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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 to inform you of 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
Professor Nancy Goulde, Coordinator of International Student Services
Hermina Hendricks, Director of Multicultural Services
Adam Shurr, Assistant Director of Admissions
Kim Sheldon, Director of Student Success
Paula J. Wallace, Associate Dean of the College

Note: We have done our best to make sure the information in this handbook is accurate and up-to-date. However, it is possible that some details may change over the summer.

PLEASE READ THIS HANDBOOK THOROUGHLY NOW. IT WILL ANSWER MOST OF YOUR QUESTIONS!
# Reference Chart for International Student Queries and Services

<table>
<thead>
<tr>
<th>Questions about...</th>
<th>Contact Person</th>
<th>Contact Office</th>
<th>Phone</th>
<th>E-Mail Address</th>
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<td>A level/ IB/ AP Credits</td>
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<td>Dean of the College</td>
<td>x8143</td>
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<tr>
<td>Airport Pickup for Orientation</td>
<td>Nancy Goulde</td>
<td>Int'l. Student Services</td>
<td>x8579</td>
<td><a href="mailto:ngoulde@randolphcollege.edu">ngoulde@randolphcollege.edu</a></td>
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<tr>
<td>Books/School Supplies</td>
<td>Wendy Deitrick</td>
<td>Campus Store</td>
<td>x8000</td>
<td><a href="mailto:wdeitrick@randolphcollege.edu">wdeitrick@randolphcollege.edu</a></td>
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<tr>
<td>Campus Jobs</td>
<td>Sharon Saunders</td>
<td>Human Resources</td>
<td>x8704</td>
<td><a href="mailto:ssaunders@randolphcollege.edu">ssaunders@randolphcollege.edu</a></td>
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<td>Classes and Registration</td>
<td>Barbara Thrasher</td>
<td>Registrar's Office</td>
<td>x8143</td>
<td><a href="mailto:bthrashe@randolphcollege.edu">bthrashe@randolphcollege.edu</a></td>
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<tr>
<td>Computers</td>
<td>Theron McLeod</td>
<td>Computer Help Desk</td>
<td>x8103</td>
<td><a href="mailto:tmcleod@randolphcollege.edu">tmcleod@randolphcollege.edu</a></td>
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<tr>
<td>Counseling/Mental Health</td>
<td>Anne Hershbell</td>
<td>Health Center</td>
<td>x8158</td>
<td><a href="mailto:ahershbell@randolphcollege.edu">ahershbell@randolphcollege.edu</a></td>
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<tr>
<td>English Placement &amp; Services</td>
<td>Nancy Goulde</td>
<td>Int'l. Student Services</td>
<td>x8579</td>
<td><a href="mailto:ngoulde@randolphcollege.edu">ngoulde@randolphcollege.edu</a></td>
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<tr>
<td>Financial Aid and Scholarships</td>
<td>Adam Shurr</td>
<td>Admissions Office</td>
<td>x8100</td>
<td><a href="mailto:admissions@randolphcollege.edu">admissions@randolphcollege.edu</a></td>
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<tr>
<td>Food/Dining Services</td>
<td>Mitch Rodhe</td>
<td>Dining Services, Bell Hall</td>
<td>x8129</td>
<td><a href="mailto:mrodhe@randolphcollege.edu">mrodhe@randolphcollege.edu</a></td>
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<td>Health Care/Insurance</td>
<td>Lauren Grimmett</td>
<td>Dean of Students</td>
<td>x8895</td>
<td><a href="mailto:lgrimmett@randolphcollege.edu">lgrimmett@randolphcollege.edu</a></td>
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<tr>
<td>Housing/Roommates</td>
<td>Chris Lemasters</td>
<td>Dean of Students</td>
<td>x8293</td>
<td><a href="mailto:clemasters@randolphcollege.edu">clemasters@randolphcollege.edu</a></td>
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<td>Immigration Status/SEVIS</td>
<td>Nancy Goulde</td>
