

# International Student Guide



UNIVERSITY OF  
**RIO GRANDE**  
AND RIO GRANDE COMMUNITY COLLEGE

**Fall Orientation 2025**

## Table of Contents

Welcome .....	1
Mission Statement .....	1
Important dates for the 2025 Fall semester .....	1
TOEFL/IELTS Requirements .....	1
Register for courses .....	1
Fill out housing and meal plan forms .....	2
Check the airport run policy .....	2
Arrival on Campus .....	2
English Proficiency Testing and Onboarding .....	2
Important Contacts .....	3
Tuition and Fee Payment Plans .....	3
Rio Student Email Account .....	4
Student Space Account .....	5
Canvas - Learning Management System .....	5
To Schedule a tutoring session .....	5
Travel abroad while in the U.S. ....	5
Course Load Requirements .....	5
Social Security Number (SSN) Card Request .....	6
List of things you need a DSO's signature for .....	6
Academic Standing .....	7
Academic Probation and Suspension .....	7
Drop/Withdraw Policy .....	7
Graduation .....	7
In Case of Emergency .....	7
Local Restaurants .....	8
Tipping .....	8

## Welcome to the University of Rio Grande!

Thank you very much for choosing Rio for your degree journey in the United States of America. Your promising future starts here. The university strives to provide students with high-quality services that will help them succeed in their life at Rio Grande and make them feel at home.

### Mission Statement:

The University of Rio Grande and Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship.

### Important dates for the 2025 Fall semester:

*Semester: August 25th to December 12th.*

- Sep 1st - Labor Day
- Oct 10th - Community Service Day
- Nov 26th-30th - Thanksgiving Holiday
- Dec 8th-12th - Exam Week

### TOEFL/IELTS Requirements

The University of Rio Grande does not require any English Language Testing Score for admission purposes. However, it is important that you can at least communicate at a basic level. We want you to thrive at our institution. One important way we ensure an enriching educational experience is by guaranteeing that you have sufficient English language proficiency. That is why we have an ESL Program that helps you with your language proficiency while you take your college courses. The ESL Program at Rio has 4 courses (5 credit hours each). Students take one course per semester; however, the average student needs two courses, one each semester.

Not all international students will be placed in an ESL course. As soon as you receive your official acceptance letter from Rio, you will be invited for an interview with the ESL Director and Associate Professor, Lilia Moyer. Your English proficiency will be determined by a 30-minute interview and a reading and writing test. The interview can be done via Microsoft Teams while you are still in your country, but the reading and writing assessment must be done when you arrive at Rio. The ESL Director will be contacting you to set up the interview and will inform you of the steps for registration. If you already have a TOEFL internet-based test, a TOEFL paper based score, or an IELTS score, please submit these documents. They will help in your placement.

After your interview with the ESL Director, you will register for courses, fill out housing and meal plan forms, and if needed, sign up for a ride from the Columbus airport to the University of Rio Grande campus. This can be done before you arrive in the US.

### Here is how:

1. To register for classes, go to [www.rio.edu/newstudents](http://www.rio.edu/newstudents) and schedule a meeting with your success coach. Check their names and the majors they are assigned to. Choose the one that is assigned to your major. They will help you register, give you your class schedule, and help you set up your email account. Success coaches also help you with making important decisions regarding your courses and with any other difficulties you encounter during your time at the University of Rio Grande. The day after your success coach helps you register for classes, they will email you your course schedule.

2. To sign up for housing and a meal plan, go to [rio.edu](https://rioedu.wufoo.com/forms/z1w9bx13021w4of/), click on campus life, find Residential life, and click on the “Residence life application”. OR fill out the Residence Life Application Form at: <https://rioedu.wufoo.com/forms/z1w9bx13021w4of/>

3. To arrange a ride from the John Glen Columbus International Airport (CMH),

### **Check the airport run policy:**

One of the services that are offered to International Student Athletes is the availability of transportation to and from the airport when the student is arriving or leaving the University during certain periods of the year. In order to maintain this benefit, the following guidelines have been established:

1. International Student-Athlete services only provide transportation for students to and from John Glenn Columbus International Airport.
2. Transportation arrangements must be made at least 14 days in advance by the student using the Google Doc provided by the international student-athlete liaison. Last-minute requests will not be honored.
3. Airport runs will only be granted on specific days specified on the calendar.
4. Students will not be picked up after the term has already started, unless unforeseen situations arise such as weather conditions or flight cancellations.
5. A departure from campus will be determined after reviewing flight details for that day. You will be emailed your pick-up time three to five days before the pick-up date.

