WELCOME INTERNATIONAL STUDENTS!

On behalf of the Office of International Education, we welcome you to the United States and to Roanoke College. We are pleased that you chose Roanoke College and will do our best to make your experience here successful and memorable. This handbook provides you with some introductory information about the College and American culture in general.

The International Education staff is here to assist you with any questions you may have. Feel free to come to our office or to contact us by e-mail or phone any time you have questions or concerns. We hope you will enjoy your time at Roanoke College!

About Roanoke College

Roanoke College was founded in 1842 in Staunton, Virginia, but moved to Salem five years later. Roanoke is an independent, four-year liberal arts college with approximately 2,000 students, representing 40 U.S. states and 25 countries. The campus encompasses 104 acres (about half a square kilometer) in downtown Salem. Salem’s Main Street, with its restaurants, coffee houses, and shops, is only two blocks from campus. The larger city of Roanoke, with its popular farmer’s market, ethnic restaurants, museums, galleries, and civic center, is seven miles away. The Roanoke metropolitan area, including the cities of Roanoke and Salem and the County of Roanoke, has a population of about 300,000.

The beautiful Roanoke Valley is surrounded by the Appalachian Mountains, the oldest mountains in North America, stretching along the eastern seaboard of the United States. The Blue Ridge Parkway, a national scenic road which follows the mountain ridges and affords panoramic views, is only 20 minutes from the campus. The Appalachian Trail, a mountain wilderness trail that is traveled by thousands of hikers each year, including many Roanoke students, is a 10-minute drive from campus. You can also enjoy the beautiful sight of those “blue” mountains as you walk around campus.

Roanoke College is in the southwestern part of the historic state of Virginia. Monticello (home of Thomas Jefferson), Mount Vernon (home of George Washington), Colonial Williamsburg, the Confederate capital of Richmond, and many other important sites in U.S. history are located in Virginia. Our nation’s capital, Washington, D.C., is a four-hour drive to the northwest of Salem. The International Education Office sponsors a weekend trip to Washington each fall.
IMMIGRATION INFORMATION

YOUR DATE OF ENTRY INTO THE U.S.
You can enter the U.S. up to 30 days before the start date stated on your I-20 or DS-2019.

F-1 OR J-1 IMMIGRATION STATUS
Once you are admitted to Roanoke College, the Admissions office issues a certificate of eligibility called I-20 for F-1 students and DS-2019 for J-1 students. This certificate of eligibility (also known as visa document) must be used to apply for a student visa at a U.S. Consulate or Embassy. After your student visa is issued, you can make plans to come to the U.S. (Note for Canadian citizens: a student visa is not required but you must obtain F-1 or J-1 status when you enter the U.S.)

SEVIS
The Student and Exchange Visitor Information System (SEVIS) is a database system used by the U.S. Department of Homeland Security (USCIS) and SEVIS-approved educational institutions to monitor students in F-1 and J-1 status. Your SEVIS number is printed on your I-20 or DS-2019 form.

APPLYING FOR AN F-1 OR J-1 STUDENT VISA
Required documents:
- I-20 (for F-1 Visa) or DS-2019 (for J-1 Visa)
- Nonimmigrant visa application form DS-160.
- A passport valid for travel to the U.S. and with a validity date at least six months beyond the applicant’s intended period of stay in the U.S.
- One (1) 2” x 2” photograph
- An MRV fee receipt to show payment of the visa application fee (for information visit the U.S. Embassy or Consulate website where you are going to apply for your F-1 or J-1 Visa).
- I-901 SEVIS fee receipt
  www.fmjfee.com
- Admissions Letter from Roanoke College
- Financial documents
- Documents to demonstrate a connection to your home country

WHEN & WHERE TO APPLY FOR AN F-1 OR J-1 VISA
The International Education Office recommends you apply for your F-1 or J-1 visa once you obtain your I-20 or DS-2019 at a U.S. consular office in your home country.

Apply early! Some visa applications may require further administrative processing. This can add several weeks to the process. The International Education Office is unable to intervene on your behalf to speed up this process. The U.S. consular officer will determine whether you qualify for the student visa. No assurances regarding the issuance of visas can be given in advance. For U.S. Consular offices, visit www.usembassy.gov.
PREPARING FOR YOUR ARRIVAL