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<td>Immunizations</td>
<td>Ruby Bryant</td>
<td>Health Center</td>
<td>x4246</td>
<td><a href="mailto:rbyrant@randolphcollege.edu">rbyrant@randolphcollege.edu</a></td>
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<td>Income Tax on Scholarships</td>
<td>Sandy Brown</td>
<td>Business Office</td>
<td>x8112</td>
<td><a href="mailto:sbrown@randolphcollege.edu">sbrown@randolphcollege.edu</a></td>
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<td>Nancy Goulde</td>
<td>Int'l. Student Services</td>
<td>x8579</td>
<td><a href="mailto:ngoulde@randolphcollege.edu">ngoulde@randolphcollege.edu</a></td>
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<tr>
<td>International Student Services Assistant</td>
<td>Eva Heitbrink</td>
<td>Int'l. Student Services</td>
<td>x4080</td>
<td><a href="mailto:ejheitbrink@randolphcollege.edu">ejheitbrink@randolphcollege.edu</a></td>
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<tr>
<td>Job Search</td>
<td>Krista Leighton</td>
<td>Career Development Center</td>
<td>x8116</td>
<td><a href="mailto:kleighton@randolphcollege.edu">kleighton@randolphcollege.edu</a></td>
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<td>Learning Strategies Program, Disability Services</td>
<td>Tina Barnes</td>
<td>Academic Services Center, Library</td>
<td>x8132</td>
<td><a href="mailto:tbarnes@randolphcollege.edu">tbarnes@randolphcollege.edu</a></td>
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<td>Mail</td>
<td>Susan Johnson</td>
<td>Mailroom</td>
<td>x8336</td>
<td><a href="mailto:sjohnson@randolphcollege.edu">sjohnson@randolphcollege.edu</a></td>
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<td>Multicultural Programs</td>
<td>Hermina Hendricks</td>
<td>Multicultural Services</td>
<td>x8119</td>
<td><a href="mailto:hhendricks@randolphcollege.edu">hhendricks@randolphcollege.edu</a></td>
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<td>Payments and Billing</td>
<td>Wendy Deitrick</td>
<td>Business Office</td>
<td>x8112</td>
<td><a href="mailto:wdeitrick@randolphcollege.edu">wdeitrick@randolphcollege.edu</a></td>
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<td>Safety and Security</td>
<td>Kris Irwin</td>
<td>Security</td>
<td>x8144</td>
<td><a href="mailto:kirwin@randolphcollege.edu">kirwin@randolphcollege.edu</a></td>
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<td>Sports and Athletic Center</td>
<td>Tina Hill</td>
<td>Recreation, Athletics, and Dance</td>
<td>X8537</td>
<td><a href="mailto:thill@randolphcollege.edu">thill@randolphcollege.edu</a></td>
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<tr>
<td>Transfer Credits</td>
<td>Barbara Thrasher</td>
<td>Registrar's Office</td>
<td>x8143</td>
<td><a href="mailto:bthrashe@randolphcollege.edu">bthrashe@randolphcollege.edu</a></td>
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<tr>
<td>Tutoring Services</td>
<td>Bunny Goodjohn</td>
<td>Academic Services Center, Library</td>
<td>x8284</td>
<td><a href="mailto:bgoodjohn@randolphcollege.edu">bgoodjohn@randolphcollege.edu</a></td>
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<tr>
<td>Writing Papers/Tutoring</td>
<td>Nancy Goulde</td>
<td>Int'l. Student Services</td>
<td>x8579</td>
<td><a href="mailto:ngoulde@randolphcollege.edu">ngoulde@randolphcollege.edu</a></td>
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<tr>
<td></td>
<td>Bunny Goodjohn</td>
<td>Writing Lab</td>
<td>x8147</td>
<td><a href="mailto:bgoodjohn@randolphcollege.edu">bgoodjohn@randolphcollege.edu</a></td>
</tr>
</tbody>
</table>

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

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

**NOTES:** All the staff members mentioned above are female, except for Mitch Rodhe, Chris Lemasters, and Kris Irwin. The Health Center is closed during the summer months.
CHECKLIST FOR ADMITTED INTERNATIONAL STUDENTS