### **2025 Schedule**

Contact the Athletic International Service Liaison, Lauren Lee at [lauren.lee@rio.edu](mailto:lauren.lee@rio.edu), or use the Rio Grande International Students' Facebook page to check the schedule for airport pickups. Students will only be picked up during scheduled times.

### **Arrival on Campus**

Fall term- You should arrive on campus on the Tuesday before the first week of class, usually in the third week of August. For Fall 2025, this is on August 19th. Classes usually start on the Monday of the fourth week of August. For Fall 2025, this is on Aug 25th. On the Wednesday before the first week of class is the ESL Placement Test and the New International Student Onboarding. The “New International Student Onboarding” is mandatory for all new international students at Rio.

Spring term- Discuss your arrival with your coach or with Lilia Moyer. The ESL Placement test occurs late afternoon of the first day of class. Onboarding occurs on the first Friday of your first week of classes.

Walmart trips will be made during the semester, usually on Friday afternoons. Check the Rio Grande International Students' Facebook page for a schedule for these trips or contact Lauren Lee.

### **English Proficiency Testing and Onboarding**

All non-native speakers of English are required to take an English Placement Test. This test will determine what ESL course or courses you will take. For Fall 2025, this will take place on August 20th from 10:00am to 12:00pm, in Wood Hall 115.

During onboarding, you will learn about valuable resources available to you at Rio, as well as important tips for academic success. You will also meet important people that you should become familiar with throughout your time in Rio. Onboarding for International students will take place on August 20th from 2:00 to 4:00pm, at 115 Wood Hall.

### Important contacts to keep:

#### ***Scott Morrisey***

DSO/Head Men's Soccer Coach/Assistant Athletic Director  
Lyne Center: Phone 740-245-7126  
Email: scottm@rio.edu

#### ***Stephanie Alexander, Ph.D.***

Director of Student Success  
Jeanette Davis Library: Phone 740-245-7366  
Email: alexandr@rio.edu

#### ***Seth Lawrence***

Dean of Students  
118 Rhodes Student Center: Phone 740-245-7033  
Email: slawrence@rio.edu

#### ***Marlene Childers***

RN (Registered Nurse)/Director of Health Services  
James A. Rhodes Student Center: Phone 740-245-7389  
Email: childers@rio.edu

#### ***Hong Nian Yang***

Director of Accounting,  
Business Office Florence Evans Hall: Phone 740-245-7229  
Email: nyang@rio.edu

#### ***Lilia Moyer***

Associate Professor and Director of ESL  
260 Wood Hall, Phone 740-245-7266  
Email: lmoyer@rio.edu

#### ***Meghann Fraley***

Director of Financial Aid  
Florence Evans Hall: Phone 740-245-7267  
Email: mfraley@rio.edu

### Other important contacts:

***Computer issues*** – helpdesk@rio.edu

***Campus Police*** – 740-245-7286

***Help with editing a paper*** – Adam Hollingshead at ahollingshead@rio.edu

***Help with Math*** – Kelsey Doughman at kdoughman@rio.edu

***You are overwhelmed*** – contact Britany Franklin at bfranklin@rio.edu

***You feel sick*** – contact Nurse Marlene Childers at 740-245-7389

### Tuition and Fee Payment Plans

When you register for classes, please check your Student Space account within 48 hours to assure accuracy. (To access Student Space, go to: <https://www.rio.edu/studentspace>. All account balances are due the week before the start of the semester. For any unpaid balance, there is a late fee assessed each month. It is your responsibility to check your account. If you have any questions or concerns, please contact the business office at businessoffice@rio.edu or call (740) 2457226 – Mon-Fri, 8 am – 5 pm. You will need to check your student space account weekly for any updates or changes. Do not wait on a paper bill to pay your account. If you cannot pay in full we have a payment plan available for the current semester. Any unpaid balances at the end of each semester will be subject to collections.