FOR STUDENTS OUTSIDE THE U.S. (NEW INTERNATIONAL STUDENTS)
1. Review your I-20 or DS-2019. Contact the Admissions Office immediately if a correction is needed.
2. Pay the SEVIS fee. The Student and Exchange Visitor Information System (SEVIS) www.fmjfee.com
3. Contact the nearest U.S. Embassy or Consulate to schedule a visa appointment. A list is of consulates is available at www.usembassy.gov
4. Gather documents needed for the visa interview. Follow requirements specific to the U.S. Embassy or Consulate where you will have your interview. We recommend that you read Frequently Asked Questions on Student Visas at travel.state.gov/content/visas/en/studyexchange/student.html.
5. Be prepared for your interview. This will be a short conversation and a review of your documents. Be sure you are able to explain why you want to study in the U.S. and why this is important for your future career.
6. Make travel arrangements AFTER you receive your visa.
7. Carry documents with you on the airplane. Keep your I-20 or DS-2019, passport, student visa, admissions letter, SEVIS I-901 fee receipt and financial documentation with you when you travel. Do not put these immigration documents in your checked luggage. You will need to present these to a Customs and Border Patrol officer (CBP) when you enter the United States.

U.S. FOR STUDENTS ALREADY IN THE U.S. COMPLETING A TRANSFER OF THEIR SEVIS RECORD
1. Review your I-20 or DS-2019. Contact the Admissions Office immediately at cote@roanoke.edu if a correction is needed.
2. You do not have to pay the SEVIS fee again if the SEVIS record from your previous school was transferred to Roanoke College and your new I-20 or DS-2019 from Roanoke College has your previous SEVIS record number.
3. If you are traveling outside the U.S. during the summer, you must use the I-20 or DS-2019 issued by Roanoke College to re-enter the U.S.

HELPFUL ONLINE RESOURCES

Study in the States
studyinthestates.dhs.gov/ive-been-accepted

Paying for your SEVIS Fee
studyinthestates.dhs.gov/paying-your-i-901-sevis-fee

Applying for a Visa to Travel to the United States
studyinthestates.dhs.gov/applying-for-a-visa-to-travel-tothe-united-states

Get Ready to Go!
studyinthestates.dhs.gov/get-ready-to-go

Arriving in the United States
studyinthestates.dhs.gov/getting-to-the-united-states
TRAVEL SIGNATURES
Each time you travel out of the U.S., you need to have a valid travel signature. To request a travel signature on your I-20 (F-1) or DS-2019 (J-1) you will need to meet with Pamela Serota Cote by emailing cote@roanoke.edu. Appointments for signatures MUST be arranged during International Education Office hours Monday through Friday 8 am to 5 pm (except holidays). The request must be made in advance. No after-hours requests will be honored except in case of absolute emergency.

WHEN YOU ARRIVE

Airport Transportation
Roanoke is served by the Roanoke-Blacksburg Regional Airport. We will pick up new international students from the airport as long as you arrive on our approved arrival dates and times. Contact us with your flight itinerary in order to take advantage of this service.

Land Transportation
If you arrive by Amtrak train to Lynchburg, Virginia, you will need to take the Smart Way Connector bus to arrive in Roanoke. Depending on the itinerary, we may be able to pick you up at the I81 exit 140 Smartway stop. If we are unable to work this out, you will need to take a taxi to campus. If you arrive to Roanoke by Greyhound bus, you will need to take a taxi to campus.

REQUIRED CHECK-IN
Once you arrive to Roanoke College, you will need to come to the International Education Office so we can issue you your room key, meal tickets, and information about our required new student orientation. During our orientation program, we will guide you through the process to complete the visa check-in with SEVIS. In order to do this, we will use your campus address and a copy of your I-94 document (arrival document).

STUDENT ORIENTATIONS
At International Student Orientation you will get important information that will help you adjust to your studies and living experience at Roanoke College. You’ll learn about key features of American culture, the U.S higher education system and Roanoke College, and the procedures you need to follow to maintain your legal status in the U.S. You’ll also get practical suggestions regarding classes, registration, food, housing, banking, etc. You’ll get to know the other new international students and some returning students as well.

At the New Student Orientation, which follows International Student Orientation, you will learn more about academics, residence life, social life, and other important features of the Roanoke College experience. You will also meet and get to know lots of students from the U.S. and, with other students and faculty, you’ll help build a house!
Each semester we plan events to engage both our international students as well as our domestic students. Events may include:

- Orientation outings
- Washington D.C. trip
- Study Abroad Fair
- Global Dinners
- Friends-giving Celebration
- MMN: Monterey Movie Nights
- International Festival
- Cascade hiking trip
- Game night
- Chat & Chow lunches
- Bowling
- Ice skating
- Halloween celebration
- Cooking lessons

“Peace is not unity in similarity but unity in diversity, in the comparison and conciliation of differences.” --Mikhail Gorbachev
FRIENDSHIP FAMILIES

Through the Friendship Family Program, new international students have an opportunity to get to know a local American family who help students when they first arrive, invite them to community events, and share holiday meals with them. These local families become an important "home away from home" for our international students. Friendship Families welcome students from around the world by:

