

# RANDOLPH COLLEGE

## INTERNATIONAL STUDENT HANDBOOK



revised May 2010



# THE INTERNATIONAL STUDENT HANDBOOK

## Randolph College

Welcome to all new international students (page 1)

- Reference Chart For International Student Queries & Services
- Checklist for Admitted International Students

What should I know before I arrive at the College? (page 6)

- How do I obtain a visa to study at Randolph College?  
How do I make sure that I comply with the immigration laws of the United States?
- What plans should I make for my arrival?
- What should I know about housing?
- What will my address and telephone number be?
- What should I bring?
- What about money and banking?
- How do I keep myself safe?
- I see many fees for different things. What are they for?
- How do I choose my classes at Randolph College?
- What prices can I expect to pay for books and other items?

What should I know about my first few days at the College? (page 21)

- What is Orientation?
- How will I cope with culture shock?
- Advice from current students.
- E-mail addresses of International Orientation Leaders and other students

What other important things should I know about Randolph College? (page 26)

- What resources will be available for my use?
- How can I become involved in student life?
  - \* student clubs and organizations
  - \* campus activities
  - \* traditions
- Other opportunities to get involved.
- What is the meaning of these words and abbreviations?

What should I know about Lynchburg, Virginia? (page 32)

- What do I need to know about shopping?
  - \* Shopping areas
  - \* Taxes
  - \* Shopping for clothing
  - \* Eating in a restaurant

- What transportation options are available within the city of Lynchburg?
- What forms of transportation are available for travel to and from Lynchburg?



# WELCOME !

To all new international students:

Welcome to Randolph College! We look forward to meeting and getting to know you. While you are studying here, we hope you will grow in your understanding of different cultures, make new friends, and acquire useful skills. Studying in the United States will be an exciting experience you will remember for the rest of your life.

We have prepared this handbook, which outlines important information you need to know to study at Randolph College. It is very important that you read this **before you arrive**. And don't forget to bring this handbook with you to Randolph because you will continue to use it.

To make your transition into the United States and the College comfortable, we have prepared an Orientation program for you. Student Orientation Leaders will be here to guide you and answer all your questions. The program activities are designed to help you ease into student life and get to know plenty of people. You will receive a complete schedule of orientation activities upon your arrival at the College.

The most important resource for new international students is the caring staff, made up of College employees and students, who will work to make your transition as smooth as possible. You will meet many of these people during your first days at the College.

Again, a most warm welcome to our community!

Sincerely,

International Student Services Committee  
Nancy Goulde, Coordinator of International Student Services  
Hermina Hendricks, Director of Multicultural Services  
Joy McGrath, Associate Director of Admissions for International Students  
Paula J. Wallace, Associate Dean of the College  
Tina Johnson, Director of the Experiential Learning Center  
Joselle Bannie, Resident Director, Webb Hall

## Reference Chart for International Student Queries and Services

| <i>Questions about...</i>                           | Contact<br>Person | Contact Office   | Phone | E-Mail Address                 |
|---|-------------------|--|-------|--------------------------------|
| 1-year Students                                     | Nancy Goulde      | Int'l. Student Services                                  | x8579 | ngoulde@randolphcollege.edu    |
| A level/ IB/ AP Credits                             | Paula Wallace     | Dean of the College                                      | x8143 | pwallace@randolphcollege.edu   |
| Airport Pickup for Orientation                      | Nancy Goulde      | Int'l. Student Services                                  | x8579 | ngoulde@randolphcollege.edu    |
| Books/School Supplies                               | Coral Carter      | Macon Bookshop<br>Student Financial<br>Services          | x8108 | ccarter@randolphcollege.edu    |
| Campus Jobs   | Shirley Spinner   |  | x8128 | sspinner@randolphcollege.edu   |
| Classes and Registration                            | Barbara Thrasher  | Registrar's Office                                       | x8143 | bthrasher@randolphcollege.edu  |
| Computers   | Theron McLoud     | Computer Help Desk                                       | x8103 | tmcloud@randolphcollege.edu    |
| Counseling/Mental Health                            | Anne Hershbell    | Health Center  | x8158 | ahershbell@randolphcollege.edu |
| English Placement & Services                        | Nancy Goulde      | Int'l. Student Services                                  | x8579 | ngoulde@randolphcollege.edu    |
| Financial Aid and Scholarships                      | Joy McGrath       | Admissions Office<br>Dining Services, Bell<br>Hall       | x8100 | jmcgrath@randolphcollege.edu   |
| Food/Dining Services                                | Mitch Rodhe       |  | x8129 | mrodhe@randolphcollege.edu     |
| Health Care/Insurance                               | Gretchen Morgan   | Health Center  | x8130 | gmorgan@randolphcollege.edu    |
| Housing/Roommates                                   | Terry Bodine      | Dean of Students   | x8119 | tbodine@randolphcollege.edu    |
| Immigration Status/OPT                              | Nancy Goulde      | Int'l. Student Services                                  | x8579 | ngoulde@randolphcollege.edu    |
| Immunizations                                       | Gretchen Morgan   | Health Center  | x8130 | gmorgan@randolphcollege.edu    |
| Income Tax on Scholarships                          | Paula Hutt        | Business Office  | x8112 | phutt@randolphcollege.edu      |
| International Orientation                           | Nancy Goulde      | Int'l. Student Services                                  | x8579 | ngoulde@randolphcollege.edu    |
| International Student Services Assistant            | Zara Sibtain      | ISS Student Assistant<br>Experiential Learning<br>Center | x4080 | zsibtain@randolphcollege.edu   |
| Job Search  | Krista Leighton   |  | x8116 | kleighton@randolphcollege.edu  |
| Learning Strategies Program and Disability Services | Tina Barnes       | Learning Resources<br>Center                             | x8132 | tbarnes@randolphcollege.edu    |
| Mail  | Tara Roberts      | Mailroom   | x8336 | troberts@randolphcollege.edu   |
| Multicultural Programs                              | Hermina Hendricks | Multicultural Services                                   | x8119 | hhendricks@randolphcollege.edu |

|                            |                  |   |       |                               |
|----------------------------|------------------|---|-------|-------------------------------|
|                            |                  |   |       | e.edu                         |
| Pan World Club             | Jim Duffy        | Admissions Office                       | x8027 | jduffy@randolphcollege.edu    |
| Payments and Billing       | Wendy Dietrich   | Business Office                         | x8112 | wdietrich@randolphcollege.edu |
| Phone                      | Kathy Dupree     | Information Technology                  | x8371 | kdupree@randolphcollege.edu   |
| Safety and Security        | Kris Irwin       | Security                                | x8144 | kirwin@randolphcollege.edu    |
| SEVIS regulations          | Nancy Goulde     | Int'l. Student Services                 | x8579 | ngoulde@randolphcollege.edu   |
| Sports and Athletic Center | Tina Hill        | Phys. Ed. & Recreation<br>(PER)         | x8321 | thill@randolphcollege.edu     |
| Study Abroad               | Tina Johnson     | Experiential Learning<br>Center         | x8285 | tjohnson@randolphcollege.edu  |
| Transfer Credits           | Barbara Thrasher | Registrar's Office                      | x8143 | bthrasher@randolphcollege.edu |
| Tutoring Services          | M.C. Johnson     | Ethyl Mathematics and<br>Science Center | x8284 | mcjohnson@randolphcollege.edu |
| Visa and I-20              | Joy McGrath      | Admissions Office                       | x8100 | jmcgrath@randolphcollege.edu  |
| Writing Papers/Tutoring    |                  |   |       | ngoulde@randolphcollege.edu   |
|                            | Nancy Goulde     | Int'l. Student Services                 | x8579 | bgoodjohn@randolphcollege.edu |
|                            | Bunny Goodjohn   | Writing Lab                             | x8147 |                               |

**Off campus:** Dial Randolph College Switchboard (434) 947-8000. Give the person's name and extension.

**On campus:** Dial the four digit extension number.

## Checklist for Admitted International Students

Review your financial aid award online. See email from Joy McGrath for instructions.