- Reply to all emails from the College. It’s the best way to make your transition to Randolph easy.
- Review your financial aid award online. Contact Admissions (admissions@randolphcollege.edu) if you have any questions.
- Pay your $300 enrollment deposit. Find out about three ways to pay!
- After paying your deposit, you'll receive by express mail international student packets containing your I-20 document and your acceptance letter.
- Check the accuracy of the information on the I-20.
- You will receive an email about your College email account and your College Portal account (login.randolphcollege.edu). Follow the instructions as directed in the email. If you have any questions regarding your accounts, go to http://helpdesk.go.randolphcollege.edu.
- The Academic Guide and required forms will be available at www.randolphcollege.edu/newstudents. All the forms can either be faxed to DOS at 434-947-8298 or scanned and emailed to ngoulede@randolphcollege.edu.
- Complete the academic and housing form (available at www.randolphcollege.edu/newstudents) by June 1. Turn in medical documentation for special housing accommodations by June 1.
- We will be offering Summer Advising Sessions on June 21 and 28 if you are currently in the country. Contact Admissions if you want to attend.
- 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 at wdeitrick@randolphcollege.edu.
- Return Health and Immunization forms and Account Agreement form (available at www.randolphcollege.edu/newstudents) by August 1.
- Send in exam results (AP, A-levels, IB, CAPE) and final transcripts to Admissions as soon as possible.
- Make arrangements to arrive on campus on August 20, but not earlier; send in Arrival and Communications Form.
- Read the International Student Handbook.
- Complete the I-901 Fee form and pay the SEVIS fee http://www.ice.gov/sevis/i901/.
- Make an appointment to obtain a student (F-1) visa from a US Embassy or Consulate. See Tips for Applying for a Visa.
- The “Step-Up to Physical Science and Engineering at Randolph College (SUPER),” is a two-week, intensive, three-credit course that begins before first-years arrive on campus.
The Summer Transition Program cost of $1750 includes 3 credits, room, board, field trip costs, and supplies. Scholarships are available to help cover this cost. The 2015 Summer Program (required of all SUPER participants) will run from approximately August 12 to August 25. Please visit the STEM Scholarships webpage to learn more: http://www.randolphcollege.edu/research/stem-scholarships/ or contact Prof. Peter Sheldon at psheldon@randolphcollege.edu.

- 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.
- If you have visited the USA previously, be sure to bring with you the dates that you were in the USA.
- 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. If the documents are not in English, please contact WES to have your courses evaluated. The cost will be approximately $185. www.wes.org
  - For students transferring from US institutions: 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?

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. Youtube has videos about the visa process/interview. It might help to watch one: http://www.youtube.com/watch?v=vgX7dGyziCI&feature=related.

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) 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. Note: jobs are difficult to get and are not guaranteed.

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/ _KEEP YOUR RECEIPT WHEN TRAVELING!!_

TIPS FOR APPLYING FOR A STUDENTVisa

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 s/he 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.

After you arrive in the US, it is your responsibility to download the entry/departure permit called I-94 from here: https://i94.cbp.dhs.gov/I94.

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 Professor 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 Professor Goulde, Coordinator of International Student Services. She will update students on current government regulations.

**WHAT TRAVEL PLANS SHOULD I MAKE FOR MY ARRIVAL?**

Students should arrive on Thursday, August 20, 2015. Students arrive, get settled, and rest. Orientation activities begin on Friday morning, August 21, 2015.

**HAVE YOU JOINED A SPORTS TEAM?**
**INFORM PROFESSOR GOLDE RIGHT AWAY!**

An Arrival and Communications form is available here. 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 send a scanned copy to Professor Goulde ngoulde@randolphcollege.edu 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 only U. S. Airways has flights into Lynchburg. 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). 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), 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 20, 2015. 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. Go to the following link to see the options available: http://www.discoverlynchburg.org/things_to_do/lodging/

**WHAT SHOULD I KNOW ABOUT HOUSING?**

**HOUSING AND MEAL PLANS**

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 can be found online. It is very important that you complete and return the form online and return it to the Residence Life Office. First-years will live among other first-years in the Residence Halls. The Dean of Students Office will begin posting housing assignments on the Portal under Campus Tools (in “Academics” tab) on July 1. Your room cannot be assigned until
your **Housing Information Form** has been received. In order to get the most advantageous rooming situation, send in the Housing Information Form as soon as you have paid your deposit.