- Sharing a special holiday meal with them
- Inviting them to local cultural or community events
- Taking them out to a favorite local restaurant
- Attending a campus event with them
- Being extra support for them when they are homesick

LIFE AT ROANOKE COLLEGE

THE GLOBAL VILLAGE AT CHALMERS HALL

Living in the Global Village offers students the unique opportunity to get to know others from around the world. Residents of the Global Village have come from countries such as England, China, Ireland, Spain, Tunisia, France, Italy, Brazil, Denmark, Germany, South Korea, Afghanistan, and many others. If you are a language learner you may have the opportunity to practice your skills with a native speaker!
Adjustment to a new culture typically proceeds in several stages. At first, you are excited to be in a new place, to meet new people, and to try new things. After a while, however, the cultural differences start to confuse and frustrate you. Things that seemed interesting and fun at first are now annoying and frustrating. Fortunately, this stage doesn't last very long and, with time and experience, you are increasingly able to understand why things happen the way they do in the new culture. In the end, you will probably feel a great sense of accomplishment; you have come to a much greater understanding of what culture is and how you can successfully adapt to a new cultural environment. This is one of the great advantages of studying and living in another culture—you gain strong cross-cultural skills and understanding that will be valuable to you throughout your life.

Culture Shock
Culture shock is the disorientation a person feels when living in a new culture, where the values, traditions, and behaviors are different from those of the home country. Some people experience only mild culture shock. It is part of a normal adjustment process and will resolve itself with time. However, if you experience significant culture shock (depression, anxiety, extended sleeplessness, anger) which does not subside, it is important to seek help. See Pamela or Carmen if you or someone else is experiencing severe culture shock.

A Few Notes About U.S. Culture. As you are gaining your first experiences with U.S. culture, it may help to know the following things:

Greetings: As you walk around campus, many people will greet you with "Hi. How are you?" This is a standard greeting and in this context "How are you?" is a polite question but not a serious one. People who greet you this way are being friendly but they don't expect you to actually tell them how you are feeling. A standard response would be "Fine, thanks," or "Fine. How are you?" Don't be surprised or offended if someone asks "How are you?" but doesn't wait for a real answer.

Friendship: The definitions of "friend" and "friendly" are different in the U.S. than in many other cultures. People at Roanoke College are very friendly. They smile at you even if they don't know you, they greet you when you go into a room, and they may ask questions about your country and how you are doing. Americans tend to use the words "acquaintance" and "friend" interchangeably. In fact, when asked, most Americans will tell you they have dozens or even hundreds of friends. In this case, they are referring to both true, long-term friends and to casual acquaintances.

Personal space: Personal space is the distance between people that feels comfortable. People in some cultures are comfortable being physically very close when they are talking or sitting together. U.S. Americans tend to feel uncomfortable if people get too close to them. If a person comes too close, Americans will often take a step backwards or otherwise move to reestablish their “safety perimeter.”

Knowledge about the world: Most of your U.S. peers are likely to know very little about other countries, including yours. They may not know where your country is and they make ask silly questions about it. In general, Americans learn very little about other countries in school and most have little or no opportunity to travel to other countries. An important reason for Roanoke College to welcome international students is to “globalize” the campus and give our U.S. students the opportunity to learn about other countries and their people.

Individualism: Individualism gives high priority to the rights and achievements of individuals rather than groups within society. It does not mean that Americans don't love and value their families, friends, and other social groups they belong to but, each person is expected to take care of him or herself, to work hard for individual achievements, and to achieve success based primarily on what a person has personally accomplished. This can sometimes seem a bit selfish or egocentric to people whose cultures give priority to an individual's role within a group, but it is simply an expression of a fundamental U.S. value.
Employment on Campus
Employment on campus is permitted for all international students in valid F-1 or J-1 status. This work is limited to 20 hours per week during the quarter. Full time (anything more than 20 hours per week) is permitted during vacation periods. A Social Security Number (SSN) is assigned to individuals who are authorized to work in the United States. All RC employees, including students, must have a SSN to be employed. The Social Security Administration Office is located in Roanoke at 612 S Jefferson St #100, Roanoke, VA 24011. IE Office staff can assist eligible students through the process and take students to the Social Security Administration Office downtown. Interested students need to make appointments with Pamela or Carmen.

Each of the campus services listed below has its own page on the Roanoke College website (www.roanoke.edu inside), under the “A-Z Index.”