- ⑧ Pay your \$300 enrollment deposit. From the business office page, click on billing policies  
<http://www.randolphcollege.edu/businessoffice>
- ⑧ Make your tuition payment. Bills are sent to all new international students on July 1 and due by August 1. If for some reason you do not receive this bill, you may contact the business office: Wendy Deitrick  
<[wdeitrick@randolphcollege.edu](mailto:wdeitrick@randolphcollege.edu)>
- ⑧ After paying your deposit, you'll receive by express mail your I-20, International Student Handbook, and Next Stop Randolph. Check the accuracy of the information on the I-20. Read the International Student Handbook (also online on the New International Students webpage:  
<http://www.randolphcollege.edu/newinternationalstudents>; scroll to the bottom).
- ⑧ Read Next Stop Randolph (also online on the New Student and Orientation Information webpage:  
<http://www.randolphcollege.edu/x16660.xml>)
- ⑧ You will receive an email about your College email account and learn how to access the College Portal. The Portal is the campus network which helps connect you with the college community via the Internet. Using your Randolph password, access the Portal and your College email account.
- ⑧ Complete the I-901 Fee form and pay the SEVIS fee  
<http://www.ice.gov/sevis/i901/>
- ⑧ Make an appointment to obtain a student (F-1) visa from a US Embassy or Consulate. See Tips for Applying for a Visa. From the New International Students Information webpage, click on Immigration Information.  
<http://www.randolphcollege.edu/newinternationalstudents>
- ⑧ Send in exam results (AP, A-levels, I B, CAPE) and final transcripts to Admissions as soon as possible.
- ⑧ Complete health and immunization forms located in Next Stop Randolph; send them to Randolph by July 1 (From the New

Students page, <http://www.randolphcollege.edu/newstudents>  
click on the left for Forms and Information)

- ⑧ Return Housing form by May 25 (From the New Students page, <http://www.randolphcollege.edu/newstudents> click on the left for Forms and Information)
- ⑧ Make arrangements to arrive on campus on August 19, but not earlier; send in Arrival Form. (from the New International Students Information webpage, click on Arrival and Contact Information.  
<http://www.randolphcollege.edu/newinternationalstudents>)
- ⑧ New Students who wish to travel before classes start may not enter the US more than 30 days prior to the program start date on their I-20
- ⑧ For transfer students: Make sure your transcripts and any other required documentation (such as official transcripts and course descriptions for **all** courses and A-level scores) are sent to the Admissions Office as soon as possible for evaluation.

For students transferring from US institutions:

- ⑧ Contact the international student advisor at your former school and ask that your SEVIS record be transferred to Randolph College.

## WHAT SHOULD I KNOW BEFORE I ARRIVE AT THE COLLEGE?

How do I obtain a visa to study at Randolph College?

How do I make sure that I comply with the immigration laws of the United States?

Randolph College does not issue visas to enter the United States; no college does. That is the responsibility of the United States government. The College will issue you a SEVIS I-20 form, which you will present at the consular office. Check the US Embassy website in your country for the latest information concerning obtaining a visa. Prepare long before the International Orientation start date. If you are rejected, you will have time to apply again.

To obtain your visa, it is important to demonstrate that you are coming to the United States only to study—that you do not intend to work or to remain indefinitely. Students on a student visa (called an F-1 or J-1) are NOT allowed to work legally in the United States without prior permission from the United States Citizenship and Immigration Services (USCIS). However, you may hold a job on campus if you are offered such a job by the College.

**Pay your SEVIS fee:** Each student who is issued an initial Form I-20 after October 27, 2008 is responsible for paying the SEVIS fee (now \$200) to SEVP (Student and Exchange Visitor Program). The application form is called Form I-901. This is separate from your visa fee. Bring the SEVIS payment receipt to your visa interview. For full details, go to the government's website: <https://www.fmjfee.com/i901fee/>

### TIPS FOR APPLYING FOR A STUDENT VISA

The following tips for applying for a student visa have been adapted from NAFSA: Association of International Educators.

**Ties to Your Home Country:** Under U.S. law, all applicants for non-immigrant visas are viewed as intending immigrants unless they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties" to your home country are the things that bind you to your hometown, homeland, or current

place of residence: job, family, property that you own or will inherit, investments, good financial prospects, etc. You may be asked about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans, and career prospects in your home country. Each person's situation is different, and there is no magic explanation or single document, certificate or letter that can guarantee visa issuance. If you are denied under Section 214(b) of the Immigration and Nationality Act, this means you have failed to prove intent to return to your home country.

**English:** Anticipate that the visa interview, should there be one, will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview. Do not bring parents or family members with you to the interview. The consular official will want to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf.

**Academics:** Be able to talk about the academic program of Randolph College. How does it fit into your career plans when you return home? If you are not able to explain the reasons you want to study here, you may not succeed in convincing the U.S. consular official that you are indeed planning to study, rather than to immigrate.

**Be concise:** Because of the volume of applications received, all consular officers are under considerable pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute or two of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.

**Be Honest:** You should be honest with consular officials at all times. Do not lie, for example, about your sources of income. If consular officials believe you are lying, they will probably not issue the visa.

**Supplemental information:** It should be clear at a glance to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Bring original documents.

**Financial Documentation:** If you are receiving funding from your family, your employer, or from the government, be prepared to present the appropriate letters or documents which verify this funding. If your financial support is coming from personal or

family funds, bank statements alone are seldom considered credible enough evidence to demonstrate sufficient finances. Only when coupled with highly credible documentation which can substantiate the source (such as job contracts, letters from an employer, tax documents, pay stubs, or deposit slips) will a bank statement be accepted. Bank statements are most credible if they are a series of reliable computer-generated ordinary monthly bank account statements and are not more than 6 months old.

**Not All Countries Are the Same:** Applicants from countries suffering economic problems or from countries where many students have remained in the U.S. as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the U.S.

**Employment:** Your main purpose for coming to the U.S. is to study, not for the chance of work before or after graduation. While many students may work part-time during their studies, such employment is incidental to their main purpose of completing their U.S. education. You must be able to clearly describe your plan to return home at the end of your program.

**Maintain a Positive Attitude:** Do not engage the consular official in an argument. If you are denied a student visa, ask the officer for a written list of documents he or she would suggest you bring in order to overcome the refusal, and obtain in writing an explanation of the reason you were denied.

If your visa application is approved, a non-immigrant visa will be stamped inside your passport. The stamp will include the date the stamp was issued, the period of validity, whether it is a single or multiple entry visa, your name, the place where the visa was issued and Randolph College. Make sure the spelling of your name in the visa matches the spelling of your name in your passport. Consistency in spelling is extremely important. Note: New international students may enter the United States to begin studies only 30 days prior to the start date on their I-20.

At the port of entry into the United States, you will receive an entry/departure permit which is called an I-94. **It is very important that you staple this document in your passport.** Make sure the immigration officer stamps your I-20. Major problems will occur if this is not done!

**Remember:** You must attend the college listed on your visa; otherwise you will be "out of status." As long as you remain "in status" (registered for a full-time course of study and attending

class on a regular basis, not working without authorization), you will be in compliance with the rules of immigration.

You must have a valid visa to enter the USA. You may stay here if the visa expires; however, if you leave the USA, you must renew your visa in your home country before you are allowed to return. Check with Nancy Goulde, Coordinator of International Student Services, for the documentation needed.

It is important to have or be able to obtain copies of your immigration documentation in case your documentation is lost or stolen. **Make two copies of your passport, your visa, and your I-20.** Leave one set of copies with your family or someone in your home country you know will store the copies safely. Bring one set of copies with you to the United States. While traveling, do not keep the copies in the same place as your passport. **Of course, you should keep the originals with you (not in your suitcase) while you travel.**

Once you have enrolled at the College, if your immigration documentation is lost or stolen, report the loss or theft immediately to Nancy Goulde, Coordinator of International Student Services. She will update students on current government regulations.

## What plans should I make for my arrival?

Students should arrive on Thursday, August 19, 2010. Students arrive, get settled, and rest. Orientation activities begin on Friday morning, August 20, 2010.

An Arrival and Communications form is included in the back pocket of the ***Next Stop: Randolph*** booklet and on our Web site at <http://www.randolphcollege.edu/x16592.xml> The form will ask for your time of arrival and how you will arrive (by plane, train, bus, or car). It is imperative that you complete the form and **return by FAX (434-947-8298) to the College as soon as your travel plans are established** in order to ensure that a representative of the College will be present to greet you when you arrive in Lynchburg and bring you and your luggage to the campus.