## Payment Plan

The Rio Installment Payment Plan helps students and their parents/guardians who are not able to pay the tuition or fees in full. If you are coming for Fall/Spring, there will be 8 equal monthly payments throughout that time frame. There is a payment plan fee of .5% of your total bill each semester on top of that. The student will have to fill out the Student Installment Payment Plan application each semester. This form is available through the Business Office webpage, or you may go to [https://issuu.com/uriogrande/docs/2022-2023\\_student\\_installment\\_payment\\_plan](https://issuu.com/uriogrande/docs/2022-2023_student_installment_payment_plan)

The first payment for each semester will be due the week before the semester begins, along with the plan fee. If the student won't be on campus until the move-in weekend, they can set up the payment plan and make the first payment at that time. We can do wire payments also. If the parent needs that information, please contact Hong Nian Yang (nyang@rio.edu).

Any student bills not paid in full by the first day of class will be assessed a late fee of 1.5%. You may make payments in person in the business office, through the mail by check, over the phone by credit card, or online through student space. You can also avoid this fee by signing up for our monthly installment payment plan. Forms can be obtained under the resources tab to the right. If you have any questions, please feel free to contact the Business Office, Monday through Friday between 8:00 am and 5:00 pm at 740-245-7226.

## Rio Student E-mail Account

You need to check your Rio emails daily because this is the most convenient and efficient way to communicate and most Rio important policies, decisions, news, posts, and updates are announced through emails.

### To set up your email account:

1. When you register for classes, ask your success coach for your Rio email.
2. Two days after you register for classes, go to [rio.edu/current-students](http://rio.edu/current-students)
3. Scroll down to Rio NET email  
“password registration” and follow the instructions on the screen  
USERNAME: your full RioNET e-mail address.  
PASSWORD: RioNET + 4digits of your ID (ex: RioNET4444)
4. Follow the instructions on the screen to complete your email setup.

### To change your password:

1. Go to [rio.edu/current-students](http://rio.edu/current-students)
2. Scroll down to “Password reset help” and click on password reset. Follow the instruction on the screen.

### To check your email:

1. Go to [rio.edu](http://rio.edu)
2. Click on “Information for” at the very top right of the page
3. Click on “Current Students”
4. Scroll down to “RioNET email” and click on it
5. Sign in using your Rio email and password

### Added security: Multi-factor Authentication (MFA)

Rio is committed to safety, and that is why we use MFA, also known as a “Multi-Factor Authenticator”.

1. When you log in to your e-mail for the first time, you will see “more information”, click on it.
2. On the “drop-down” menu choose “mobile app”.
3. Click on it and download the Microsoft Authenticator Application from your app store. By doing that, you can be sure nobody will hack into your email account.

4. If you prefer, you can scan the QR code. Download the app and follow the instructions.

If you have problems performing any of these steps, contact Campus Computing and Networking at [support@rio.edu](mailto:support@rio.edu)

### **Student Space Account**

*To check your student account:*

1. Go to [rio.edu/studentspace](http://rio.edu/studentspace)
2. Follow instructions on the screen  
Your user name is your student ID number. (Example: 300123456)  
Password: last 4 digits of your student ID number /0000

If you have issues, contact Admissions or Campus Networking for your password.

### **To check your student invoice on Student Space:**

1. After you have signed on to Student Space on your Student Information page you will see “Please change here to view the information in other semesters: Please Choose”
2. If the semester you want to see is not listed, click Please Choose.
3. Click on Edit and set the Default Semester to the requested semester, and then click SAVE. This will take you back to the Student Information Page.
4. Click on the “My Account” tab to see your account for the requested semester.