Athletics and Fitness
Roanoke College offers a variety of sports-related activities, from varsity sports, in which Roanoke College teams compete with teams from other colleges and universities, to intramurals, which are competitions between teams made up of Roanoke College students. The College offers varsity men’s cross country, tennis, lacrosse, soccer, basketball, track and field, baseball, and golf and varsity women’s cross country, tennis, lacrosse, soccer, basketball, track and field, softball, field hockey, and volleyball. Intramural leagues in a variety of sports are organized by the Office of Intramurals and Recreation throughout the year. Notice of sign-ups are included in the daily announcements e-mailed to students. Even if you don’t play a sport, it’s fun to watch games on the Roanoke College athletic fields and cheer for the Roanoke teams. International students play on many of the varsity and intramural teams.

There are sports facilities available to all students who attend Roanoke College, including the new Cregger Center or Belk Fitness Center, which includes an indoor pool, a state-of-the-art track, racquetball courts, basketball gyms, playing fields, and tennis courts.

Bookstore
The College Bookstore sells school supplies, clothing items, postcards, gifts, snack foods, health and beauty aids, and much more. It also offers services including check cashing, faxing, and gift certificates. All textbooks are now sold online only. Hours are 9:00a.m. - 4:30 p.m. Monday through Friday, with extended hours during the first week of each academic semester.

Campus Safety
Salem is considered an extremely safe community and a safe and secure campus is a high priority at Roanoke College. The Campus Safety office is open 24/7. You can contact Campus Safety at any time if you have any questions, concerns, or emergencies. Campus Safety staff can help you if you lock yourself out of your room, if your student ID doesn’t work, or you would prefer not to walk alone late at night on campus, etc. Campus Safety can be reached by calling 2310 from any campus phone or 540-375-2310 from any non-campus phone. You can also call from the yellow call boxes located in most buildings on campus.

Center for Learning and Teaching
The Center for Learning and Teaching is located on the main level of the Fintel Library. The Center offers academic advising and assistance, including trained student tutors who can help if you are having difficulty in any of your classes. There is also a Writing Center with tutors who can provide guidance with written assignments. The tutoring services are free. Staff at the Center can also provide special services to students who need additional time for tests due to language difficulties. If you think you might need special testing arrangements, see Pamela.

Computer Services and E-Mail
There are 18 computer labs on campus comprising a total of 207 workstations. Each lab has a laser printer. All labs are equipped with Windows 10, Microsoft Office (Word, Excel, PowerPoint, Access), Mathematica, and Minitab. In addition, Linux is available on 45 workstations in Trexler Hall. A 24 hour computer lab is located in the Fintel Library. Each student who enrolls at Roanoke College is given a Roanoke College e-mail account. It is im-
important to check the messages in this account regularly, as it will be used by faculty and staff to provide you with important notices and information. Professors often use Inquire to post syllabi, assignments, grades, and other information. You will also get daily announcements by e-mail every day. The Help Desk in Trexler 369 (X2225, support.roanoke.edu) can assist you if you have any computer or e-mail problems.

Dining Services

Roanoke College operates its own dining service at two locations in the Colket Student Center—the Sutton Commons, which is the main dining hall, and the Cavern. Students on the meal plan can have weekday meals either in the Commons or in the Cavern. Students not on a meal plan can pay for meals at either location with their Maroon card, cash or credit card. The Commons is located on the main floor of the Colket Center. Meals in the Commons are served buffet-style with unlimited portions. Menus are listed in the daily announcements. The Sutton Commons serves continuously during the following hours:
Monday-Thursday: 7:00 am–8:00 pm  Friday: 7:00 am–7:00 pm  Saturday-Sunday: 9:30 am–7:00 pm

The Cavern is located in the lower level of the Colket Center and offers coffee, snacks, and small meals. There is often live music in the Cavern on weekends. Cavern hours are Monday-Friday: 11 am – 11 pm and Saturday nights 5:00 – 11:00 pm.

Fintel Library

Fintel Library is a good place to study and to find books, periodicals, DVDs, and daily newspapers, including international newspapers. Experienced staff is available on weekdays and evenings to help you with your research questions. Library hours when classes are in session are:

- Monday-Thursday: 8:00 a.m.- midnight
- Friday: 8:00 a.m.- 5:30 p.m.
- Saturday: 10:00 a.m.- 5:30 p.m.
- Sunday: Noon to midnight
- Open 24 hours during final exams

Health Services

Health Services, located at 211 High Street next to Chalmers Hall, provides medical treatment for full-time students with common illnesses and minor injuries. Most services are provided at no cost, however there are fees for allergy injections, immunizations, laboratory tests, certain procedures, physicals, and gynecological exams. The clinic is open Monday-Friday 8:30 a.m.- 4:30 p.m. Appointments can be made at the Health Services reception desk or by calling 540-375-2286. If you have a sudden illness or serious injury after office hours, contact your Resident Advisor or Campus Safety for assistance. Call 911 in medical emergencies. After-hours care is available at urgent care centers and the Lewis-Gale Medical Center Emergency Department, all within five miles of campus. There are also several pharmacies in the downtown Salem area. If you need to get to a doctor's office for an appointment or to the hospital for a medical test, you can purchase taxi vouchers from Campus Safety, Health Services and Residence Life staff.