Be sure to tell your travel agent that Lynchburg, Virginia, is your destination. The College will not be able to meet you at an airport outside Lynchburg. For the purpose of arranging the connecting flight, your travel agency may find it helpful to know that the following U.S. airlines have flights into Lynchburg: USAirways and Delta. The call sign for Lynchburg Airport is LYH,

and these letters should appear on your ticket. Check with your airlines about luggage weight limits; often you must pay a fee for excess weight.

If you are visiting a location in the U.S. prior to your arrival in Lynchburg, it may be possible for you to travel to Lynchburg by train or bus. The train service is Amtrak ([www.amtrak.com](http://www.amtrak.com)). Be sure to confirm that there is indeed train service between your location and Lynchburg, and be advised that you should make a train reservation in advance. Bus service is offered by Greyhound ([www.greyhound.com](http://www.greyhound.com)), and it is not necessary to reserve a ticket for the bus. Someone from the College will meet you at the station to bring you and your luggage to the campus.

Please note that you may not move into your room at the College until August 19, 2010. If you plan to arrive in Lynchburg earlier than the specified date, you must plan to stay in a hotel in the city at your own expense. Following are some options; mention you're a Randolph College student and there is often a discount.

Holiday Inn Select \$79 plus tax per night including breakfast for two (phone 434-528-2500)  
<http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/lyhcp>

Kirkley \$79 plus tax per night (phone 434-237-6333)  
[www.kirkleyhotel.com](http://www.kirkleyhotel.com) <<http://www.kirkleyhotel.com>>

Wingate \$89 plus tax per night for business visitors, 11%-12% discount on going rate for family visitors (phone 434-845-1700)  
[www.wingate-lynchburg.com](http://www.wingate-lynchburg.com)

## What should I know about housing?

Every student who begins his/her education at Randolph College before age 25 lives in the residence halls. You will be assigned a roommate.

A Housing Information Form is included in the *Next Stop: Randolph* booklet. It is also located at <http://www.randolphcollege.edu/x16589.xml> It is very important that you complete and return the form by FAX as quickly as possible. Three types of housing spaces are available: all women, all men and mixed. The Dean of Students Office will begin posting housing assignments on the Portal under "IQ Web" in late June. Your housing can not be assigned until your Housing Information Form has been received.

Campus Housing offers two meal plans - 19 or 14 meals per week (*except during College breaks*) in Cheatham Dining Hall, along with Dining Dollars that can be used in the retail dining locations. First-year students must sign up for the 19-meals-per-week plan. The menus offer a variety of healthy and delicious foods, including vegetarian options available at each meal. The Dining Hall is also open between meals with beverages, salad bar, cereal, fruit, and bagels during weekdays. For students with busy schedules who may miss meals in the Dining Hall, meal equivalency is available for breakfast in Main Grounds Coffee Bar from 7:30 - 11:00 A.M. and for Dinner in the Skeller from 7:30 p.m. - 10:30 P.M.

**Telephone service.** Local telephone service and voicemail services are optional. If you want phone service in your room, contact Kathy Dupree <KDupree@randolphcollege.edu> You will need to provide your own phone. You can buy one on one of the orientation shopping trips.

Local and toll-free calls can be made from your room. To make long distance calls (in the US and international), students will need to buy a calling card or use their own cell phone. You may want to investigate telephone card options before you arrive at the College. (The Internet is a good place to seek information about services and rates.)

**If you decide to bring or buy your own computer,** you may connect it to the College computer network (and to the Internet and the World Wide Web) at no additional charge. See the page about computers in the *Next Stop: Randolph* booklet.

**Electrical circuits.** Electrical current in the U.S. is 110 V. Please make sure to check the voltage in your country since it may differ. If you want a converter, it will cost approximately \$30 at Radio Shack in Lynchburg. If the main reason for purchasing a converter is for a hairdryer, it may be more economical to buy a new hairdryer (as low as \$12) in the States.

**Laundry facilities.** Laundry facilities are available 24 hours a day in Webb Hall, Moore Hall, and Bell Hall at no additional charge to students. Please note that you must purchase your own detergent.

#### **Breaks**

|                      |                              |
|----------------------|------------------------------|
| Fall Break           | October 15-19, 2010          |
| Thanksgiving Break   | November 24-28, 2009         |
| Winter/Midyear Break | December 18, 2010 -          |
| January 16, 2011     |                              |
| Spring Break         | March 5-13, 2011             |
| Summer               | May 08, 2011-August 28, 2011 |

Residence halls remain open for Fall, Thanksgiving, and Spring breaks but will be closed for the longer Winter and Summer breaks. For the short breaks, the dining hall will be closed, and students will have to buy and prepare their own food if they remain on campus. There are kitchens in the Residence Halls. Many share the expense by cooking together during the break, experimenting with new recipes from all over the world.

**During the Winter and Summer breaks, students are responsible for making their individual housing arrangements.** Often students use these breaks to visit family or friends and major cities in the USA. Book your tickets as early as possible, at least two months before the breaks. Here are some suggestions:

- Visit friends and relatives who may be in the U.S.
- Check the cost of traveling back home; it may be cheaper than staying in the U.S. for a month.
- Travel. Greyhound Bus has various fares, depending on destination. Phone or check their website for more info. Toll-free number: 800-231-2222. Website: <http://www.greyhound.com>
- Youth hostels. They are much cheaper than hotels! Go to this website: <http://www.hiayh.org/home.shtml>
- Christmas International House Applicants stay with families in different parts of the U.S. for two weeks. There is no charge for the home stay, but students must pay an application fee and their own transportation. The 2009 program ran from December 19, 2009 to January 2, 2010. Some local programs have elected slightly different dates for their programs. Applications will be accepted in October. You can get more information by visiting their website at: <http://www.christmasIH.org>.

**YWCA in Lynchburg has housing for women only on the upper floors.** It has single rooms with shared kitchen facilities and bathrooms. You must fill out an application and have an interview in order to stay there. Rooms cost about \$55 a week, plus a \$50 refundable deposit the first week. Rooms are available on a limited basis; do not count on this until you check out availability. The YWCA is on Church Street downtown, on the bus route. Phone: 434-847-7751.

**What will my address and telephone number be?**

**Your address.** Your mailing address at the College will be as listed below. Your box number will be included in your housing information, available online in early July. Mail addressed without the box number will reach you, however, so you may

distribute the address without the box number to friends and family. You may ship boxes and trunks to your address in advance of your arrival. All mail, no matter what service is used, should be sent to this address.

address: Name  
Randolph College Box \_\_\_\_\_  
2500 Rivermont Avenue  
Lynchburg, VA 24503-1555

**Telephone number.** If you signed up for telephone service, Kathy Dupree will assign you a telephone number. Your complete phone number will be 434-947-(your four-digit extension) or 434-455-(your four-digit extension). If you need to provide someone with your phone number before the housing information is available online, you may give them the Switchboard number: 434-947-8000. The Switchboard is open 24 hours daily, and the operator will direct any calls received for you to your room. The operator does not give out your phone number to callers.

The 434 in your phone number is called the "area code"; the 947 or 455 sequence is the "exchange." You can call anyone on campus simply by dialing the four-digit extension (last four digits of the 10 digit number). Calls made into Lynchburg (known as local calls) would require dialing a seven-digit number. To make a call to an area outside Lynchburg but within the U.S., you must dial the designated area code and then the seven-digit phone number.

**Cell Phone Service.** Some companies require a social security number, credit card, credit history or large deposit, so it can be difficult to get a cell phone with an annual plan. Pre-paid phone plans, however, are easy to get. If you have relatives in the U.S., you might be able to be part of their plan.

**FAX.** For items that you will FAX to the College this summer, use the following FAX number: 434-947-8298. During the academic year, students may receive FAX transmissions on the FAX machine located in the Dean of Students Office. The FAX number is 434-947-8298. Students may also send FAX transmissions on the FAX machine in the Dean of Students Office. Prices for sending or receiving faxes in the Dean of Students Office start at \$1 for domestic faxes and \$3 for faxes sent overseas.