**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.

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**LAPTOPS AND CELL PHONES**

*Laptops:* If you decide to bring or buy your own laptop, you may connect it to the College Wi-Fi network at no additional charge.

*Cell phones:* You may wish to purchase a cell phone because your room in the residence hall does not come equipped with a phone. Remember, 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.

To make long distance calls (in the US and international), students will need to buy a calling card or use their own cell phone, which you can buy during orientation. The Internet is a good place to seek information about services and rates. **Your IOLs will be a good source of information about getting and using cell phones. Here are some comments from current students:**

“It is much harder to use the cell phones you buy back at home and I think it is more convenient if you buy it here because most service providers use phones from their own company!”

“I think that if a student already owns an unlocked phone like I do, just simply bring it here. If his/her phone can’t be used in the US, come here and get one for a better price. My friends from XXX College shared a family plan there so I simply joined them. They are graduating this year, so next year I may switch to prepaid because their plan required somebody with a credit history.”

“I got my cell phone and a texting plan here. I think it would be cheaper to get a phone here if the students plan to use a plan from AT&T, T-mobile, etc. A prepaid phone can be cheaper buying from Amazon. I heard that Tracfone can be pretty cheap for both the plan and the phone. I think the main concern here is usually the price of the plan for every month. It can get really expensive.”

“I personally use a pay per minute account, because it is cheaper and one can monitor expenses. I bought mine from Wal-Mart. It is 7c/min, you buy refill cards to use it.”

*Use in classes:* Turn off your cell phone and put it away when you go to class or visit the offices of faculty and staff members. It’s considered very rude if you are answering calls, texting, etc. when you are supposed to be paying attention in class or in a meeting with faculty and staff members. There have been incidents where a student is asked to leave the classroom because s/he was using a cell phone.

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**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, Wright Hall, and Bell Hall for free. Please note that you must purchase your own detergent.

BREAKS

<table>
<thead>
<tr>
<th>Break</th>
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<td>October 17-20, 2015</td>
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<td>November 25-29, 2015</td>
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<td>Spring Break</td>
<td>March 5-13, 2016</td>
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<td>Summer</td>
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</tbody>
</table>

FALL, THANKSGIVING, AND SPRING BREAKS

Residence halls remain open for these breaks and students can stay in their rooms if they choose, at no extra charge. For the 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.

For the Winter Break, international students may apply to stay on campus for a reasonable charge. If they do not, they may not stay in their dorm room after the end date of the semester.

SUMMER BREAK

A few international students are able to stay for part of the summer on campus to do research or to perform jobs. It is usually possible for them to stay on campus. If students do not fall into these categories, they will not be allowed to stay on campus after the last day of exams.

Note: If you do not stay on campus over the winter or summer breaks, YOU are responsible for making your 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.hiusa.org/
- Christmas International House (CIH): 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 CIH program runs from mid-December to early January. 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/.
STORAGE

During the long winter break, you can leave personal items in your locked dorm room. Over the summer, the College will offer limited storage space for international students.

WHAT WILL MY ADDRESS 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
U.S.A.

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 for a small fee on the FAX machine in the Dean of Students Office.

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, your e-mail address will be jhlee@randolphcollege.edu.

If your name is Ania Przybylski, your e-mail address will be aprzybylski@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.

ACCESS TO THE PORTAL

It is important to access the College Portal as soon as possible because that’s where you can access announcements, and Academics (the area with information about courses, etc) that will help you prepare to come to Randolph College.

After you have deposited, the Admissions office 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, go to http://helpdesk.go.randolphcollege.edu.

**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:

```
<table>
<thead>
<tr>
<th>Your Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your HOME Address</td>
</tr>
</tbody>
</table>

Your Name
Randolph College Campus Box _____
2500 Rivermont Ave.
Lynchburg, VA 24503
United States of America
```

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. Beds are either regular twin size or extra-long twin size. If you want to bring sheets, Wright, Moore, and Webb residence halls have regular twin beds; Bell, West, and most of Main residence halls have extra-long twin beds.