### **Canvas- Learning Management System**

1. <https://www.rio.edu/current-students>
2. Scroll down the page and click on Canvas (log in)
3. Sign in using your Rio email and your password

### **To schedule a tutoring session:**

1. <https://outlook.office365.com/owa/calendar/StudentSupportServices@RIOGRANDE1.onmicrosoft.com/bookings/>
2. Choose the course, the day, and the tutor you want
3. Add your details and click on “Book”

### **Travel abroad while in the US:**

Consult the university’s DSO (Scott Morrissey) if you are planning to travel outside the US.

### **1-94**

The 1-94 is the Arrival/Departure Record. You will receive an annotated stamp in your passport when you arrive and pass the inspection at the U.S. Port of Entry. You should print this form and keep it with your immigration documents.

A Form I-94 is needed by all visitors. Travelers will be issued an I-94 during the admission process at the port of entry. If you are traveling via a land border you may apply for an I-94 in advance, saving time while at the port of entry. Go to <https://i94.cbp.dhs.gov/I94/#/apply-document>

### **Course Load Requirement**

Students who hold an F1 visa must register for a full course load per semester. The following are the full-time course load requirements for F-1 students at Rio:

- For undergraduate students, full-time is at least 12 credits per semester.
- For graduate students, full-time is at least 9 credits per quarter.
- Online classes: Only 3 hours of online classes may be taken each semester to count toward full-time enrollment. F-1 students may enroll in more than 3 hours online each semester, but only 3 hours will count towards full-time enrollment.

### Social Security Number (SSN) Card Request

International students who have applied for on-campus student work opportunities **MUST** get a social security card **BEFORE** they begin working, but **AFTER** they have been hired. To apply for a Social Security number, you will need to:

1. Wait at least two weeks from the date on your I-94 card to apply and after the first week of classes if you are a new international student
2. Apply for on-campus employment/student labor.
3. Become officially hired by an on-campus employer.
4. Complete all tax forms and paperwork required by Human Resources (located in Bob Evans Farms Hall, second floor)
5. Complete the Social Security Card application found here:  
<https://www.ssa.gov/forms/ss-5.pdf>
6. Obtain the Employment Verification Letter.
7. Have your employer complete Section 1 of the Employment Verification Letter
8. Obtain the signature of the DSO.

### *The Social Security Administration requires the following items to apply for a Social Security Number:*

1. Passport
2. I-94 card (copy, not original)
3. Form I-20 or DS-2019 & Complete Employment Verification Letter
4. Complete Form SS5, which is available at the Social Security Administration or can be downloaded at:  
<https://www.ssa.gov/forms/ss-5.pdf>

The Social Security Administration is located at 2455 State Route 160, Gallipolis, OH 45631.

### **Once you receive your Social Security Number by mail you must:**

1. Go in person with your Social Security card to the Registrar at Florence Evans Hall to update your Social Security number.
2. Provide a copy of your Social Security card to the Office of the Controller located in Florence Evans Hall.
3. Provide a copy of the card to the Human Resources Officer located at Evans Farms hall for the department with which you are working at Rio.

Be careful with your Social Security card and number. Show your card to your employer when you start a job so your records are correct. Provide your Social Security Number to your financial institution(s) for tax reporting purposes. Keep your card and any other document that shows your Social Security Number on it in a safe place. **DO NOT** routinely carry your card or other documents that display your number.

### **List of Things You Need a DSO's Signature for:**

1. Letter of Eligibility for Social Security Number
2. Letter for Bureau of Motor Vehicles
3. Curricular Practical Training (CPT) Approval
4. Optional Practical Training (OPT) Application Process
5. Travel Signatures on I-20
6. Edits to your I-20 including change of major/minor, change of program end date, and change of address



## Academic Standing

A student who has at least a “C” average (2.0) is in good academic standing. If a student’s average is below “C”, the student will receive a notice of warning, probation, or suspension (see catalog). Students who receive such letters should follow the instructions and fulfill the conditions listed in the catalog so they can return to good standing as quickly as possible.

