Welcome to Elon University!

On behalf of faculty, staff and your fellow U.S. American students, it is a pleasure to welcome you to Elon University. I hope the experiences you have while you are with us will be meaningful and will contribute to your personal and professional growth. I am looking forward to meeting you and having you on our campus.

Leo Lambert
President of Elon University

All of us in the Global Education Center (GEC) look forward to greeting you to Elon’s beautiful campus. The GEC will be your home away from home the entire time that you are part of the Elon community. Especially during the initial transition, you should always feel comfortable coming to the GEC for help.

This handbook is our first of many efforts to help you learn about the campus, culture and resources available to you at Elon University. We hope that it will answer some questions for you, but we know you’ll have many more. From the time we meet you at the airport until the day you graduate from Elon, the GEC will help to make your experience here successful, rewarding and enjoyable. We hope you stop by the GEC often!

Woody Pelton
Dean of Global Education
| Woody Pelton  
Dean of Global Education | François Masuka  
Director of International Student, Faculty Scholar Services |
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| Amanda Zamzes  
GEC Business and Data Manager | Kristen Aquilino  
Global Career Fellow and International Student Advisor |
|                          |                                                            |
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Pre-departure Checklist

Have you done the tasks below?

► Notified the Global Education Center (GEC) of your arrival details — date, time, flight number, arrival airport, airline
► Sent your family’s phone number, transit airport and email address to the GEC
► Had a health, dental and vision checkup prior to departure

Do you have the following items?

► Valid Passport, Visa, Original I-20 or DS-2019 Form (Certificate of Eligibility for Non-immigration Student Status)
► Receipt for the payment of SEVIS I-901 fee, if applicable
► Acceptance letter from Elon University
► Proof of Financial Support
► Airplane Ticket
► Travel/ Luggage Insurance Policy if you have one
► Copy of Immunizations/Health Forms with English Translation
► Health insurance card and policy in English (if you do not plan on using Elon’s health insurance)

Please read the entire booklet for more information about the above items!
Traveling

Packing your luggage

Airlines have requirements for size, weight and number of luggage. Please check with your airline for those details. Put a name tag on your luggage which includes your campus address. The GEC will assist you in shopping as soon as you arrive, so you might find it easier to purchase some things in the USA, such as bed linens. Make sure you have your passport, money, and documents relating to your admission in your carry-on bag or purse.

Clothing

North Carolina has a mild climate, as you can see from these average monthly temperatures.

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<tr>
<td>Fahrenheit</td>
<td>33/55</td>
<td>33/56</td>
<td>38/61</td>
<td>48/74</td>
<td>56/81</td>
<td>64/88</td>
<td>67/90</td>
<td>66/88</td>
<td>60/83</td>
<td>49/73</td>
<td>38/62</td>
<td>31/53</td>
</tr>
<tr>
<td>Centigrade</td>
<td>0/11</td>
<td>0/13</td>
<td>3/16</td>
<td>8/23</td>
<td>13/27</td>
<td>17/31</td>
<td>19/32</td>
<td>18/31</td>
<td>15/28</td>
<td>9/22</td>
<td>3/16</td>
<td>0/11</td>
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Although the dress code on campus is very informal, it is a good idea to pack few clothes for more formal occasions. Also, consider bringing any specific clothes which might not be available in the U.S. We hope you will consider bringing national clothes to celebrate your country and your culture on special occasions.

Some things to bring

- Some personal items such as family pictures to decorate your room
- A bilingual dictionary if you are not a native speaker of English
- An extra pair of glasses and/or contact lenses along with a copy of your prescription.

Airport Pick-Up

The GEC looks forward to meeting you at either of these two local airports:

- Raleigh-Durham International (RDU) - [www.rdu.com](http://www.rdu.com)
- Piedmont Triad International Airports (PTI) - [www.flyfrompti.com](http://www.flyfrompti.com)

If you would like us to meet you at one of these airports send your COMPLETE TRAVEL itinerary to François Masuka at [fmasuka@elon.edu](mailto:fmasuka@elon.edu) or Amanda Zamzes at [azamzes@elon.edu](mailto:azamzes@elon.edu) at least two weeks before your arrival. Include date, time, flight number, airline, arrival airport (Raleigh-Durham or Piedmont Triad) and phone number if possible.
Arrival in the USA

Customs & Immigration

Make sure to arrive at the airport early to fulfill the security formalities. The airline agent checking you in at the boarding time will ask for your passport and visa.