**E-mail.** You will have an e-mail address at the College, and you may read your e-mail at any of the computers in the public computer labs on campus. You can determine your e-mail address by following these examples:

If your name is Jung Hee Lee,  
Przybylski,

If your name is Ania

your e-mail address will be

jhlee@randolphcollege.edu  
randolphcollege.edu

The letters before the @ symbol will serve as your username when logging in on the Portal.

So, Jung Hee's username is jhlee and Ania's username is aprzybylski

your e-mail address will

aprzybylski@

## Access to the Portal:

It is important to access the College Portal as soon as possible because that's where you can access announcements, webmail, and IQ web that will help you prepare to come to Randolph College.


After you have deposited, the Admissions office ([admissions@randolphcollege.edu](mailto:admissions@randolphcollege.edu))

will send an email to your personal email address with instructions on how to access the College's Portal. If your personal email address is not on file, you will receive a paper letter via snail mail. As soon as you can, change the password that was issued to you.

The email includes your network ID (username), password, and College email address. Once you get access, you should change the password. Instructions will be given on the Portal. If you have any questions or problems, you can send an email to [helpdesk@randolphcollege.edu](mailto:helpdesk@randolphcollege.edu) or you can call the Help Desk at 434-947-8103.

## What Should I Bring?

Perhaps your biggest challenge will be trying to pack your whole life in two suitcases! You are probably wondering what you need to bring. If you can't bring toiletries or even some clothes, don't worry. During the first week that you are here, there will be several opportunities for you to go shopping for supplies. Your Orientation Leaders will take you to stores where things can be purchased at the lowest possible price. You may also ship items to the College. The College Mailroom will be ready to accept shipments of boxes or trunks in August. Please address any shipments as follows:

|  |   |
|--|---|
| Your Name<br>Your HOME Address   |  |
| Your Name<br>Randolph College Campus Box<br><hr/> 2500 Rivermont Ave.<br>Lynchburg, VA 24503 |   |

The weather is usually quite warm and humid in August and September, so be sure to bring some light and comfortable clothes. Many students wear shorts and T-shirts, but you can wear whatever you like. Anything goes when it comes to clothing on our campus. It does get cold in winter, so bring a few sweaters and a warm jacket or coat. You may also want to bring dressier clothing to wear to community events. You can purchase sheets, towels, and other items for your room during Orientation. We can also advise you where to get great bargains.

Residence Hall rooms are all equipped with a single bed, dresser, closet, desk and chair for each resident student. You may want to bring favorite photos, recipes, traditional attire, or other items that you would like to share with other students as you tell them about your culture. Many students—American as well as international—find that bringing a few favorite items to remind them of home, family, and friends is a comfort during a long absence from home. If you have posters or other items from your country that you would like to share, bring them to the ISS office.

If your passport is less than a year old, you must bring another document showing your name and date of birth so that you can apply for a Social Security Card. A birth certificate is acceptable with a certified translation.

If you have not sent in your Health Forms, be sure to bring them with you.

## What About Money and Banking?

Information about the U.S. banking system will be presented during Orientation. You will be able to ask currently enrolled international students about their experiences with banking in Lynchburg and about financial transactions between their home countries and Lynchburg.



Swift Bank Code (for international wires) - BRBTUS33  
Add Name of Student

For more information, email Wendy Deitrick at [wdeitrick@randolphcollege.edu](mailto:wdeitrick@randolphcollege.edu) or phone her at 434-947-8112.

### What about a Social Security Number and Identification?

A Social Security card will be necessary if you work on campus. You cannot apply for one before you arrive. After you have secured a job at the college, you will be able to apply for a card. You will need to show your name and date of birth, and for most of you your passport will suffice as proof. However, if your passport is less than a year old, you must bring your birth certificate (with certified translation).

After their arrival, many international students get a Virginia state ID at the Department of Motor Vehicles in Lynchburg to avoid carrying their passports all the time. More information can be found on the Virginia DMV website:  
<http://www.dmv.virginia.gov>.

I see many fee charges for different things in the information I have received from the College. What are they for, and why must I pay them?

**Tuition fees** are the fees for taking classes and earning credit at Randolph College. **Room-and-board fees** cover your residence hall room and your meals. The **technology fee** is charged to all students to cover cable TV (basic service), voice mail, computer labs and network connectivity, and telephone (local service). The **Student Government fee** defrays the cost of campus activities, most of which are offered at no cost or for a very small charge. There will be additional fees for some courses, such as horseback riding and music lessons, and for course overloads (in excess of 18 credits/hours per semester). You will also need to purchase from the College bookstore the textbooks that you will be using in class. To assist you with your financial planning for the year, at the end of this section of the handbook we have included some information about prices of textbooks and other items you may need to purchase while at the College.

What about my health insurance?

Information about health services and insurance will be covered in detail during orientation.

**Health insurance:**

As a student at Randolph College, you will be required to have health insurance because the cost of health care is very high in the U.S. compared to most countries. You will be able to use the campus Health Center for most illnesses and minor injuries. Fees charged by the Center (for medications and laboratory tests) are modest. However, if you require medical care beyond what the Health Center can provide, health insurance will pay a significant portion of the cost of your medical bills, and you will have a smaller bill to pay.

Health insurance is not included in your tuition and fees. Information from Markel Insurance Company, the insurance provider designated by the College, will be sent to you. **We strongly recommend that you sign up for the Supplemental Plan as well as the Basic Plan offered by Markel.** Medical costs can become astronomical with just one accident, injury, or unexpected illness.

When you fill out the application form, you may be asked for your (US) Social Security Number. If you have one, write it down. However, most of you will not have this and will apply for it after you get an on-campus job. So, leave that space on the form blank for now.

If you currently have health insurance that can be used in the U.S., contact the Health Center ([gmorgan@randolphcollege.edu](mailto:gmorgan@randolphcollege.edu)) to ensure that it will cover you adequately while here. **Your insurance company must have a U.S. address and phone number to contact and file claims.** You will need proof of health insurance in order to register for classes.

Some health forms ask you for the insurance guarantor. If you are insured by your parent's medical insurance company, your parent is the guarantor.

**Immunization information:**

- You **MUST** have your doctor complete Parts 1 and 2 of the Immunization Form.
- You **MUST** have all the shots (immunizations) listed. Please check the number of doses required and the age requirements, if any.

- You MUST have a tuberculosis screening. Medical people refer to this as "PPD."
- Get shots **BEFORE** you come because of cost and convenience. **Your health insurance will not cover the cost of these shots.** Most probably, the shots will cost more in the USA than in your country. Here are some current costs for some immunizations:
  - Measles/mumps/rubella: \$55 for one dose (you need 2 doses, so \$110)
  - Hepatitis B: \$70 for one dose (you need 3 doses, so \$210)
  - Tetanus booster: \$50
  - Chickenpox (varicella): \$100 for one dose (you need 2 doses, so \$200)
  - Polio: \$35 for one dose (you need 3 doses, so \$105)
  - Tuberculosis screening (PPD test): \$15 (more if you test positive)
  - Meningitis: \$125 for one dose
  - Hepatitis A: \$70 for one dose (you need 2 doses, so \$140)
  - Gardasil (series of 3): \$150.00 each

Except for the meningitis vaccine, Hepatitis A and Gardasil, all of these are **REQUIRED**. You will not be allowed to register for classes unless you show proof of your vaccinations. As you can see, it is extremely expensive and health insurance will not cover the cost of these shots. Get them in your country before you come here. If you wait to get them until you come here, you'll have to pay these prices and may have to go off campus to get the shots. You will have to pay the taxi fare to do so which is more money and time wasted! **Take care of it now in your country!**

- You MUST have all your shots **BEFORE** you register for classes. If your shots and your health forms are incomplete, you won't be allowed to register for classes.
- "Hold on your account": This is a term that the Health Center and other College departments use when they can prevent you from registering. If you don't get your shots, then the Registrar's office will be notified and will block you from registering.

- Meningitis Waiver: This shot is recommended but not yet required. If you decide not to get it, you must sign a paper called a "waiver" in which you state you have decided not to get the shot. If you do get the disease, then you cannot blame the College. Most colleges have this policy. (The USA is a very legalistic society). However, the International Student Services office strongly recommends that you get this shot. Meningitis can spread rapidly through residence halls, and the effects can be quite devastating. This is a situation when it's "better to be safe than sorry."