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 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.
It is advisable to bring travelers checks of $150-$200 U.S. dollars or cash to take care of initial expenses. Once at Randolph, you may choose to open a checking account with a Lynchburg bank (there is one within a five-minute walk). The account includes a debit card, which can be used like a credit card in stores.

Some international students find it very helpful while they are living in the U.S. to have an internationally recognized credit card such as Visa, MasterCard, or American Express. You should make arrangements to obtain the credit card before you come to the United States.

Orientation Leaders will accompany students to a local bank for beginning-of-the-year financial transactions. There is no minimum amount required to open a checking account at the nearest bank, BB&T. Officials at the Lynchburg bank will explain the best way to arrange transactions between your bank account at home and your Lynchburg bank account. Before you leave your home country, you should discuss with your home bank the details of transactions between your bank account home and your Lynchburg back account.

**PAYING TUITION**

If your parents wish to wire money to pay your tuition, here are the instructions:

**WIRING INSTRUCTIONS**

Wire to - Branch Banking and Trust Company (BB&T)
2120 Langhorne Road
Lynchburg, VA 24501

ABA (Routing) Number - 051404260
Credit Account #0000156014907 – RANDOLPH COLLEGE INCORPORATED
Swift Bank Code (for international wires) – BRBTUS33
Add Name of Student

Please note: The College will not accept monies over the cost of tuition and fees for the semester to be applied to a student’s account and then refunded to the student. That is, when money is wired, it has to be for the amount of your tuition and fees, not above that amount. The College cannot act as your bank.

For more information, email Wendy Deitrick at wdeitrick@randolphcollege.edu or reach her at 434-947-8112.

**WHAT ABOUT A SOCIAL SECURITY NUMBER AND IDENTIFICATION?**

A Social Security card will be necessary if you are able to 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 DIFFERENT FEES IN THE TUITION BILL.
WHAT ARE THEY FOR?

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. 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 credit hours per semester). You will also need to purchase 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 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. Medical costs can become astronomical with just one accident, injury, or unexpected illness.

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. It is listed in “other expenses” on your I-20. Information from the insurance provider designated by the College will be sent to you; it is your choice, and that of your parents, which insurance provider you choose. However, the ISS office strongly urges you to consider the College-designated provider.

You can read detailed information about health insurance, accident insurance ($100 a year), charges, and waivers here. The health insurance charge for 2014-15 came to $1,143 and we expect it will be higher for 2015-16. That's a lot of money. But let us tell you why it is a worthwhile purchase. Last fall, one student chose a cheap online provider and paid about $400 for a year’s coverage. He had to have an emergency operation and spent three days in the hospital. His bill came to around $23,000! His insurance company paid only about $4000 of the total bill. He was responsible for the rest! If he had chosen the College designated insurance provider, his out of pocket expenses would have been far less.

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, so leave that space on the form blank.

If you currently have health insurance that can be used in the U.S., bring the health insurance card with you! 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 may not cover the cost of these shots. Most probably, the shots will cost more in the USA than in your country. Here are some approximate costs for some immunizations:
  - Measles/mumps/rubella: $55 for one dose (need 2 doses – $110)
  - Hepatitis B: $70 for one dose (need 3 doses – $210)
  - Tetanus booster: $50
  - Chickenpox (varicella): $100 for one dose (need 2 doses – $200)
  - Polio: $35 for one dose (need 3 doses – $105)
  - Tuberculosis screening (PPD test): $15 (more if you test positive)
  - Meningitis: $125 for one dose
  - Hepatitis A: $125 for one dose (need 2 doses – $140)
  - Gardasil (series of 3): $150.00 each

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 probably 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. The College will offer a vaccine clinic during the First-year Orientation for those students still needing vaccines. There will be a charge for the required immunizations; you must come prepared to pay (with cash).

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. Advice from several international students: Take care of dental problems at home! It'll be much cheaper.
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 when you get to the College.

COURSE PREFERENCE FORMS

These become available online on May 1, and you should try to complete them by June 1 if you are a transfer student or a first year student who plans to attend the summer advising session in June. The deadline for first-year students who do not plan to attend summer advising session is July 15. Keep in mind that preliminary registration is decided by WHEN you return the form; first-come, first-served. Take your placement tests online by June 1, or as soon as possible, as those results may determine your placement in certain classes.