You will be required to go through Immigration and Customs when you first arrive in the USA. Present the Immigration Officer with your passport, I-20 or DS2019, Elon’s acceptance letter, evidence of financial support. NOTE: If the U.S. embassy or consulate returned your I-20 or DS-2019 in a sealed envelope with instruction DO NOT OPEN, leave it in the envelope and the immigration officer will open it after you land in the USA.

Pick up your baggage and go through customs. The officer may ask to look inside your baggage. Don’t worry. This is a normal procedure and please let them do their job. After Customs is cleared you can move ahead to your connecting flight, if you have one.

There will likely be a TIME CHANGE when you arrive to the USA. Elon is located in the state of North Carolina which is in the “Eastern ” time zone. Information on time zone differences can be found at the following website: http://www.timeanddate.com/worldclock/

Travel Delay

If you have any delay or change in your planned arrival time, please contact the GEC so we can meet you at the airport at your new arrival time. The phone number is 336-278-6700 during office hours, Monday through Friday from 8:00 AM-5:00 PM, or 336-278-5555 after office hours (5:00 PM).
Orientation

International Student Orientation

You should arrive on campus on **Tuesday, August 18**. If arriving at the Raleigh or Greensboro airport we will pick you up and help you to move into your Residence Hall. If you arrive on your own, please come to the Global Education Center in the Global Commons building.

You are required to attend a New International Student Orientation from August 19-21. This orientation will go over visa issues, cultural and academic adjustments which are very important. This orientation will familiarize you with academic and social life at Elon University and in the United States. You will also be required to attend the general first year New Student Orientation starting the evening of **Friday, August 21**. It is very important you attend both orientations.

During the orientation week, the GEC will assist you in going shopping to purchase anything you might need to set up your room. We can also help you to purchase a cell phone, if interested. Your US American roommate might have some items he or she will share with you such as a television. The school does not provide bedding.

Personal Banking

During the International Student Orientation a representative from Bank of America will come to campus to help set up a checking and/or savings account and an ATM card. You do not have to set up an account with this particular bank, but they will offer you a free checking account. Once you set up an account you can have money transferred to your U.S. bank account from your home country.

Elon Phoenix Card

Each student, faculty and staff person on campus has a Phoenix Card, which serves as your Elon University ID card. You will get your card the first day of orientation and will use it during your time at Elon in the campus dining halls, the library and at other University facilities. This Phoenix card will have your name, your picture and a unique number. If you lose this card you should notify the Phoenix Card office to get a replacement card for a fee.
Mail

You will be assigned a campus mailbox with a unique number at Elon University. You will receive your campus mailbox number during orientation. If you have any questions, call the Mail Room at 336.278.5433. It is a combination lock box. You can find this information on the OnTrack system, under “Your Profile.” Make sure you give your friends and relatives the correct address:

Bob Smith
xxxxx Campus Box
Elon University
Elon, North Carolina 27244 USA

Cell / Mobile Phones

Many students bring or buy cell phones. Here are some things to remember:

• In the USA, cell phones are charged both for incoming and outgoing calls.
• You will need to have a social security number or pay a deposit in order to open an account with most cellphone companies. In the U.S. the phone service is tied to one particular service provider. Few carriers can unlock your phone to use with any SIM card like you would do abroad.
• Most phone providers will charge you an early termination fee if you cancel your service before the end of the contract. Ask the salesperson to explain the terms of your contract before signing any document or agreement.
• For every contract you sign, you have some days to return the phone and cancel the service without paying the early termination fee, but you will pay for all the long distance calls you made and for the activation fee.
• Exchange students could benefit more from “pay as you go” option because it doesn’t require any contract. The phones for this type of service can be found at the following stores: Wal-Mart, Target and Best Buy.
• SKYPE is available as a way to communicate anywhere in the world through the internet.
• The best source for information about phone cards, cell phones and SKYPE is other students.

