



## What is inSTEP?

The International Student Experience Project (inSTEP) is a collaborative initiative between Brandeis University campus partners for the holistic development of international undergraduate and international graduate students.

- inSTEP informs international students about key events that address their needs and interests.
- inSTEP streamlines and highlights important opportunities and support services offered across campus for international students at Brandeis.

## inSTEP Campus Partners

- Academic Services
- Brandeis Counseling Center (BCC)
- Brandeis Library
- Care Team
- Dean of Students Office
- Department of Community Living (DCL)
- Department of Community Service
- Department of Student Activities
- English Language Programs (ELP)
- Graduate Student Affairs (GSA)
- Health & Wellness Promotion (HAWP)
- Heller School for Social Policy and Management
- Hiatt Career Center
- Intercultural Center (ICC)
- International Business School (IBS)
- International Students & Scholars Office (ISSO)
- Office of the Dean of Arts and Sciences
- Office of Diversity, Equity & Inclusion (ODEI)
- Office of Equal Opportunity (OEO)
- Office of Study Abroad
- Prevention, Advocacy & Resource Center (PARC)
- Undergraduate Admissions
- University Ombuds Office

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## [Academic Services](#)

Academic Services upholds a culture of inclusivity as we engage a diverse community of students, faculty, and campus partners. We promote the growth of students as scholars and citizens through comprehensive advising and support over the course of their academic journey. We provide resources and opportunities that strengthen students' ability to define and achieve their academic goals, develop resilience, and lead meaningful lives.

## [Brandeis Counseling Center \(BCC\)](#)

The Brandeis Counseling Center provides counseling for students in times of stress and encourages them to ask for help with their most immediate concerns. Our staff is experienced in dealing with deeper developmental and psychological issues ranging from stress and depression to substance abuse and eating disorders. Treatment is available in English, Cantonese, Hebrew, Mandarin, and Spanish. All concerns are addressed with sensitivity to and respect for diversity and individuality. We maintain the strictest standards of privacy and confidentiality and serve as a resource to the entire Brandeis community.

## [Brandeis Library](#)

The Brandeis Library houses more than 2 million volumes (both electronic and physical), 45,000 journals (both electronic and physical) and 4,000 films, with a growing collection in the sciences, creative arts, humanities, government documents, Judaica and social sciences—including rare and unique collections. We empower people to become creators and innovators. In our 21st-century library, reference and research services provide more than resources and citation help. Librarians often provide consultation sessions, embed themselves in classroom teaching, and offer workshops to support emerging trends in research such as data visualization, open access, and information literacy. Resources such as the Research Help Desk give students the skills needed to achieve their learning goals.

## [Care Team](#)

In order to promote the safety and health of all Brandeis students, the Care Team evaluates and addresses student behavior that is concerning, and coordinates the resources of the university to intervene and provide necessary supports. Some examples of concerning behavior are: personal safety, personal/emotional distress, academic struggles coupled with safety/personal/emotional distress, and other risks to the well-being of an individual student or others in the Brandeis community.

Anyone in the Brandeis community can report a concern through the [I Care form](#) or by calling the Care Team case manager at 781-736-3098. Review of concerns can take up to one business day. Imminent safety concerns for individuals or the campus community please call 781-736-3333 on-campus or 911 off-campus for emergency response.

Care Team includes professional staff members from the International Student and Scholars Office, Dean of Students Office, Academic Services, Brandeis Counseling Center, Public Safety, Department of Community Living, and Graduate Student Affairs. Care Team reaches out to students to assess reported concerns and help students understand available resources to support success at Brandeis.

## [Dean of Students Office](#)

The Dean of Students Office seeks to build a campus community based upon mutual understanding and consideration and that acknowledges that one's actions must take into account the rights of others. One of the cornerstones of our community is to identify opportunities for students to learn

and practice leadership. We support a variety of social, cultural and educational activities initiated and developed by individual students and student organizations, and within the residence halls. These activities extend the educational mission of Brandeis beyond the walls of the classroom and incorporate our core values: citizenship, integrity, respect, civility, lifelong learning and embracing diversity. We support the development of a student-directed community — a place where the student voice challenges and directs the shape of the institution. We know that to be effective in that role, students must have both opportunity and the skills to make it work.

### **[Department of Community Living \(DCL\)](#)**

The Department of Community Living cultivates an inclusive, diverse, and symbiotic living and learning environment in all of our residence halls. We empower our community members to respectfully challenge each other and engage in opportunities of holistic enrichment through critical thinking, constructive dialogue, and leadership development. DCL oversees Brandeis' on-campus housing and Community Advisor Program.