SUMMER ORIENTATION/CLASS REGISTRATION

If you are already in the United States, you may wish to participate in one of Randolph’s summer orientation programs on June 20 or June 27. You’ll be able to register for classes.

For those not able to come to the college in June (and that means most of the new international students): go ahead and take your placement tests online and return your course preference form. That will allow you to get a preliminary schedule. Most students take 5-6 classes per semester. You will select your courses for the upcoming semester only, but later you and your advisor may also discuss courses you may want or need to take in subsequent semesters.

AUGUST ORIENTATION

When you come to the college during August, there will be time to meet your advisor in person, confirm your registration, and refine your program of study if necessary. There will be group meetings with other students and your advisor as well as individual meetings.

DECLARING A MAJOR

If you are a degree candidate, once you have declared a major field of study, usually in your sophomore year, 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.

HOW CAN I PAY FOR BOOKS AND OTHER ITEMS?

TEXTBOOKS

Textbooks are not available in the library, nor do professors give them to students. So you must buy them and in some cases you may be able to rent them. Students will be able to purchase their books online, which will probably result in cheaper prices than those in a physical bookstore. The college will allow you to charge your student account for up to $500 worth of textbooks through our virtual online bookstore (MBS Direct) if you need to in the first two weeks of each semester; charges will be applied during the third week of classes and will be due within the next billing cycle. Being able to charge your books is a convenience, but it is NOT a gift or scholarship. You will have to pay for whatever you charge to your student account.

The prices of textbooks for courses range widely. When you register for your classes, you will get a list of the books for your different classes. You will be given information on how to order the books so you can have them for the first week of class. Talk to your orientation leaders about their experiences.

OTHER ITEMS

The College provides a free weekly shopping shuttle on Fridays and Saturdays. You’ll be able to visit Wal-mart, Target, and many other stores in the city.

The prices below are estimated but will give you a general idea of costs.

<table>
<thead>
<tr>
<th>Small appliances:</th>
<th></th>
<th>3-inch binder</th>
<th>$4.95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm clock/radio</td>
<td>$10.00</td>
<td>Ballpoint pens (pkg of 10)</td>
<td>$2.30</td>
</tr>
<tr>
<td>Fan</td>
<td>$20.00</td>
<td>Pencils (pkg of 12)</td>
<td>$2.15</td>
</tr>
<tr>
<td>Hair dryer</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study lamp</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twin Sheet Set</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blanket</td>
<td>$10.00 - $20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pillow</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Towels (set)</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Supplies:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single-subject notebook</td>
<td>$1.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-subject notebook</td>
<td>$2.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200-sheet loose-leaf paper</td>
<td>$1.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5-inch binder</td>
<td>$2.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200-sheet loose-leaf paper</td>
<td>$1.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5-inch binder</td>
<td>$2.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread (loaf)</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candy bar</td>
<td>$0.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cereal (large box)</td>
<td>$4.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheddar cheese (8 oz)</td>
<td>$3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crackers (large box)</td>
<td>$3.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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  
Aspirin (100 tablets)  $2.99  
Bandage strips (60)  $2.49  
Dollar Theatre  $1.00 - $1.50  
Matinee  $6.00  
Evening show  $8.00

HOW TO SAVE MONEY: TIPS FROM CURRENT STUDENTS

- Look at various online sites to find textbooks. Consider buying a used copy of the textbook. Ask the professor if you can get an older (and thus cheaper) edition of the text. Find out if students who took the class before are selling their books.

- Buy generic products; they are cheaper than name brand products.

- Use coupons. Buy at stores that have student rates or discounts; buy in groups.

- Sign up to get a free member card (eg. at Kroger or CVS); the special member price on designated items is always cheaper than the regular price.

- Check out the dollar stores. Look for sales. Resist impulse buying! Save money and be happy!

- Find out about cheaper ways to travel (eg. Megabus, Boltbus, etc.)

- Always know how much you have in your bank account. This is extremely important.

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

WHAT IS ORIENTATION?