All international students are required to have health insurance. Health Services can provide information if you have questions regarding insurance requirements. All full time students are required to provide a complete health record, including medical history, physical examination, and up-to-date immunization record. Students are not allowed to complete final registration for classes until Health Services has this record.

If you are unable to attend class because of illness, you should notify the professor. Health Services staff cannot excuse students from class.

Postal Services

The campus post office is open weekdays from 8:00 a.m. to 4:00 p.m. There are no weekend hours. As a student at Roanoke College, you will be assigned a campus mailbox with a combination lock, which is where you will receive your mail.
Residence Life

Living on campus is an integral part of the Roanoke College educational experience. Other than students who have been given special approval by the Office of Residence Life to live off-campus, all students are required to live in Roanoke College housing. There are 27 residence halls on campus, each with kitchens, laundry facilities, study rooms, and social rooms. There are some single rooms, but most students, especially those who are in their first year at Roanoke College, live in “doubles,” sharing a room with another student. Each room is furnished with two single beds (extra long mattress), dressers, closets, desks and chairs. Housekeeping service is provided to clean common rooms (lounges, corridors, bathrooms), but students are expected to keep their own rooms clean.

Each residence hall complex is under the supervision of a professional Area Coordinator. In addition, a student Resident Advisor (R.A.) is assigned to each living area. The R.A. assists students and monitors adherence to College regulations such as quiet hours during exam periods.

Sharing a room with someone you don’t know from another culture can be challenging and may occasionally create tensions. Most of the time, this is normal and with understanding and open discussion, most problems can be quickly resolved. Resident Advisors are trained to help with roommate issues. If you have given the situation a chance and find that you truly cannot get along with your roommate, talk to your R.A. You might be able to find someone who is willing to switch rooms with you, assuming your roommate agrees. Generally, however, communication and compromise can resolve most of the issues.

Cell phones are the preferred means of communication among our students so residence hall rooms are not equipped with telephones. Courtesy phones for local calling are available in every residence hall.

Student Activities

The Roanoke College Office of Student Activities organizes hundreds of events during the academic year, including band concerts, movies, game nights, dances, lectures, and many others. Posters and daily announcements will keep you informed about upcoming events.

Roanoke College is a very active campus with over 80 student clubs and organizations. An activities fair at the beginning of each term will enable you to learn about and sign up for clubs in which you are interested.

Roanoke College is proud of its Lutheran heritage and welcomes students from all religious traditions. Religious groups include the Lutheran Students Movement, Baptist Collegiate Ministry, Catholic Campus Ministries group, Intervarsity Christian Fellowship, and Hillel (Jewish student organization). Christian worship services are held three times each week in Antrim Chapel on campus. Roanoke College students also attend services at churches, synagogues and the mosque in the local community.

RESOURCE PEOPLE

Roanoke College faculty, staff, and students are happy to help with any problems you may have. Here are some of the most important resource people for you:

Academic Advisor: You will be assigned a faculty advisor as your academic advisor. Your advisor will work with you on class choices, registration, fulfilling academic requirements, or if you are having difficulty adjusting to the academic environment at Roanoke College. Our faculty are approachable and available to discuss any academic issues you may have. Always see your advisor if you have academic questions or concerns.

Counseling Services: (Counseling/Community Service Center, X 2286): Professional counselors who offer free and confidential counseling for stress, anxiety, depression, homesickness, eating disorders, general mental health problems. Call to make an appointment.

International Education Staff (Administration 206, X2299, X2068): Pamela Serota Cote is the Director of International Education and International Student Advisor. She is available to provide information, advice, and assistance with problems or concerns of any kind. She should always be notified in case of any emergency. Carmen Boggs-Parker, Assistant Director, is available in Pamela’s absence to assist you. The International Education Office is open Monday-Friday, 8:00 a.m. – 5:00 p.m.

Registrar’s Office Staff (Administration 100, X2210): The staff in the registrar's office can help you with
registering for or adding and dropping classes, transferring credit from another university, etc. They can also provide you with a letter verifying your enrollment at Roanoke College, which you may need for insurance purposes or to get a driver's license. Anything having to do with enrollment, class schedules, credits, and graduation is handled in the registrar's office.