Medical

Health Insurance

Unlike most countries where medical costs are mostly covered by the government, health care in the USA is “privatized,” meaning that each individual must pay for medical visits, treatment and medications. This is very expensive. As a result most people in the USA have HEALTH INSURANCE.
Elon requires all students to have health insurance from a company licensed to do business in the USA. You have two options for health insurance:

- We recommend that you purchase a policy through Elon University. The cost will be charged directly to your Elon Student account. Local health providers recognize and accept the health insurance purchased through Elon. That will make it easy if you need health care at some point. If you are planning on paying your tuition before your arrival and then bringing your own policy, the fees charged to your account for the health insurance will be refunded to you.

- You may bring your own insurance policy from home and provide to the GEC a U.S. contact address and phone number for the insurance company. You will need to submit a copy of your policy in English to the GEC upon your arrival and at the beginning of each academic year. We cannot guarantee that local health providers will accept your policy; you may have to pay for treatment and other services and later seek reimbursement from your insurance.

Dental and vision care are not covered by most health insurance policies, including the one provided by Elon University. You will need to buy these types of insurance separately if you wish to be covered for dental and vision care. We encourage you that to visit your dentist and eye doctor before coming to the USA.

**Proof of Immunizations**

In the state of North Carolina, all students attending colleges and universities are required to submit a proof of physical examination of wellness and a certificate of immunizations. The required forms can be downloaded from the following link:

http://www.elon.edu/e-web/students/health_services/

Ask your doctor to provide this statement in English and, once you have arrived, take this form directly to the Health Services Center:

STUDENT HEALTH SERVICES
RN ELLINGTON CENTER FOR HEALTH & WELLNESS
301 SOUTH O'KELLY
ELON, NC 27244
336-278-7230

**Medications**

If you are on any medications, make sure to bring the English name of the medication, as well as an English copy of the prescription. Before you can get a refill, you must take your prescription to the Health Services Center to have it rewritten. You may then get your medication at any pharmacy. If you wear eyeglasses or contact lenses, make sure to bring that prescription as well, and you may wish to bring extra pair of glasses.
Class Registration

Elon University has the following academic terms during the year:

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<tr>
<th>Term</th>
<th>Duration</th>
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<tr>
<td>Fall</td>
<td>15 weeks late August until mid-December</td>
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<tr>
<td>Winter</td>
<td>4 weeks early January until late January</td>
</tr>
<tr>
<td>Spring</td>
<td>15 weeks early February until mid-May</td>
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<tr>
<td>Summer I</td>
<td>5 weeks from early June to early July</td>
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<tr>
<td>Summer II</td>
<td>5 weeks from early July to early August</td>
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International students are required to be full time students in the Fall and Spring semesters. The other terms are optional. Most students study in Fall, Winter and Spring, and only a few study during the summer. Most courses at Elon are 4 credit courses, which means the class will meet for four hours each week, normally 2 hours a day on two different days (Monday and Wednesday or Tuesday and Thursday). It is normal for undergraduate (Bachelor's degree) students to take 4 or 5 courses and have 16 to 18 credits per semester. Graduate (Master's degree) international students are required to take 9 credit hours per semester. For your first semester at Elon, the GEC and the Office of Academic Advising will help you select your courses. You will generally be contacted via email before you arrive to plan your schedule. In the following semesters you will work with your academic advisor to select the courses based on your major. It will be important to consult with your academic advisor throughout your time at Elon to make sure you are taking the required courses for your program and major.