#### Other health information:

- There is a health center on campus and you can use it AFTER you have submitted your complete health record. Students go there for minor health problems such as colds, the flu, minor injuries, routine examinations, and doctor referrals.
- A doctor is "on call" during health center hours. S/he may not be in the health center but is available to discuss your situation. After hours, you can contact your resident advisor to get help in any health-related emergencies.
- There is also a counseling or support center in the same building. Students go there if they want suggestions for dealing with homesickness, stress, personal problems, etc.
- Both centers may refer you to doctors off campus if necessary.
- Both are staffed by licensed professionals who keep information confidential.
- Prime Time Day Students living off campus must pay an extra fee to use Health Center services.
- Dental treatment is NOT covered by your health insurance.

How do I choose my classes at Randolph College?  
When do I sign up for classes? What if I am a degree candidate, but do not know what my major will be?

Randolph College is a liberal arts and sciences college. This means that students receive broad exposure to many disciplines: the arts, humanities, social science, and natural science. For degree candidates, this foundation is ensured by the General

Education Requirements, which will be explained by your faculty advisor. Basically, you will take courses that are not directly connected to your major and thus explore diverse areas of intellectual thought. The breadth of these courses will develop students' critical thinking, open-mindedness, independent judgment, and compassionate understanding. They will prepare you for a lifelong joy of learning as well as enhance your flexibility and choices when you begin your career decisions.

Most degree candidates arrive at the College undecided about their major field of study. Furthermore, many students change their major at least once before making the final decision. Students are not required to declare their major until late in the sophomore year. This means that students have many choices in the selection of courses. You will be assigned a **FACULTY ADVISOR** who will help you select your courses and you will be able to register for classes.

Summer orientation: If you are already in the United States, you may wish to participate in one of Randolph's summer orientation programs: Friday, June 18 - Saturday, June 19 and Friday, June 25 - Saturday, June 26. You can meet your advisor and register.

August orientation: Most new international students will come to the college during August and will be assigned a faculty advisor who will help you select your courses during Welcome Week, Tuesday, August 24 - Wednesday, August 25. You will select your courses for the upcoming semester only, but you and your advisor may also discuss courses you may want or need to take in subsequent semesters. **If you are a degree candidate, once you have declared a major field of study, you will be assigned a MAJOR ADVISOR.** Your major advisor will help you choose classes that will fulfill the requirements for your major and for graduation. When degree candidates choose their major, they will build upon the General Education foundation and solidly prepare for future education and career choices. If you are not a degree candidate, you will be assigned a faculty advisor who will help you select courses appropriate to your goals.

It is important to remember that your course selection may affect your immigration status. You must take at least twelve credits each term to remain a full-time undergraduate student as defined by the United States Citizenship and Immigration Services (USCIS). Your faculty advisor and the Academic Dean will help you keep this in mind.

**What prices can I expect to pay for books and other items?**

**Books.** Textbooks are not available in the library, so students must buy them. Students purchase their books at the Macon Bookshop and may pay by travelers check, cash, personal check, debit card, MasterCard, or VISA. The Macon Bookshop can also charge your student account for up to \$500 worth of textbooks; however **the amount charged to your account for textbooks will be added to your tuition bill.**

The prices of books for courses range widely. Listed below are the books required for a number of courses offered at Randolph College and the price for a new copy of each book as of April 2009. This will give you a general idea of the cost of textbooks. Sometimes you will be able to purchase used textbooks from the Bookshop; the prices for used textbooks are lower than for new. You should carefully read the syllabus for each of your courses to find out when and how each book for the course will be used. (The professor will distribute a syllabus to students on the first day of class.) Note: Be careful about buying books on the Internet. Sometimes students receive the wrong book or the wrong edition. Talk to the IOLs (international orientation leaders) for advice.

**Biology 108 Human Biology**

Human Biology \$139.00

**Business 286**

Advertising and Integrated Brand Promotion \$210.35

**Chemistry 106 General Chemistry II**

Central Science \$194.30

**Communication 301 Rhetorical Theory and Criticism**  
 Communication, culture and Media Studies \$29.95  
 History and Theory of Rhetoric \$84.40  
 Readings in Rhetorical Criticism \$72.00  
 Channels of Discourse, Reassembled \$27.50

**Economics 102 Principles of Microeconomics**  
 Microeconomics \$136.00

**English 208 American Literature, 1865-1940**  
 Norton Anthology American Literature Vol. C \$40.00  
 Norton Anthology American Literature Vol. D \$40.00  
 Tarzan of the Apes \$4.95  
 The Sound and the Fury \$11.00  
 The Virginian \$6.95  
 The Damnation of Theron Ware \$18.00

**History 134 US History 1800-1900**  
 Prince Among Slaves \$16.95  
 This Republic of Suffering \$21.25  
 Devil in the White City \$14.95  
 The Artificial River \$15.00

**Mathematics 149 Calculus I**  
 Calculus \$207.65

**Other items.** The following items may be purchased at the nearby grocery store, Wal-Mart or other stores in Lynchburg.

**Small appliances:**

Alarm clock/radio \$10.00  
Fan \$20.00  
Hair dryer \$12.00  
Study lamp \$15.00  
Phone \$15.00

**Bedding**

Twin Sheet Set \$10.00  
Blanket \$10.00 - \$20.00  
Pillow \$ 5.00  
Towels (set) \$15.00

**School Supplies at the Macon**

**Bookshop:**

Single-subject notebook \$1.95  
3-subject notebook \$2.95  
200 sheets loose-leaf paper  
\$1.95  
One-and-a-half inch binder  
\$2.95  
3-inch binder \$4.95  
Ballpoint pens (pkg of 10)  
\$2.30  
Pencils (pkg of 12) \$2.15

**Toiletries:**

Bath soap (bar) \$0.50  
Deodorant (container) \$2.49  
Laundry soap \$6.49  
Shampoo \$3.00  
Toothpaste (tube) \$3.00  
Sanitary Napkins (pack) \$5.00

**Grocery foods/snacks**

Bread (loaf) \$2.00  
Candy bar \$0.60  
Cereal (large box) \$4.00  
Cheddar cheese (8 oz) \$3.00  
Crackers (large box) \$3.50  
French fries \$1.15  
Half-dozen eggs \$1.00  
Hamburger \$2.00  
Macaroni & Cheese \$0.99  
Ramen Noodles \$0.15  
Milk (1 liter) \$1.99  
Orange juice (2 liters) \$3.00  
Peanut butter (jar) \$2.00  
Potato chips (5 1/2 oz) \$1.99  
Soda (2 liters) \$1.25  
Soda (12-oz can) \$1.00  
Soup (can) \$1.19  
Tomatoes (can) \$1.09

**Miscellaneous:**

Aspirin (100 tablets) \$2.99  
Bandage strips (60) \$2.49

**Movies:**

Dollar Theatre \$1.00 -  
\$1.50  
Matinee \$6.00  
Evening show \$8.00

# WHAT SHOULD I KNOW ABOUT MY FIRST DAYS AT THE COLLEGE?

## What is Orientation?

The August Orientation program has two parts: International Orientation and Welcome Week. International Orientation is designed to provide opportunities for new international students to adjust to living in a different culture while:

- getting to know other students and the campus,
- taking care of business (banking, health info, immigration regulations, etc.)
- learning about the College's academic program,
- registering for courses for the Fall semester, and
- meeting faculty and staff members who can be of assistance with a variety of matters.

There will be time to discuss the organization of the College, what courses you will take, and American methods of instruction and examination. There will also be time for shopping, touring the Lynchburg community, going bowling, or having a picnic. During Orientation you will participate in some activities with your Orientation Group, some with your neighbors in the residence hall, and some with new acquaintances. The array of activities offered will help you meet a wide variety of people.

A number of currently enrolled students who serve as International Orientation Leaders (IOLs) will greet you upon your arrival at the College. The IOLs are very knowledgeable about the campus, student services, and student life and will serve as tour guides and discussion leaders. They are eager to help you feel at home at Randolph College, so please take advantage of their enthusiasm and expertise. You will be relieved to know that the IOLs will maintain communication with you throughout the Fall semester and will be expecting you to rely on them for information and assistance. You will hear from your IOLs this summer.