**Resident Advisor:** Your RA is the person to see if you have questions about residence life policies or problems with your room, roommate, or living situation. R.A.s are also excellent resource people for any questions about student life.

**ACADEMICS**

Students at Roanoke College are undergraduate students, meaning they are working toward a bachelor's degree (Bachelor of Arts, Bachelor of Science, or Bachelor of Business Administration.). A student’s class is determined by the year he or she is expected to graduate or by the following terms:

- 1st year = freshman
- 2nd year = sophomore
- 3rd year = junior
- 4th year = senior

After meeting all Roanoke College requirements, students graduate at the end of their senior year. Graduating students and faculty wear academic robes and students receive their diplomas in a formal ceremony which is attended by the officers and faculty of the college and the students’ families. The ceremony is titled “commencement” to signify the beginning of vocational/professional life. Many international students remain on campus at the end of the academic year to attend the Commencement ceremony.

**Faculty**

The faculty at Roanoke College are highly qualified scholars for whom excellent teaching is a high priority. One of the many advantages of a small liberal arts college is that the professors enjoy getting to know their students. They know their students by name and are very open to being approached by students with questions about academics or other matters. Don't hesitate to ask a faculty member for advice, to explain something you didn't understand in class, or to discuss a particular interest. If you are having problems in class, it is very important to discuss them with your professors after class or during office hours.

**Classes**

The average full-time student at Roanoke College takes eight one-unit courses each year plus one May Term course during the four years. Each course includes three hours of lecture or seminar per week and attendance is required.

As at other liberal arts colleges in the U.S., students at Roanoke College take courses in a variety of subjects. The curriculum offers breadth through the core curriculum and depth through majors and minors. The course sequence is not as structured as in some other countries and students take courses that are of interest to them from a variety of fields before focusing on their major subjects. You will find biology majors in art history courses and history majors in mathematics courses. Any student can take any course, as long as he or she has fulfilled the required pre-requisites.

**Core Curriculum**

All degree-seeking students must complete the core curriculum, called the Intellectual Inquiry sequence, with courses are designed to prepare them in the areas of critical thinking, written and oral communication, and quantitative reasoning. You will learn about the Intellectual Inquiry sequence during new student orientation. Intellectual Inquiry courses are not required of international exchange students.

**Majors and Minors**

A major is the academic discipline which a student chooses to study in depth and which is listed on the student’s degree. Each student must complete at least one major to graduate from Roanoke College. Each major requires a certain number of courses in the field, including both required courses and elective courses.
Students may “double major,” that is, complete two majors, or may complete a major in one subject and a minor in another. Minors are like concentrations in a particular subject and require fewer courses than majors. The requirements for all majors and minors are listed in the Academic Catalog and online at [http://roanoke.edu/Academics/Majors.htm](http://roanoke.edu/Academics/Majors.htm).

**Registration, Add/Drop**

To maintain legal status as a student in F or J status, you must enroll full time every term. Full time enrollment at Roanoke College is at least three units. You are encouraged to register for a standard course load, which is four units each term. Some students take five courses during a semester, but this is generally not recommended for students in their first semester at Roanoke College.

Registration for classes takes place on assigned days before the start of each term. Seniors register first, followed by juniors, then sophomores, then freshmen. Most courses have enrollment limits and some courses fill up quickly after the start of registration. If you really want to take a course but are unable to register for it because it is full, you can speak with the instructor and let him or her know why it is important for you to take the course. Occasionally students drop out of a course so a faculty member can admit additional students. If you are admitted, you must formally add the class to your schedule at the registrar’s office before the deadline to add courses for the term.

Sometimes a class you register for turns out to be quite different from what you expected—too difficult, too easy, not the content you expected, etc. In that case, you can drop the course from your registration, if there is still time to add another course or you have sufficient courses to remain in full time status even without the course you wish to drop.

**Attendance**

Attendance is generally required at every class session and most professors will lower your grade if you miss class repeatedly. Each professor has his/her own policy, which will be listed on the syllabus. If you are going to miss a class for a legitimate reason, let your professor know in advance. This will make a much better impression than if you simply don’t show up.

**Homework**

Courses at U.S. colleges and universities tend to have more assignments than courses at overseas institutions. You will receive a syllabus at the beginning of each course, listing the textbooks, the faculty member’s grading, attendance, and other policies, and the assignments with the dates they are due. These assignments may be reading, papers, presentations, or other activities. Most courses require preparation for each class session. There may be unannounced quizzes from time to time, so it’s important to do the reading and be prepared for each class session. Written assignments should be typed unless the professor expressly states that handwritten materials will be accepted. If you have research papers to write, be sure you have read the pamphlet called “Academic Integrity at Roanoke College” and understand appropriate documentation and what constitutes plagiarism. You will learn more about plagiarism at a special session during orientation.

