their events. Visit the following website for more information:

<http://www.miis.edu/community/clubs>

Parking

All scholars with cars who live beyond a one-mile radius of the Institute may obtain an on-campus scholar parking permit. Scholar parking permits will be issued at the Security Office. Scholars must bring a copy of their registration form, their MIIS library/ID card, their automobile registration card, and proof of insurance.

The faculty/staff parking permit is valid in any faculty/staff parking lots, but not student lots. Parking is available on a first-come, first-served basis. The scholar parking permit does not guarantee a parking space. Scholars should not park in any other campus lot before 4 pm on weekdays. However, they may use any lot on campus—with or without a permit—after 4 pm on weekdays, any time on weekends and holidays.

For more information, visit the following website:

<http://www.miis.edu/offices/security/parking>

Bike Policy

This policy exists to protect scholar property, not to punish scholars for leaving their bikes on campus. Bikes left on campus overnight or for more than just a few days can attract thieves to the campus.

- Bikes should not be left on campus overnight.
- Bikes left on campus for more than 72 hours may be impounded by Security.
- If a bike is impounded, the lock may need to be cut. Scholars will have to replace their lock at their own expense.
- Impounded bikes will be placed into the Lost and Found. Scholars will need to come to the Security Office to claim their bike.

Classifieds

After scholars receive their log-in information (user name and password), they will be able to log-in to the MIIS I-Learn website, also called Moodle, located at: <http://ilearn.miis.edu>

All MIIS scholars are also able to access the MIIS classifieds by visiting the MIIS Moodle. If a scholar does not have their MIIS log-in information yet, they can still log-in as a guest to check out ads where they can find apartments, roommates, furniture, etc. Additionally, all scholars can make posts on the classifieds. The classifieds are listed as a “course” and they can also find a link to it from this useful set of links provided by the Institute for use by students and scholars: <http://www.miis.edu/students>

Social Networks

MIIS has a variety of social networks where scholars can join in on the fun. Visit the website to find the links:

<http://sites.miis.edu/>

Media Services

Media Services provide media resources for faculty and scholar projects - including presentations, videos, and classroom activities - and technical support for campus events. They coordinate and schedule all audio and video equipment.

They are able to supply the following:

- Video/Audio recorders
- Video conversion equipment
- Microphone and Projector setup for events
- Satellite / Cable TV / SCOLA access
- Video and Audio Conferencing

Media Services website is located at:

<http://www.miis.edu/offices/mediaservices>

Digital Learning Commons (DLC)

The Digital Learning Commons supports the Middlebury Institute community in the pursuit of academic excellence and digital media fluency. The DLC offers weekly workshops in a variety of skills needed for academic purposes like how to create a blog, a presentation, a movie, and other technological needs. Scholars may also schedule an appointment for one-on-one feedback with a DLC staff member. There are computers located on the second floor that scholars may also use. The program website can be found at:

<http://go.miis.edu/dlc>

Where Do I Go for...

Computers	http://www.miis.edu/media/view/20819/original/new_scholar_technology_services.pdf	
Copy Machines, Copycards	Library	831-647-4133
E-mail Account Information	ITS, Help Desk	831-647-6656
Food and Beverages	Samson Scholar Center/Vending Machines	831-647-4122
Housing Assistance	Office of Student Services	831-647-4128
Immigration Advising	Office of Student Services	831-647-3586
Lab and AV Needs	Lab & Media Services	831-647-4150
Lost and Found	Security	831-647-4153
Mail (Sending Only)	Office Services	831-647-4120
Medical and Dental Referrals	Office of Student Services	831-647-4128
Parking Permit	Security Office	831-647-4153
Sports Equipment, Costco Card (To Borrow)	Office of Student Services	831-647-4128
Scholar ID Card	Security Office	831-647-4153
Information Technology Support	ITS Help Desk	831-647-6656

VIII. Safety

The Security Office is committed to ensuring that visitors, scholars, member of the Institute faculty and staff will be both safe and will enjoy their stay. Their primary goal is to support the overall mission.

Campus security is responsible for safety, security and support services:

- Issuance of photo identification cards
- Parking controls, including issuance of permits and parking enforcements
- Conducting after-hours safety escorts (on-campus ONLY)
- Maintaining a lost and found box
- Assisting with vehicle lock-outs by contacting the tow trucks and locksmith services on behalf of scholars

Security is also responsible for reporting illegal activities to responsible staff and/or law enforcement, including:

- All activity relating to crimes
- Underage drinking
- Unauthorized possession of alcohol on campus
- Possession of weapons

If a scholar feels unsafe or needs help on campus at any time, please stop by the security or call security personnel at 831-647-4153. Scholars may also call campus security from any of the blue phones on campus.