The August Orientation program has two parts: International Orientation and Fall Orientation. **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,
- finalizing 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, courses at the college and American methods of instruction and examination. There will also be time for shopping, touring the Lynchburg community, and 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 Fall Orientation you will meet with your assigned faculty advisor. S/he will have emailed you over the summer to help you select your courses. There will be a group meeting with all the advisees of your advisor and then an individual meeting to go over any changes you may want to make.

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 s/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* (2nd edition). Many 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.

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**FRIENDSHIP FAMILIES**

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

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**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.”

“Talk to current students about purchasing textbooks.”

“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, and 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. It’s a great and warm environment.”

“Ask questions. People are very helpful here.”

“Understand and believe in the importance of a liberal arts education. Clarifying my identity happened simultaneously as I was trying to put a value on my educational choice.”
“Get involved in campus activities and organizations.”
“Bring enough pictures and snacks from home.”
“Make plans for winter and Summer vacations ahead of time.”
“Learn to network as early as possible. I suggest that they start exercising that in their first year by going to all talks, networking dinners, and career fairs even if they don't yet need a job.”
“Don't hesitate to ask for help from your advisor and professors.”
“Use the Writing Lab.”
“Take every leadership opportunity seriously. Participate in clubs. Do all the planning, marketing, and cooking, and your leadership skills will grow quickly.”
“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 15 pounds in two months!”
“Aim for a high GPA in your first semester. That will motivate you for the rest of your four years.”

2015 INTERNATIONAL ORIENTATION TEAM

Feel free to email the orientation team whom you'll meet in August:

Coordinator of International Student Services:
Professor Nancy Goulde
goulde@randolphcollege.edu

Student Coordinator of Orientation:
Eva Heitbrink ’17 (Netherlands)
ejheitbrink@randolphcollege.edu

International Orientation Leaders (IOLs):
Dung Tran ‘16 (Vietnam)
dvtran@randolphcollege.edu
Di Bei ’18 (China)
dbei@randolphcollege.edu

Email Contact List of International Students:
D Dee Nuam (Myanmar)
cdnuam@randolphcollege.edu
Tsenu Tamrat (Ethiopia)	ttamrat@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.

ACADEMIC SERVICES CENTER

The Academic Services Center on the fourth floor of the library helps students improve their study skills and provides a comprehensive tutoring service. Tutoring is offered at no charge. The center includes the writing lab, subject matter tutoring, and learning strategies tutoring. For international students in their first semester, it may be possible to get note-takers who will share their class notes with students not used to the fast pace of some of the lecturers. Students with disabilities work with the Coordinator of Disability Services to determine reasonable and appropriate accommodations needed. Services are also available for students with temporary illnesses or injuries. Learn more about the ASC online at http://www.randolphcollege.edu/academicservices/

BUSINESS OFFICE

Located in the basement of Main, you can talk to staff about bills, wire transfers, etc.

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 “IT 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 a professional 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.

ESL WRITING LAB

See Professor Goulde. Her specialty is teaching English as a Second Language. She holds the writing lab sessions in her office in DOS.

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.

CAREER DEVELOPMENT CENTER (CDC)

The Career Development Center (CDC) facilitates the creative combination of learning in the classroom with experiential opportunities beyond our campus. The CDC is comprised of the Internship Program and Office of International Programs (OIP). 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 Head Resident on duty, a student staff member who lives on campus, will assist students with health problems that occur when the Health Center is closed. You may contact the Head Resident on duty by calling the College Switchboard, which is open 24 hours.

HONOR CODE

The Honor system at Randolph demands that all students abide by the highest standards of honesty and integrity in their academic, social and personal life. The honor system has been around since the opening of the college in 1893. The honor code is based on mutual respect and responsibility, for yourself and for your peers. The Randolph honor code is the backbone of a tight-knit, trusting
community that gives our students the respect and dignity they deserve as scholars and as human beings.

The effectiveness of the honor system depends on a concept of dual responsibility. We uphold each person to their own actions and those of other students. Due to the Honor System we have a community that is built on mutual trust and is an essential part of student life.

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 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.

IT HELP DESK

The IT Help Desk is open many hours each week and has trained staff who will help you with computer problems. It is located on the fourth floor of Leggett building.