During Orientation you will meet with your assigned faculty advisor. She or he will help you select your courses. You cannot do this before you arrive. Most students take 5-6 classes per semester. You will select your classes for the upcoming semester only, but you and your adviser may also discuss courses you may want or need to take in subsequent semesters. Your faculty advisor will tell you whether you will need to take a placement

test to determine the level at which you will study math, music, or a language. Placement tests will be administered during Orientation.

## How will I cope with "culture shock"?

After you arrive at Randolph, you may experience "culture shock." Culture shock is a stage almost everyone goes through as they learn a new culture and is a phenomenon that has been studied a great deal.

Adjusting to a different environment and the different ways people communicate can be challenging and sometimes frustrating. At first, most people find the experience of living and studying in a new culture to be exciting and stimulating, although tiring and at least somewhat confusing. During this initial period of settling in to the new environment, you will probably tend to focus on the similarities between your culture of origin and the U.S. culture. But once you have settled in and some of the newness has worn off and as academic pressures increase, differences—as opposed to similarities—may begin to seem increasingly more obvious and important to you. You may begin to feel quite irritated by and critical of the different ways in which other people behave. Or you may begin to feel that you are being isolated from the community because you are different. As these differences emerge (a gradual process), you may find yourself experiencing the emotional state called culture shock.

The common symptoms of culture shock are extreme homesickness; desire to avoid social settings that seem threatening or unpleasant; feelings of depression; problems with concentrating; loss of sense of humor; fatigue; minor health problems; and hostility towards the host culture. As mentioned earlier, culture shock is a stage that almost every person goes through during cultural adaptation. And as a stage, culture shock is transitory. The culture shock gradually eases as your language skills improve and as your understanding of the host culture increases. You move to a less stressful stage of cultural adaptation.

During Orientation we will talk about things you can do to help alleviate the effects of culture shock. One thing you can do is take care of yourself and stay healthy. Another is to talk with someone. You may want to share your feelings with an international student who has been at the College for some time, or with a U.S. student who studied outside the United States. You may want to write to a friend at home or keep a journal to help you understand your feelings. You may want to discuss your feelings with an International Orientation Leader or any of other

staff whom you will meet during Orientation. When a given event has bothered you, engage in the following three steps, alone or with another person. 1) Describe the event, what it means to you, and your reaction to it. 2) Ask someone with extensive experience in the host culture what the event means in the culture and how she or he would have handled the situation. 3) Plan how you might act in a similar situation in the future. You are not alone; others have experienced what you are going through. Don't let small problems become big ones. Talking to others can help you solve your problems.

Before you come to Randolph College, we encourage you to read Gary Althen's book *American Ways: A Guide for Foreigners in the United States* (2<sup>nd</sup> edition). Current international students have described this book as a helpful resource for newcomers to the United States as they try to understand U.S. culture.

Althen's *American Ways* offers an analysis of American culture that is not overly flattering when it comes to how Americans interact with other people. Your choice to study in a small college with a strong sense of community means that you will be interacting with Americans in a very favorable environment, one where meaningful relationships are more likely to be made. However, Althen's book gives a realistic portrait of the main features of American culture, which may provide assistance in your process of cultural adaptation.

## Friendship Families

Friendship Families is a program that pairs international students with a local Lynchburg family. More information will be available upon arrival.

### Advice from current students.

- "Come to Randolph College ready to work and always focus on your main goal, your education."
- "Study hard, make the best of your four years here."
- "You'll naturally bond with the other international students, so make an effort to make friends with Americans."
- "Any problems, the International Student Services Office can help."
- "Be prepared to work like crazy, but know that there is every possible help for your success."
- "Please don't be afraid to ask for help."
- "Pay attention, be on time, be concise"
- "You are smarter than you think."
- "Be open-minded and enthusiastic."
- "Stick by the rules"
- "Be open to all different activities and opportunities and try to interact with all students - American and International."
- "Brace yourself for when the glamour of getting into college fades."
- "Talk to as many people as you can. They want to listen to stories 'outside America'."
- "Continue to do well and don't join others in too much drinking or partying."
- "Mix and mingle with everyone."
- "Study English before you come."
- "Enjoy yourself! - it's a great and warm environment"
- "Ask questions. People are very helpful here."
- "Get involved in campus activities and organizations."
- "Bring enough pictures and snacks from home."
- "Make plans for Winter and Summer vacations ahead of time."
- "Randolph is a good place to be."
- "Don't hesitate to ask for help from your advisor and professors. "
- "Use the Writing Lab. "
- "Learn about the health system in America, and don't go to the Emergency Room unless it's an absolute emergency. It'll cost a fortune. "
- "Get a Virginia State ID. Then you don't have to carry your passport for ID. "

"Watch the food you eat. It's easy to gain 25 pounds in two months. "

"Aim for a high GPA in your first semester. That will motivate you for the rest of your four years. "

## 2010 International Orientation Team

Feel free to email these orientation leaders whom you'll meet in August:

### Coordinators:

Catherine Khoo (Malaysia; 2011)  
[cjkhoo@randolphcollege.edu](mailto:cjkhoo@randolphcollege.edu)

Zara Sibtain (Pakistan; 2013)  
[zsibtain@randolphcollege.edu](mailto:zsibtain@randolphcollege.edu)

### International Orientation Leaders (IOLs):

Ekaterina Bevinova (Russia; 2012)  
[esbevinova@randolphcollege.edu](mailto:esbevinova@randolphcollege.edu)

Shi Hua (China; 2011)  
[shua@randolphcollege.edu](mailto:shua@randolphcollege.edu)

Tzu-Han Pai (Taiwan; 2013)  
[tpai@randolphcollege.edu](mailto:tpai@randolphcollege.edu)

## Email Contact List of International Students

Following is a list of Randolph College international students who will answer your questions about Randolph.

Rosha Poudyal (Nepal)  
[rpoudyal@randolphcollege.edu](mailto:rpoudyal@randolphcollege.edu)

Irene Recto (Philippines)  
[irecto@randolphcollege.edu](mailto:irecto@randolphcollege.edu)

Tashi Dhondup (Tibet; 2012)  
[tdhondup@randolphcollege.edu](mailto:tdhondup@randolphcollege.edu)

Shradha Shrestha (Nepal; 2012)  
[sshrestha@randolphcollege.edu](mailto:sshrestha@randolphcollege.edu)

Meica Green (Jamaica; 2011)  
[mlgreen@randolphcollege.edu](mailto:mlgreen@randolphcollege.edu)

Ravi Shukla (India; 2012)  
[rshukla@randolphcollege.edu](mailto:rshukla@randolphcollege.edu)

Ludovic Lemaitre (Belgium; 2011)  
[llemaitre@randolphcollege.edu](mailto:llemaitre@randolphcollege.edu)

Safiyah Lopez (Jamaica; 2012)  
[sklopez@randolphcollege.edu](mailto:sklopez@randolphcollege.edu)

# WHAT OTHER IMPORTANT THINGS SHOULD I KNOW ABOUT RANDOLPH COLLEGE?

## What resources will be available for my use?

Listed below are some of the student support services on campus.

### COMPUTER HELP DESK

The Computer Help Desk is open many hours each week and has trained staff who will help you with computer problems.

### COMPUTER LABS

As a student at Randolph College, you will use computers a great deal. Computer skills are essential for writing papers, conducting research, and solving math and science problems. There are several computer laboratories (also known as "labs") for students to use. These computer labs never close, so you may use them at any time of the day or night. You may also access our "Computer Help Desk" where trained staff can answer your questions.

### COUNSELING CENTER

The Counseling Center is staffed by professional counselors employed by the College to provide free and confidential personal counseling. The Center offers individual counseling, workshops and programs on topics of interest to students, and a library of tapes and books for student use. Many students use the services offered by the Counseling Center. You may find it helpful to talk with an objective person who is trained to listen to and assist students with personal problems. Students who are depressed, overwhelmed, or extremely anxious often feel better after talking with a staff member at the Counseling Center.