If you are a transfer student or are transferring in advanced credit through IB programs or Advanced Placement exams, please make sure you have provided that information to the Admission office which will share it with the Registrar's Office to make sure you are getting the appropriate advanced credit. If you have any questions regarding your registration in advance of your arrival please contact François Masuka at fmasuka@elon.edu or Amanda Zamzes at azamzes@elon.edu
Tuition & Fees

Paying Your University Expenses

All students are required to pay their tuition, room, board and insurance costs prior to the beginning of each semester. Payments are made through the Bursar’s office, which is available for questions at bursar@elon.edu or 336-278-5300 (phone). We recommend that you pay before you arrive to avoid traveling with a check or other forms of payment. General cost information can be found at the Bursar’s website:

http://www.elon.edu/e-web/bft/bursar/index.xhtml

and your personal expenses can be found online, using your student ID number and PIN, at:

https://ebill.elon.edu

There are three methods of payment. Please include student’s account number and name in all transactions:

1. Mail a check drawn on a U.S. bank with the student’s name clearly written on the check to:
   Bursar’s Office
   Campus Box 2050
   Elon University, Elon, NC 27244

2. Pay with MasterCard, Discover or American Express Card at https://ebill.elon.edu
   You will be charged a 2.75% convenience fee when using a credit card.

Note that Visa cards are not accepted for tuition payments.

3. Send a wire transfer using the wiring instructions below. After wiring the funds fax the wire transfer confirmation to the Elon Bursar’s office at 336-278-5276. You may call or email the Bursar to confirm receipt. Please make sure that you include the student’s name on the wire transfer. Elon University’s International wire transfer instructions are:

   Bank of America
   Charlotte, North Carolina, U.S.A.
   ABA # 026009593 to credit Elon University
   Bank Account Number: 0081066037

If you are not able to pay in advance, you will have to pay in full by the on-site registration day. Contact the Bursar’s Office by phone at 336-278-5300 or by e-mail at bursar@elon.edu if you have any questions about payment.
Everyone who moves to live in another country will experience some culture shock. Like jet lag, it is almost impossible to avoid, but something that goes away with time. Culture shock affects each student differently, but it is common to feel tired, homesick, nervous or unhappy for a short period of time. Elon has counselors that can help you make this transition, and you will also find the other international students to be a good resource, as they might be experiencing the same thing. You can also expect culture shock and your mood to come and go in a cycle. The best way to cope is to stay active, talk with others about what you are feeling, and be patient. In addition to the Elon counselors, feel free to come and talk to the staff at GEC.

Academic Honesty

The culture of the US university classroom is probably different than university classrooms in your home country. Each class will provide you with a syllabus, which will describe the expectations of the professor, your assignments, and your homework. You will be expected to attend EVERY class. If you cannot attend a class because you are sick, or for another reason, you should contact your professor in advance by email and bring proof from Health Service if necessary. The professor’s email address will be on the syllabus. Most professors will expect the students to participate in the class. Very few classes are simply lecture and note-taking. So be ready to speak in class. You may also be asked to work in a group of classmates on a project. Professors will also have specific office hours indicated on the syllabus and they expect you to come and see them if you have any questions. Faculty are very happy to meet with students and help them, so do not hesitate to contact your professors at their offices.

Culture of Elon

You will find the faculty, staff and students of Elon to be open, welcoming and typically informal. Students are very active and involved in many activities outside of the classroom. We hope that you would be involved as well. There are many clubs and organizations that provide opportunities to meet students with interests similar to yours. There are opportunities to participate in sports or to watch the University’s sports teams compete against other universities. The best way to learn about the US culture and to adjust to Elon is to be active and to participate in a some of the many opportunities available. We also hope that you will share your culture with the Elon community. I think you will find your classmates, as well as faculty and staff, to be interested in learning from you about your home and culture.

Asking for Help

Both in the USA and at Elon it is common and expected to ask others for help. If you have a question, are lost, feel poorly, or don’t understand something, ask someone to help you. There are many offices on campus with the purpose of helping students. American students will ask these offices for help and you should do the same. Some of those offices are listed below.
Support Offices

General Hours for Elon’s Offices: 8AM to 5PM, Monday through Friday

Global Education Center (GEC)

Global Commons

The GEC is the primary support office for international students. You can come to the GEC for any question and we hope you will come often, even if you do not have a question. The GEC will be your home away from home. If we do not have an answer for your question, we will help you to get the answer.

The Office of Residence Life (Res Life)

Global Neighborhood

Over 3500 students live on Elon’s campus and Res Life is responsible for housing and those students. There are Resident Advisors (RA’s) who are students living in the residence halls and student apartments who are there to help you within your resident hall. The RA’s are supervised by Resident Directors (RD’s) who are professionals also living on campus. Finally there is the helpful staff of the Residence Life office. These are the people best able to help you with any issue involving your room, roommates, and campus life.