## Academic Probation and Suspension

Academic Probation is determined by comparing the student’s cumulative grade point average with the total cumulative graded hours. Satisfactory progress is maintained by meeting or exceeding the levels indicated in the following table:

<i>Cumulative Graded Hours</i>	<i>Cumulative GPA</i>
1-15	1.50
16-31	1.80
32-52	1.90
53-Graduation	2.00

Students not meeting or exceeding these standards will be placed on “Academic Probation.” Students placed on “Academic Probation” are subject to “Academic Suspension” at the end of their next term of attendance if the appropriate standards are not met. A student placed on “Academic Suspension” must sit out one 16-week semester (fall or spring) before returning to Rio. Students have the right to appeal their first suspension to a committee selected by the dean of their college. The committee will decide whether to allow the student to return without serving the one-semester suspension.

Any further suspensions are not eligible for appeal and must be served. For more information about academic probation and suspension please see the current course catalog.

## Drop/Withdraw Policy

Students who drop any class through the first week of any academic term will not be charged tuition for that class. However, drop and add fees will start on the first day of the term.

## Graduation

To graduate from your degree program, you must fulfill all of your graduation requirements. These include certain classes you must take, how many credit hours you need to have taken, the minimum GPA that you need to achieve, and more. In addition, it is necessary to formally apply for graduation when you are near the time that you will be completing your graduation requirements.

## In case of emergency:

- On-campus, call Campus Police at (740) 245-7286
- Off-campus, call 9-1-1 or the Gallia County Sheriff’s Office at (740) 446-1221
- Inform the DSO as soon as possible. For information about Campus Police and escort services: 740-245-7286 or police@rio.edu.

## Friendly suggestions:

1. Communicate with your professors often. This is key to your academic success. American Professors have office hours. This is a time for students to talk to professors privately. Use that time.
2. Attend classes. Attendance is required and will help you succeed.
3. Read your syllabus for each course. It will help you understand the structure of your course.
4. Pay attention to class. Do not use your cell phone while in class. It is disrespectful.
5. Consult a librarian for academic work, not Google.

6. Do not under any circumstances copy somebody else's work. That is called plagiarism and it can be harshly punished.
7. Organize your time. Study at least 3 hours a week for each of your courses.
8. Be courteous – if you are an athlete, inform your professor if you will have to miss a class due to a game before you miss it, and check Canvas for assignments. You are not excused from assignments because you are an athlete.
9. Do not drink. It jeopardizes your student-athlete status. The drinking age in the US is 21 years old. It is a crime to purchase alcoholic beverages for minors.
10. Make at least 2 American friends during your first semester at Rio.
11. Be prepared for Cultural Shock. It will happen, but keep focused on your objectives.

### **Local Restaurants/Fast food restaurants**

1. *Bob Evans Restaurant*–10854 OH-588, Rio Grande, OH 45674  
(740) 245-5324
2. *Giovanni's of Rio Grande Pizza*–130 OH-325, Suite 1, Rio Grande, OH 45674  
(740) 245-5322
3. *Subway*–11733 OH-588, Rio Grande, OH 45674  
(740) 245-9144
4. *McDonald's*–109 OH-325 North , Centerville, OH 45685  
(740) 245-5156
5. *Twinkleberries Coffee and Bake Shop*–23 E College St, Rio Grande, OH 45674  
(740) 301-3033
6. *Kali's Pizza*–21 E. College St, Rio Grande, OH 45674  
(740) 245-1002
7. *Marathon Gas Station*–77 OH-325, Rio Grande, OH 45674  
(740) 245-5900
8. *Taco Bell*–11625 OH-588, Rio Grande, OH 45674  
(740) 301-1812

### **Tipping**

For your reference and convenience, the following is a list, not complete, of workers that you should tip:

- Waiter/waitress at a restaurant: 10% to 20%
- Restaurant deliverer: 10% to 20%
- Taxi/Cab driver: 10% to 20%
- Hair/nail salon or barbershop: 10% to 20%

*If you have any further questions about the information in this student guide or suggestions on what should be included in its next edition, email [lmoyer@rio.edu](mailto:lmoyer@rio.edu)*