### DEAN OF STUDENTS (DOS)

DOS houses the offices of the staff members who will help you with non-academic concerns: your dorm room, clubs and activities, outdoor activities, traditions, the International Student Services office, the chaplain's office, etc.

### ETHYL SCIENCE & MATHEMATICS CENTER

The Ethyl Center, located in Martin Science Building, is a hub of scholastic activity for students taking mathematics, biology, chemistry, and physics courses. Peer tutoring for math and science courses is based in the Ethyl Center. Computers in the Center feature scientific and mathematical applications, and the Center is a comfortable place to study.

### EXPERIENTIAL LEARNING CENTER (ELC)

The Experiential Learning Center (ELC) facilitates the creative combination of learning in the classroom with experiential opportunities beyond our campus. The ELC is comprised of the Career Development Center (CDC), Office of International Programs (OIP) and the American Culture Program. The Career Development Center can assist with career assessment, internships & externships, job search skills, resume & cover letters, and much more.

### HEALTH CENTER

The Health Center is open Monday through Friday 9:00am to 4:15pm. The Health Center provides treatment for minor illness and injuries and general health concerns. Services include treatment for most minor illness and injuries; allergy shots, routine gynecological exams; and lab work (throat cultures, urinalysis, Pap smears, diagnostic blood tests). While most basic services and consultations are available to students at no cost, there is a charge to the student for some services. These include laboratory tests, vaccines, medications, routine physical and gynecological exams, X-rays, and after-hours treatment by the College physicians. The Health Center also provides health education and counseling.

The Resident Director on duty, a College staff member who lives on campus, will assist students with health problems that occur when the Health Center is closed. You may contact the Resident Director on duty by calling the College Switchboard, which is open 24 hours per day.

### INTERNATIONAL STUDENT SERVICES OFFICE

Come to this office in DOS for help with your immigration/visa problems, adjustment to life in the U.S. and at Randolph College, academic questions, ESL, etc. If you have questions or concerns and do not know where to go, this is your first stop. Professor Nancy Goulde, the Coordinator of International Student Services, is here to help you. The International Student Services assistant is the student helper who acts as peer advisor and liaison between international students and the administration.

### LEARNING RESOURCES CENTER (LRC)

The Learning Resources Center (LRC) in Main Hall helps students improve their study skills and provides a comprehensive tutoring service. Tutoring is offered at no charge. There are also note-takers who will share their class notes with students not used to the fast pace of some of the lecturers.

### LIBRARY

The library contains 168,000 books and 800 periodicals for research and reading. Students may use the Inter-Library Loan

program to use materials at other libraries across the United States. In addition, students may explore world-wide information sources using national automated networks and the Internet. Reference librarians are available daily during designated hours to help students with research. The library is open until 12am (midnight) Sunday through Thursday nights and is also open on the weekends. The Orientation program will include a session about the library and its resources.

#### WRITING LAB

Writing Lab tutors are trained to teach students how to outline papers, write clear sentences, construct good paragraphs, use proper grammar and punctuation, and properly cite reference sources. See Professor Nancy Goulde for special ESL help.

## How can I become involved in Student Life?

**Student Clubs and Organizations.** Opportunities abound for you to become involved in student life! Student clubs and organizations are groups of people with similar interests who meet to discuss common ideas and plan activities. You will meet new friends and learn more from your college experience. Signs will be posted in the hallways announcing meeting dates and times. You will also want to attend the **Involvement Fair** at the beginning of each semester where you can meet members of all the different organizations on campus.

**Campus Activities.** The College community plans hundreds of events each year for your enjoyment and education—lectures; panel discussions; readings of fiction, nonfiction, and poetry; performances in music, theatre, and dance; art exhibitions; social and recreational activities. Most activities are free or available for a nominal charge. You may stay abreast of upcoming events by reading The Sundial (campus newspaper), The Portal, the weekly newsletter called BCD, and the signs posted on the bulletin boards around campus.

**Traditions.** Traditions hold a unique and special place in the culture of Randolph College. Traditions are comprised of rituals, programs and games whose purpose is to teach students about the institution's history while providing good opportunities to make new friends and have fun. The traditions create bonds that join Randolph College graduates around the world.

As you read, please keep in mind that some traditions are serious, but many are just for fun. You are welcome to participate in all of them though you would never be required to do so. The following is a brief overview, and you will learn more about traditions during Orientation.

### Odd-Even Rivalry

The student body is divided into two classes: Odd and Even. You are an Odd if you will graduate during an odd year, an Even if you graduate during an even year. The Odd classes are sister classes to each other, just as the Even classes are sister classes to one another. The Odd-Even Rivalry and the tradition of sister-class spirit began when the Class of 1903 adopted the Class of 1905 as "little sisters." The other classes were jealous and thus, the rivalry was born. Over the years, Evens and Odds have developed their own symbols, songs, colors and slogans. Although the symbols and traditions may appear strange, they are based on campus legends and tales dating back over a hundred years.

### Pumpkin Parade

The Pumpkin Parade is one of the most honored of traditions and occurs during early October. The tradition began almost a hundred years ago, when students celebrated Halloween by holding a large party where students dressed in sheets or robes. Pumpkins with candles inside lighted the room where the party was held. One year, the seniors picked up all the pumpkins with candles in them and paraded into the night. Today, sophomore students decorate pumpkins for seniors. Wearing their academic robes, the seniors march across campus holding their specially carved pumpkins. When the procession has reached its destination, the sophomores and seniors sing traditional class songs to each other by the light of the candles.

### Ring Night

Many students order a ring during their junior year. This ring is called a "college ring" or "class ring" because it has the seal of the college printed on it. However, the juniors do not merely buy their ring from a shop and bring it home. Instead, first year students are matched with junior students. The first year students leave presents and poems for the junior students during the days before Ring Night, which is held in November. On Ring Night, the first year students leave clues for the junior students to find their ring. Sometimes the rings are found in a tree or at the bottom of a bowl of food. After the rings are found, everyone celebrates with a party.

### Sister Class Serenades

The sister classes serenade (or sing to) each other for special occasions. When the senior class is involved in a serenade, the seniors wear their graduation robes and the sophomores dress in white.

### Stomps

The Eta Spirit Group (for the Even classes) and the Gamma Spirit Group (for the Odd classes) occasionally sponsor a spirit-raising activity called a stomp. During a stomp, the spirit groups lead members of the Odd or Even classes around the campus with boisterous songs and chants.

### Holiday Dinners

The special Holiday Dinners are held the week before fall semester exams, as students dress up to enjoy a delicious meal with friends. After dinner, Santa Claus and Ms. Claus pay a visit, and everyone stands on their chairs for the singing of Christmas carols.

**Intercollegiate athletics.** Randolph College has intercollegiate athletic teams for both sexes. Female athletes compete in basketball, cross country, lacrosse, riding, soccer, softball, swimming, tennis, and volleyball. Male athletes compete in basketball, cross country, lacrosse, riding, soccer, and tennis. In most cases, international students are eligible to participate in intercollegiate sports. Realize that these sports are very competitive and demand your time, commitment, and energy. Any questions regarding eligibility should be directed to the Randolph College athletic director.

## Other opportunities to get involved.

### VOLUNTEER OPPORTUNITIES

There are many opportunities at Randolph to take part in community service. For example, you can work with a group at local schools, tutoring, teaching about your culture, and just having fun. Contact the ELC if you wish to get involved. Check with the ISS office to make sure the experience qualifies as volunteer work.

#### STUDY ABROAD

International students are eligible to study abroad; however, since the College provides generous financial assistance to international students to study abroad in the United States for four years, financial aid packages will not transfer for any other study overseas. International students are encouraged to apply for global studies funds to participate in Randolph College International Study Seminars. These unique 1-3 week programs are led by Randolph College faculty across a range of academic disciplines and in countries around the globe either during winter break, spring break, or the summer. The average cost of each program is \$4,200-4,800 and the fees typically cover tuition, lodging, meals, activities, and round-trip travel expenses. For more information about seminars, visit our website at: <http://www.randolphcollege.edu/studyabroad/iss> <<http://www.randolphcollege.edu/studyabroad/iss.asp>> .