Health Services

R.N. Ellington Health Center

Health Services is located in the newly renovated RN Ellington Health Center for Health and Wellness at 301 South O’Kelly Avenue. Student Health Services offer medical and counseling services to the students, faculty, and staff of Elon University. Physicians, nurse practitioners, nurses and a medical assistant provide services to the Elon community. Most services at the Health Center are free, but students may pay small charges for physical exams, medications, lab tests, procedures and medical supply items. Charges for off-campus referrals, x-rays, etc. may be covered by the student’s insurance plan. However, the student is responsible for the co-payment fee which may be in the range of $20-50. For more information about Health Services, visit its website at: http://www.elon.edu/e-web/students/health_services/default.xhtml

Services they offer:

- Immunization: Vaccines are administered for a fee.
- Gynecology Clinic: Gynecological exams and PAP smears are available, but Lab fee applies.
- Allergy Vaccine Administration: Students may receive allergy desensitization shots at the Health Center, but there is a fee for this service.
- Influenza Vaccines: Vaccines are administered prior to flu season each fall to students, faculty and staff at no charge.


Campus Resources

The Office of Academic Support  Duke Building
Disabilities Services  Duke Building
The Writing Center  Belk Library
Belk Library  Belk Library
Tutoring Center  Belk Library
Barnes & Noble Bookstore  Williamson Avenue
Recreation / Fitness  Koury Center
Kernodle Center  Moseley Center
Student Professional Development Center  Moseley Center

E-Mail
You'll receive your Elon email account information (username and password) through the mail at home over the summer. E-mail is a free service provided by the University. You can access your account as well as the Internet at almost any of the many computers around campus. Most students have laptops and the majority of the campus has wireless (WiFi) access.

Computer Labs
Elon University offers many PC and Mac public computer lab spaces. Each lab is equipped with hardware and software to serve the Elon campus community. Our labs are located in various locations around campus, making them easily accessible to all students, faculty, and staff. Each lab is equipped with software to serve your academic needs.

Transportation
Elon's bio-bus provides transportation around campus and has limited routes to shopping and entertainment areas in the local community, including Alamance Crossing shopping center. It is possible and not very expensive to get a North Carolina driver’s license. If you intend to drive while in the USA we recommend you get a NC license. Come to the GEC for information.
Emergency Info

Office of Campus Safety & Police

Elon University has its own police force. It is important to know that everyone in that office is on campus to help you, not to arrest you or to create a problem for you. The phone number for this office is x5555 from anywhere on campus or 336-278-5555 from off-campus. The campus police are available 24 hours and 7 days a week. The Elon Campus with its surrounding community is a very safe area. Nonetheless, it is important to use common sense and take certain steps to assure your safety, such as:

- Lock your doors
- Do not leave valuables, such as laptops, unattended
- Do not walk alone late at night

Emergency

- If you have any problems, or an emergency, your RA can be a first source of help.
- From any phone on campus, you can call the campus security at extension 5555. You can also call from the Emergency Call Boxes on campus with the blue lights. From your cell/mobile phone, dial 336-278-5555 if you need assistance of any sort while on or off-campus. We suggest you create a speed dial on your phone for this number.
- Anywhere in the United States, you can dial 911 on any phone to get immediate access to the local police, the fire department, ambulance service or any other emergency service.

Personal Safety

Although Elon is a very safe place, it is always good to be careful, especially at night. Elon University campus security can escort you after dark. Do not hesitate to contact Campus Security whenever necessary. Here are basic ways to better ensure your safety while on Elon’s campus and in the United States.

- Stay Alert! Be aware of your surroundings. Look to see who is in front of and behind you. If you are concerned about crime, ask a friend to accompany you. If you have to walk alone at night, avoid all dark and not well lit paths and sidewalks.
- Keep your room door locked at all times: Locking your door with your key, wherever you reside, is an effective way to reduce theft and enhance personal safety.
- If it is too late or you feel uncomfortable walking back alone to your room at night, please call Campus Safety and Security.