For more information, visit:

<http://www.miis.edu/offices/security>

Important Telephone Numbers

Call **911** for all life-threatening emergencies

Call 9-911 from a campus phone

Call Security at (831) 647-4153 or pick up a blue campus phone

Other Important Telephone Numbers

- Police: 831-646-3830 and ask to speak with an on-duty police officer
- Security: 831-647-4153 and ask to speak with a security officer
- City Parking: 831-646-3953

Security Escorts

Security escorts are available seven days a week twenty-four hours every day between locations on campus. Security escort services can be accessed by dialing 831-647-4153 from an outside line.

Additionally, there are direct-dial blue campus phones that may be used to directly access Campus Security. Scholars are encouraged to use the phones anytime Security is needed.

IX. Rules and Policies

Health Insurance Policy

You are required to have medical insurance in effect for yourself (J-1) and any dependents (J-2) for the duration of your program. You will receive more information about this requirement when your visa document is issued. Some MIIS sponsors purchase and provide the required insurance for their participants. Other MIIS sponsors may allow you to make your own arrangements or may help to identify insurance carriers. If you have questions, consult with International Student and Scholar Services (ISSS) before the start of your program.

Please find below the U.S. Department of State's health insurance requirements, which become effective as of May 15, 2015.

Coverage amounts must exceed:

Medical benefits	\$100,000
Repatriation of remains	\$25,000
Medical evacuation	\$50,000
Deductible per accident or illness	\$500

Willful failure on your part to maintain the required insurance throughout your

stay in the United States will result in the termination of your exchange program.

Smoking Policy

In order to promote a healthful environment, smoking is not permitted inside any building owned or leased by the Middlebury Institute. Anyone smoking close to an Institute building must also step 20 feet away from the building to prevent smoke from drifting inside.

Anti-Harassment/Discrimination Policy

The Middlebury Institute wants every scholar, faculty member, and staff member to feel welcome and comfortable on this campus. For this reason, the Institute does not allow discrimination or unfair treatment of any person based on their religion, sex, race, or any other reason.

You can read the entire policy here:

<http://www.middlebury.edu/about/handbook/misc/antiharassment#general>

If you think that you have been harassed, discriminated against, or treated unfairly, please report this concern as soon as possible to Ashley Arrocha, Assistant Dean of Student Services or Michael Ulibarri, Human Resources Manager.

X. SEVIS & Your Visa Responsibilities

The Middlebury Institute of International Studies (MIIS) has an International Student & Scholar Services (ISSS) office that helps international visitors, employees, and students pursue their goals in our many programs. The staff in ISSS, located both in Monterey, California and Middlebury, Vermont, will assist you with the necessary processes to help you obtain a visa to travel to the U.S. for your program.

Most Visiting Scholars travel to the U.S. through the J-1 Exchange Visitor program. ISSS will assist you with the process of obtaining a DS2019 (Certificate of Eligibility form for the J-1 visa), and applying for a visa at a U.S. Consulate. Once you have entered the U.S. in a valid visa status, you will need to maintain your status.

Maintaining Visa Status

During your stay at MIIS, you need to maintain your visa status by doing the following:

- Contact ISSS at iss@middlebury.edu upon arrival to complete the check-in process. This includes presenting your travel documents for processing and providing your local address and contact information.
- Notify ISSS at iss@middlebury.edu if your local address changes (note: you must do so within 10 days of the change).
- Keep your travel documents current. Check the expiration dates on your passport and review the information on your DS2019 (program dates, biographical information, etc.). You are expected to maintain a passport that is valid up to 6 months into the future. If your passport will expire during your program while you are in the United States, please take the necessary steps to renew your passport and alert ISSS at iss@middlebury.edu. If you have questions or if you have any changes in the information on your DS2019 or with regard to your program, please contact ISSS right away.

For more information about the U.S. Department of State's Exchange Visitor program, please see the following brochure:
<http://j1visa.state.gov/wp-content/uploads/2013/08/The-Exchange-Visitor-Program.pdf>

After arriving at MIIS, scholars will meet with an advisor from ISSS for an orientation. The following topics will be addressed:

- SEVIS (Student and Exchange Visitor Information System);
- Travel Documents: passport, visa, DS-2019, and I-94.
- How to maintain status – Check-in and reporting obligations during your program;
- Travel during the program;
- Dependents;
- Driver's licenses and State ID cards;
- Grace Periods

Throughout the scholar's program, an advisor in the ISSS is available to talk about visa-related questions, including SEVIS-related processes. Feel free to contact ISSS with your questions at iss@middlebury.edu.

XI. Maps

Campus Map <http://www.miis.edu/admissions/visit/campusmap/>

Interactive Google Map

<http://maps.google.com/maps/ms?ie=UTF8&hl=en&t=h&msa=0&msid=110583714986741608180.0004839e2eda3b06d6bb3&ll=36.599625,-121.897033&spn=0.002067,0.003433&z=18&source=embed>