### **[Department of Community Service](#)**

The Department of Community Service empowers Brandeis students to be lifelong engaged citizens and reflective thinkers through predominantly co-curricular community engaged leadership programs. The department's initiatives aim to create reciprocal community partnerships that strive toward positive social change. Student learning is focused on the following core competencies: Reflective Thinking, Engaged Global Citizenship, Self-Identity & Awareness, Professional Skills, and Connection and Belonging. Our office is a resource for students interested in community service and engagement opportunities, including volunteering with the Waltham Group, joining a service club, participating in Alternative Break trips, connecting with our local, national, and global communities, and more. Students are encouraged to track their volunteer hours through Sage as a part of the distinguished Commitment to Service Award program.

### **[Department of Student Activities](#)**

The Department of Student Activities plans and supports campus-wide programs and events to enhance student experiences outside of the classroom. The department cosponsors programs with clubs and departments; manages the Shapiro Campus Center, Brandeis Tickets, and the Usdan Game Room; supports student run businesses Cholmondeley's Coffeehouse (Castle) and the Student Service Bureau (Usdan); and advises Archon Yearbook, Campus Activities Board (CAB), the Undergraduate Theater Collective (UTC), and WBRS.

### **[English Language Programs \(ELP\)](#)**

English Language Programs serves non-native speakers of English. We offer one-on-one weekly tutorial sessions for undergraduate and graduate students for both analytical writing and academic oral communication skills. We offer workshops and on-site office hours for IBS graduate students and drop-in tutorial sessions for Heller students. Additionally, we run the [Gateway Scholars Program](#), an intensive seven-week summer program to prepare a select cohort of international first-year undergraduate students for the rigorous Brandeis academic curriculum as well as life at a liberal arts university in the U.S.

### **[Graduate Student Affairs \(GSA\)](#)**

The Office of Graduate Student Affairs collaborates with each of the Brandeis graduate programs to provide strong, comprehensive support to all graduate students at Brandeis. We plan and implement programs and workshops throughout the year, focused toward academic, social, and personal development.

## **[Health & Wellness Promotion](#)**

Health and Wellness Promotion (HAWP) is here to support your well-being so you can make the most of your time at Brandeis. We coordinate campus-wide health and wellness efforts through evidence-based promotion and prevention strategies such as educational programs and events, health information and resources, and peer education.

## **[The Heller School for Social Policy and Management](#)**

The Heller School drives positive social change through research, education and public engagement that inform policies and programs designed to address disparities in well-being and social inclusion in a sustainable way.

## **[Hiatt Career Center](#)**

The Hiatt Career Center assists undergraduate students and alumni in developing the skills to transform their unique backgrounds, liberal arts education and experiential learning into meaningful professional futures and relationships. Hiatt engages employers, faculty and staff, parents and families, professional consortia and the greater Brandeis community to achieve this mission. Hiatt also has [resources just for International Students](#).

## **[Intercultural Center \(ICC\)](#)**

The ICC serves as an umbrella organization for numerous diverse student clubs and organizations. It is dedicated to creating a haven of respect, education, and celebration that aims to develop critical consciousness and awareness of the myriad cultures of Brandeis University. It also works to foster a welcoming community where diverse experiences and perspectives are valued, and dedication to the understanding of cultures and ethnicities is essential. Located on the lower level of Swig Hall in the East Quad, the ICC features a spacious resource room equipped with computers and printers, a small lending library of cultural books and videos, and a diverse array of cultural publications. It also has a conference room, multipurpose room, comfortable lounges, a patio and kitchen facilities, all of which [can be reserved](#). Fundamentally, the ICC provides events that focus on issues of culture, ethnicity and social justice.

## **[Gender and Sexuality Center \(GSC\)](#)**

The mission of the Gender and Sexuality Center (GSC) is to provide resources, positive visibility, an affirming space, and advocacy for lesbian, gay, same gender loving, bisexual, transgender, gender non-conforming, queer, questioning, intersex and asexual students, staff, and faculty at Brandeis University. Through education, community building, and programming for the entire university community, all are encouraged to participate in creating and maintaining an inclusive environment. The GSC is located in Usdan G069 by the steps to the Office of Study Abroad and down the hallway from PARC.

## **[International Business School \(IBS\)](#)**

By teaching rigorous business, finance and economics, connecting students to best practices and immersing them in international experiences, Brandeis International Business School prepares exceptional individuals from around the globe to become principled professionals in companies and public institutions worldwide.

## **[International Students & Scholars Office \(ISSO\)](#)**

The International Students and Scholars Office is part of the Provost Office's global engagement efforts, Global Brandeis. As such, the ISSO is dedicated to supporting international students and scholars throughout their time spent in the Brandeis community. The ISSO determines visa eligibility and prepares and issues the visa documents needed for non-immigrant students, scholars and their dependents to obtain visas in order to come to Brandeis University to study, teach and/or conduct research. We advise and provide guidance to international students and scholars regarding academic, financial and personal issues which may impact their legal status in the U.S. and at this university.