International students interested in other study abroad options should contact Tina Johnson, Director of the Experiential Learning Center, to discuss appropriate programs and financial planning in their first year. You can contact her at [tjohnson@randolphcollege.edu](mailto:tjohnson@randolphcollege.edu) or phone her at 434-947-8285. (See **International Study Seminars** and **Financial Aid for International Students/Students Studying Abroad** in the College Catalog.)

#### What is the meaning of these words and abbreviations?

**DOC.** Office of the Dean of the College. This is the office of the academic dean and associate dean.

**DOS.** Dean of Students Office. This is the office of the Dean of Students, who is responsible for areas that include housing and residence life, student activities, orientation programs, and multicultural services.

**ELC.** Experiential Learning Center. (career development and study abroad)

**ESL.** English as a Second Language.

**Faculty Advisor.** A faculty member who provides advice about your academic program and whose approval you will need to register for courses or to change your courses after you are registered.

**IOL.** International Orientation Leader.

**ISS.** International Student Services

**LRC.** The Learning Resources Center.

**MAC.** The Macon Activities Council, the student programming board.

**Main Grounds.** Located in the Student Center, a place to get coffee, tea, etc.

**OL.** Orientation Leader.

**Prime Time Students.** Students who enroll at Randolph College after age 24.

**RA.** Resident Assistant, a student on the residence hall staff who has been selected and trained to help residents meet each other and develop a sense of community and to assist residents with their questions and concerns.

**RD.** Resident Director, a professional staff member who lives in an apartment in the residence hall. The RD has overall responsibility for the residence hall, supervises the student staff, and is available to help residents with their problems and concerns.

**Red Brick Wall.** Refers to the red brick wall that lines the perimeter of the campus. People refer to "beyond the red brick wall" when they discuss things that are off-campus or will happen after graduation.

**Skeller.** Café located in the Student Center.

**Student Center.** Located in Main Hall. Features a stage where many student activities are held, Main Grounds Coffee Bistro, and The Skeller.

**USCIS.** United States Citizenship and Immigration Services.

***Vita Abundantior.*** The College motto. The English translation is "life more abundant."

## WHAT SHOULD I KNOW ABOUT LYNCHBURG, VIRGINIA?

### What do I need to know about shopping?

**Shopping areas.** Lynchburg has many places to go shopping.

**River Ridge Mall.** 82 stores including department stores; movie theater.

**Candler's Station Shopping Center.** Coffee shop, restaurants, dollar movie theater; clothing stores; record store; stereo equipment store.

**The Plaza shopping center.** Clothing stores; movie theater; discount stores.

**Downtown shopping area.** Farmers market; coffee shop; night club.

**Boonsboro Shopping Center.** Bookstore; clothing stores; specialty shops; card and stationary shop; drug store; restaurants.

**Shopping area on Rivermont Avenue next to Randolph College.** Macon Bookshop, post office, BB&T (bank), restaurants, travel agent, hair salon, and florist. A grocery store (Food Lion), a dry cleaning business (Elliott's), and a pizza shop are also located within walking distance of the College. At Food Lion, you can purchase a variety of food products, school supplies, and personal items.

Favorite places for students to shop include Wal-Mart, Target, Barnes & Noble, and T.J. Maxx.

**Banks.** Lynchburg has several banks including: BB&T, Wachovia, Bank of America. The nearest bank is BB&T, directly across the street. The ATM on campus is also BB&T.

**Taxes and Tips.** The sales tax on purchases in Lynchburg is 5%. The sales tax is not included in the price listed on the merchandise. Restaurant meals may include sales tax of over 10%. It is customary to tip in restaurants, for a taxi ride, for a hair cut.

**Shopping for your room.** You will be sharing your room with a roommate, except in special situations. Your room will be equipped with a bed, dresser, desk, chair and closet for each student. There will also be a main overhead light. Bedding, lamps, a fan, rugs, etc. are not provided by the college.

**Shopping for clothing.** It is important to save the receipt you will receive when you pay for clothing. If you should need to

return an item because it does not fit or is not satisfactory, the store will ask for the receipt before refunding your money. By law, however, you may not return swim suits or underwear after you have worn them. Many stores also will not let you return party dresses. It is sometimes difficult to find small women's clothing and shoe sizes in the U.S.

**Eating in a restaurant.** The sales tax on food prepared in a restaurant is 10%. Prices listed on the menu do not include the sales tax. It is customary to tip wait staff 15% - 20% of the bill (not including tax). You are not expected to tip when you purchase food or beverages to take away.

## What transportation options are available within the city of Lynchburg?

**Shuttle Service for Randolph College students.** The College provides a shuttle service for students during the school year to the Lynchburg downtown area and the various shopping areas and malls on Friday and Saturday evenings. Shuttle service is available free of charge to any student with a valid Randolph College identification card. The shuttle picks up and drops off students in front of Main Hall. A detailed schedule is available online through the portal.

**Additional City Bus Routes.** The regular city bus stops are located at the front gate of the College. The bus fare is \$1.50 for a one-way trip, and you must have exact change when boarding the bus. For more information on routes and fares you may visit the Greater Lynchburg Transit Company online at [www.gltconline.com](http://www.gltconline.com).

**Taxi cab.** Typically, it is much more expensive to take a taxi than to ride the bus. However, taking a taxi can be more convenient, and sharing a taxi with friends can significantly lower the cost. You may decide to take the bus to your destination and then catch a taxi cab back to campus, especially if you will be returning late at night. A taxi will pick you up and drop you off at virtually any place in Lynchburg. In the United States, it is customary to tip the driver 10% of the fare for service.

The College recommends Allied Taxi Service (845-7039).  
Approximate fares for a one-way trip to these destinations:

|                  |           |
|------------------|-----------|
| Airport          | \$25-\$35 |
| Bus station      | \$10      |
| The Plaza        | \$11      |
| River Ridge Mall | \$15      |
| Train station    | \$10      |

**Riding with other students.** Many Randolph College students own cars. If you know someone who is going somewhere in Lynchburg that you wish to go, it is perfectly acceptable to ask if you can go too. Be sure to find out exactly where and when to meet the driver for the departure from the College and for return to the campus. You should offer money to help pay for gas.

## What forms of transportation are available for travel to and from Lynchburg?

When you first arrive in Lynchburg to enroll at Randolph College, a representative of the College will greet you at the airport, train station, or bus station and transport you and your luggage to the campus. Flying into Lynchburg is the most convenient way to travel. A bus may be cheaper, but it will take much longer and handling luggage will be difficult. After your initial arrival, you will be responsible for arranging your own transportation to and from the airport, train station, or bus station.

**Air Travel.** Lynchburg Regional Airport (call sign LYH) is served by USAir and Delta. Many students use travel agents to help coordinate their flights to their final destination. Generally, travel agents in the United States do not charge a fee for booking your arrangements; they are paid instead by the various airline companies. Many students make their own arrangements online.

**Train.** Amtrak trains travel to numerous destination within the United States. You should purchase your ticket several weeks in advance of your trip. For more information about schedules, fares, reservations, and options for payment, call Amtrak Information & Reservations at 1-800-872-7245 or visit the Amtrak web site at [www.amtrak.com](http://www.amtrak.com). The local number is 434-847-8247.

**Bus.** Greyhound Bus Company travels to most cities within the continental United States. Tickets may be purchased ahead of time; however, seats are not reserved. For more information about schedules, fares, reservations, and options for payment, call Greyhound Fare and Information at 1-800-231-2222 or visit the Greyhound web site at [www.greyhound.com](http://www.greyhound.com). The local number is 434-846-6614.

**Ride board.** You may find rides from other students through the "ride board" on the Randolph College Portal (internal website). Describe where and when you want to go. Be sure to include your name and phone number so people can contact you. Check the ride board regularly because drivers who are going somewhere and do not wish to travel alone will also leave messages. The ride board will not guarantee you a ride; however, posting there AND asking people you know will increase the likelihood of success.

You will be expected to contribute toward the cost of gas for the trip. It is a good idea to find out in advance the exact amount you will be expected to pay and when you will need to make the payment. It is also important to determine exactly where and when you are supposed to meet the driver for departure from the College and for the return trip to the campus.

**Ask other international students.** Be sure to ask other international students what advice or tips they can give about economizing on travel to and from Lynchburg.