**Examinations**

Most courses will have one or two examinations during the term and a final exam during the exam period at the end of the term. Examinations during the semester may also be referred to as “mid-terms” or “tests.” Consistent reading and systematic review will help you prepare for exams. Final examinations (“finals”) review most or everything you’ve learned in a course. Finals are taken in accordance with a schedule posted on the registrar’s website each term. Except in cases of serious illness or other emergency, it is generally not possible to take your final exams at any time other than the one listed in the exam schedule. If this is a problem for you and you have a legitimate reason to request a change, speak with the professor.

**Grades**

You will be assigned a grade of A, B, C, D, or F in each of your courses at the end of the term, with A (excellent) being the highest grade, followed by B (Good), C (Average), and D, which is the lowest passing grade. F is a failing grade and means that you will not receive credit for the course. Professors can add a plus (+) or minus (–) sign to any grade except F. A B+ is a higher grade than a B, a B- is a lower grade. These letter grades are converted into a numerical system for calculating a student’s Grade Point Average (GPA). An explanation of this system is in the academic catalog.
Tips for Academic Success

- All classes at Roanoke College include discussion and debate as well as faculty lectures. Professors expect (and often require) students to participate actively in class discussions and to express their opinions and beliefs openly. Do the best you can to participate in class discussions, always offering your opinions and views respectfully.

- Pay close attention to the syllabus and instructions provided at the beginning of the course about how the class will be conducted and how grades will be determined. The syllabus outlines the course’s objectives and the material to be covered and lists due dates for assignments, examinations dates, texts to be purchased or obtained from the library, and the professor’s name, office location, and office hours. Keep the course syllabus for the duration of the course. Some U.S. students may seem very disinterested in their education or appear to do very little studying. They may be very casual about attending class or keeping up with their studies. Do not be deceived into thinking that such behavior is compatible with academic success. Those students are likely to get very bad grades.

- Attend all class sessions and take good notes in class. If you have trouble taking notes in English, talk with the professor.

- Ask your instructor for clarification any time you don’t understand something. If you fear disrupting the class too often, see your professor during office hours to ask for clarifications.

- Always see your professor if you are having difficulties in class. The professor needs to know that you are struggling so he or she can suggest ways you can study more effectively or get assistance from a tutor. Roanoke College faculty members want their students to succeed and will help you as much (within reason) as they can.

Other Important Information

Alcohol, Cigarettes, Drugs

The age at which people are allowed to purchase alcohol at a store or in a bar or restaurant in the U.S. is 21. If you are 21 and wish to purchase alcohol, you must have identification that documents your age (your Maroon Card, passport, driver's license). You cannot have alcohol in your residence hall room on campus unless both you and your roommate are 21. To purchase cigarettes in Virginia, you must be 18. All buildings on the Roanoke College campus, including residence halls, and most public buildings in the U.S. are smoke-free. Illegal drugs are prohibited on campus and everywhere else. If you are found to have illegal drugs, you can be charged with a violation of the College’s policies and can also be arrested by the local police. Depending on the situation, this can result in a warning or an expulsion from the College and/or a court fine or jail time. In a serious case, you can be required to leave the U.S.

Breaks

The Roanoke College academic calendar includes class-free weeks in October (fall break) and March (spring break), and several weeks in late December and early January between the fall and spring terms (winter break). International students may stay in their residence hall rooms on campus during all breaks. However, during the weeks directly around Christmas and New Year's, the campus is entirely closed and staying in your room will be very lonely. If you have nowhere else to go over Christmas and New Year's, you should let Pamela know as early as possible so she can help you make other arrangements during this time.

The Office of Multicultural Affairs and the Community Service Center offer group trips during fall and spring breaks that are open to all students.

If you will be staying on campus during a break, you need to notify the Residence Life office by completing an online form.

Students who live in some residence halls may stay in their rooms during the summer. There is a charge for this unless you have a summer job or approved research on campus.

Campus Telephones

All telephone numbers on the Roanoke College begin with the three digits 375, followed by four additional digits, depending on the office or department. These four final digits are called the office’s extension (sometimes
referred to in writing with just the letter X). To dial a Roanoke College telephone number from a Roanoke College telephone, including the yellow courtesy telephones found in many campus buildings, you only have to dial the four digits of the extension. For example, Pamela’s full office telephone number 375-2299. If you are dialing from a telephone off-campus or a cell phone, you have to dial all of those numbers to reach her. If you are calling from a campus phone, you only need to dial 2299.

**Directory**

If you need to find the office or residence hall room, telephone number, or e-mail address of a Roanoke College faculty or staff member or student, you can use the "Directory" link on MyRC. Enter the person’s name and you’ll get a listing of the person’s contact information and, in some cases, a photo as well.