## **[Office of the Dean of Arts and Sciences](#)**

The Dean of Arts and Sciences is responsible for the undergraduate and graduate curricula, faculty, staffing, oversight of academic departments and other academic matters. The dean's office also sponsors many academic and co-curricular programs.

## **[Office of Diversity, Equity & Inclusion \(ODEI\)](#)**

The Office of Diversity, Equity & Inclusion is the central office within the division of Diversity, Equity, and Inclusion and houses the Chief Diversity Officer. ODEI is committed to working collaboratively with the campus community to assess and support its strengths and needs in an effort to build high-quality programming that evokes positive and progressive social change. ODEI offers educational opportunities for faculty, staff, and students and individual coaching for community members who wish to develop a particular idea, program, or curricular strategy using diversity, equity, and inclusion frameworks and strategies.

## **[Center for Spiritual Life](#)**

The Center for Spiritual Life at Brandeis University supports all expressions of spiritual and religious life on campus through religious services, mindfulness practices, interfaith discussions, service opportunities, retreats and more. Staff chaplains are available for support, spiritual conversation, and community to students of any or no tradition and religion.

The Center's main offices are on the ground floor of Usdan Student Center. There are a number of places for prayer and reflection on campus. Jewish, Catholic, and Protestant chapels are located across Chapels Field. The Muslim Prayer Room is located on the ground floor of Usdan Student Center. The Dharmic Prayer Room is located on the third floor of the SCC. Additional prayer and meditation rooms are located throughout campus.

## **[Office of Equal Opportunity \(OEO\)](#)**

The Office of Equal Opportunity (OEO) is available to assist students, staff and faculty with concerns regarding discrimination, harassment and sexual misconduct. OEO addresses concerns regarding all protected categories, including race, color, national origin/ethnicity, sex (which includes pregnancy), sexual orientation, gender identity/expression, transgender identity, religion, disability, age, genetics, and active military or veteran status. OEO can provide information regarding support resources on campus and about what options may be available for addressing this conduct. OEO also conducts training on these issues for members of the Brandeis community.

## **[Office of Study Abroad](#)**

The mission of the Office of Study Abroad at Brandeis University is to help all students take advantage of the opportunity to live and learn in a new and different cultural context. The staff of the Office of Study Abroad work to ensure that students have access to educational experiences

that foster their development as global citizens. We strive to provide students with opportunities to develop the skills required to address the challenges of our increasingly interconnected world.

### **Prevention, Advocacy & Resource Center (PARC)**

PARC provides education, empowerment, and confidential support related to sexual assault, dating/domestic violence, and stalking. Visitors can speak with a trained Peer Advocate, who can provide confidential one-on-one conversations (available in English, Spanish, Korean, and Hindi), support during the reporting processes to Title IX and/or the police, connections to both on-campus and off-campus resources, and self-care and grounding exercises. Professional staff are also available for more in-depth information and support. Come by the office any Monday-Friday during the academic year, from noon to 5 pm, no appointment needed! For other appointments, please email [parc@brandeis.edu](mailto:parc@brandeis.edu). PARC is also always available on the phone, 24/7: 781-736-3370.

### **Undergraduate Admissions**

Each year, the Undergraduate Admissions Office works to recruit and matriculate a diverse and talented class that will add to the global community of scholars currently on campus. Admissions staff travel to over 25 countries promoting the opportunities Brandeis offers. They then review the almost 12,000 applications Brandeis receives annually to best determine which students are a strong academic and personal fit for the institution. The class of 2023 is the one of the most internationally diverse in Brandeis history and includes students from over 30 countries around the world.

### **University Ombuds Office**

The Brandeis Ombuds Office provides confidential, impartial, informal, and independent assistance for students, staff, faculty, and anyone with a connection to the Brandeis community in helping individuals and offices resolve University-related problems and conflicts.

The office's primary purpose is to provide a confidential resource for visitors to which they can bring their concerns and questions, and can get assistance in problem-solving and considering their best options for handling a difficult situation. The Ombuds Office is an alternative to formal channels of dispute resolution.

The Ombuds' response is tailored to each visitor's specific situation and concerns. The Ombuds perform a variety of functions in carrying out their duties and responsibilities. They:

- listen, providing a respectful, and safe place for visitors to discuss issues;
- help individuals to fully understand their concerns and consider all appropriate options;
- explain University policies and processes;
- make referrals to others;
- coach visitors on self-help techniques;
- engage in shuttle diplomacy;
- conduct informal conflict resolution through varied techniques, including but not limited to mediation/informal dispute resolution;
- facilitate conversations;
- employ any other method appropriate and desired by the visitor that is within the standards of practice of the Ombuds Office.

The goal of the Ombuds Office is to help people find resolutions that work for themselves in the least restrictive means and as easily as possible. The office is empowered to provide informal assistance only. Formal actions are managed by other Brandeis University offices or officials.