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 1 a.m. Sunday through Thursday nights and is also open on the weekends. The Orientation program will include a session about the library and its resources.

STUDENT CENTER

The student center is located in Main Hall. It has an entertainment area that features electronic gaming, pool tables, Ping-Pong, foosball, shuffleboard, and other activities. The first floor of the student center has the Skeller café. The student center is also a new home for offices for student organizations like Student Government, Sundial (school newspaper) and WWRM (radio station). The fitness area on the third floor faces the Blue Ridge Mountains; there is a special room for dance and yoga. Michel’s plaza located right outside the student center mimics the Dell, our Greek amphitheater.

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. The lab is located on the fourth floor of the Library. For special ESL help, see Professor Goulde in her office in DOS.
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 the fall 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 women and men. 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, Tina Hill at thill@randolphcollege.edu.

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 CDC if you wish to get involved. Check with the ISS office to make sure the experience qualifies as volunteer work.
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, except Randolph College Abroad: The World in Britain at the University of Reading, England. International students are encouraged to apply for global studies funds to participate in Randolph College International Study Seminars or other study abroad programs in the summer. International students interested in other study abroad options should contact Maureen Kiernan, Director of International Programs and Study Abroad, to discuss appropriate programs and financial planning in their first year. You can contact her at mkiernan@randolphcollege.edu.

WHAT IS THE MEANING OF THESE WORDS AND ABBREVIATIONS?

**Davenport Leader** – A student leader who will help you through Passport Sessions and Fall Orientation.

**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.

**CDC** – Career Development Center.

**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.

**HR** – Head Resident: experienced student staff member who lives in an apartment in the residence hall. The HR has overall responsibility for the residence hall, supervises the student RA staff, and is available to help residents with their problems and concerns.

**IOL** – International Orientation Leader.

**ISS** – International Student Services

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

**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.

**RAD** – The Randolph Athletics and Dance (RAD) Center plays host to the volleyball team as well as the men’s and women’s basketball teams. The building is home to a five-lane pool as well as a weight and fitness center, locker rooms, dance facilities, aerobics room, athletic training facilities as well as athletic and administrative support offices. Nearby are the Randolph Stadium (featuring a synthetic turf playing field and an eight lane all-weather track), tennis courts, and softball field.

**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 – Located in the Student Center, a place to get coffee, tea, sandwiches, etc.


Vita Abundantior – The College motto. The English translation is “life more abundant.”

WHAT SHOULD I KNOW ABOUT LYNCHBURG, VIRGINIA?

SHOPPING AREAS

Lynchburg has many places to go shopping.

River Ridge Mall. 82 stores including department stores; movie theater; food court

Candler’s Station Shopping Center. Coffee shop, restaurants, dollar movie theater; clothing stores, office supply store.

The Plaza shopping center. Movie theater; discount stores.

Downtown shopping area. Farmers market; coffee shop; specialty shops; restaurants.

Boonsboro Shopping Center. Supermarket; specialty shops; card and stationary shop; drug store; restaurants.

Wards Road Shopping: Target, Wal-Mart, Barnes & Noble, Dick’s Sporting Goods, Old Navy, craft stores, restaurants, etc.

Shopping area on Rivermont Avenue next to Randolph College. Post office, BB&T (bank), restaurants (including Rivermont Pizza, Mangia, Magnolia), hair salon, runner’s store, and florist.

BANKS

Lynchburg has several banks including: BB&T, Wells Fargo, 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 haircut.

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.

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**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.

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**WHAT TRANSPORTATION OPTIONS ARE AVAILABLE WITHIN LYNCHBURG?**

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**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.

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**ADDITIONAL CITY BUS ROUTES**

The regular city bus stops are located at the front gate of the College. The bus fare is $2.00 for a one-way trip with free transfers, 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).

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**TAXI CAB SERVICE**

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
- River Ridge Mall $15
- Train station $10

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**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.
BIKES

You can borrow a bike for free to use for the day. Go to the Reception and Information Desk in Main Hall to see if one is available. Helmets are also available and definitely recommended!

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 US Airways. 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 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 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.