**Maroon Cards**

You will be issued a Roanoke College identification card (ID), called a Maroon Card, during International Student Orientation. You will need your Maroon Card to eat at the Commons or Cavern, check a book or a DVD out at the library, use the fitness center, etc. You can also use it to charge purchases at some local shops and restaurants. If you lose your Maroon Card, you can get a new one (for a fee) at Campus Safety.

**Transportation/Maroon Express**

Except for major metropolitan areas, most U.S. cities and towns have very limited public transportation. Most Americans, including students, have their own cars. The Valley Metro bus system has a stop near the Roanoke College campus and goes to various places in Salem and Roanoke, but the schedule is not always convenient and it takes a long time to get from one place to another. The Smartway Bus, which takes passengers from Roanoke to Blacksburg, where Virginia Tech is located, has a stop at the intersection of routes I-81 and 419, within a few miles of campus.

The College has an arrangement with Roanoke Salem Taxi to provide transportation between the College and Lewis-Gale Hospital, Roanoke Airport, and other locations within the greater Roanoke/Salem area. Students do not have to pay cash for this service, but must obtain a voucher prior to using the service from the Information Desk that is located in the Colket Center. Taxi vouchers are good Friday-Sunday and can be picked up as early as Friday.

**International Grocery Stores in Roanoke**

Ambika Indian Grocery
4520 Brambleton Ave.

Asian Grocery Stores (Indian, Arabic, Halal)
3623 Williamson Rd.

Baghdad Halal Market
3623 Williamson Rd.

J & L Oriental Food Mart
3109 Brambleton Ave.

La Esquina Latina
4117 Williamson Rd.

Saigon Market
2501 Williamson Rd.

Slon International Groceries (Eastern European)
5524 Williamson Rd. Suite 2
INTERNATIONAL EDUCATION STAFF

Pamela Serota Cote, Director
cote@roanoke.edu

Carmen Boggs-Parker, Assistant Director
boggs@roanoke.edu

Office of International Education
Roanoke College
Administration Building, Room 206
221 College lane
Salem, VA 24153
Phone: 540-375-2299/540-375-2068
Fax: 540-375-2530
Web: http://www.roanoke.edu/inside/a-z_index/international_education
# ACADEMIC CALENDAR

## Fall Term

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>27</td>
<td>Saturday</td>
<td>New Students Move In/Check In</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Sunday</td>
<td>Orientation for New Students</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Monday</td>
<td>Orientation for New Students; Residence Halls Open for Returning Students</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Tuesday</td>
<td>Registration/Check-In; Evening classes begin</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>Wednesday</td>
<td>Day Classes Begin</td>
</tr>
<tr>
<td>September</td>
<td>30-1</td>
<td>Friday-Sat</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>October</td>
<td>14</td>
<td>Friday</td>
<td>Fall Break Begins After Last Class</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Monday</td>
<td>Classes Resume 8:30 a.m.</td>
</tr>
<tr>
<td>November</td>
<td>22</td>
<td>Tuesday</td>
<td>Thanksgiving Break Begins After Last Class; No Evening classes will be held</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Monday</td>
<td>Classes Resume 8:30 a.m.</td>
</tr>
<tr>
<td>December</td>
<td>9</td>
<td>Friday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Saturday</td>
<td>Reading Day</td>
</tr>
<tr>
<td></td>
<td>12-16</td>
<td>Mon.-Fri.</td>
<td>Exams</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Monday</td>
<td>Grades Due at Noon</td>
</tr>
</tbody>
</table>
## Spring Term

<table>
<thead>
<tr>
<th>January</th>
<th>14</th>
<th>Saturday</th>
<th>Residence Halls Open for Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
<td>Sunday</td>
<td>Registration/Check-in</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>March</td>
<td>3</td>
<td>Friday</td>
<td>Spring Break begins after last class</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Monday</td>
<td>Classes resume 8:30 a.m.</td>
</tr>
<tr>
<td>April</td>
<td>7-9</td>
<td>Friday-Sunday</td>
<td>Alumni Weekend</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Friday</td>
<td>Good Friday; College closed; no classes</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Monday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Tuesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Wednesday</td>
<td>Exams Begin</td>
</tr>
<tr>
<td>May</td>
<td>2</td>
<td>Tuesday</td>
<td>Exams End</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Wednesday</td>
<td>Senior Grades due at noon</td>
</tr>
<tr>
<td>May</td>
<td>6</td>
<td>Saturday</td>
<td>Graduation</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Monday</td>
<td>Final Grades due at noon</td>
</tr>
</tbody>
</table>