WELCOME TO 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!

Global Education Center (GEC)
Campus Box 2375, Elon, NC 27244
Phone: 336-278-6700 Fax: 336-278-6692
www.elon.edu/international
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GLOBAL EDUCATION CENTER

Woody Pelton
Dean of Global Education and Assistant Professor
wpelton@elon.edu

Francois Masuka
Director of International Faculty and Scholar Services
fmasuka@elon.edu

Kristen Aquilino
Associate Director for International Student Services
kaquilino@elon.edu

Tobin Finizio
Graduate Apprentice for International Students and Scholar Services
tfinizio@elon.edu

Global Education Center (GEC)
Campus Box 2375, Elon, NC 27244

(336) 278-6700
Between 8AM and 5PM
Fax: 336-278-6692

For additional information not included in this handbook, please visit:
www.elon.edu/international
PRE-DEPARTURE CHECKLIST

HAVE YOU DONE THE TASKS BELOW?

► Notified the Global Education Center (GEC) of your travel itinerary — date, time, flight numbers (including connecting flights), arrival airport, airline
► Sent your emergency contact’s phone number and personal email address to the GEC
► Had a health, dental and vision checkup

Please read the entire booklet for more information about these items!

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)
PRE-ARRIVAL IN THE USA

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 Elon Moseley Front Desk’s address:

    100 Campus Drive, Elon, NC 27244
► 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 WITH YOU in your carry-on bag or purse.

CLOTHING

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

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<tbody>
<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>18/31</td>
<td>15/28</td>
<td>10/28</td>
<td>9/22</td>
<td>3/16</td>
<td>0/11</td>
</tr>
</tbody>
</table>

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.
► 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.

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. Please note that several vaccines are required to attend classes.

The required forms can be downloaded from the Health Services website.

Ask your doctor to provide this statement in ENGLISH.

Once you have arrived to Elon, you will have to take this form to the Health Services Center.
TRAVELING

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 and 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.

TIME CHANGE

► 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

AIRPORT PICK-UP

The GEC looks forward to meeting you and will be running shuttles to Elon at 8 AM, 12 PM, and 4 PM on Tuesday, August 20th from these two local airports:

• Raleigh-Durham International (RDU) - www.rdu.com
• Piedmont Triad International Airport (GSO) - www.flyfrompti.com

► If you would like to be on the shuttle from one of these airports send your COMPLETE TRAVEL itinerary at least two weeks before your arrival to:

  intstudentservices@elon.edu

► If you plan to arrive the night before (on the 19th) we recommend that you stay at an airport hotel and catch the shuttle in the morning

► If you are booking a round trip flight, the fall semester is expected to end on December 13th

► All students are expected to make their flight arrangements to arrive at either Raleigh/Durham International Airport (RDU) or Greensboro International Airport (GSO) on that date. Housing and transportation from the airports will not be available for students prior to August 20th.

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.

During office hours, Monday through Friday from 8:00 AM-5:00 PM, the phone number is:

  336-278-6700

After office hours (5:00 PM):

  336-278-5555
ORIENTATION

INTERNATIONAL STUDENT ORIENTATION

► You are required to attend a New International Student Orientation. The orientation will go over visa issues, cultural and academic adjustments which are very important. It will familiarize you with academic and social life at Elon University and in the United States.

► This orientation will be followed by the general first year New Student Orientation which you will also be required to attend. It is very important you attend both orientations.

► You will be receiving e-mails regarding dates and programs for each orientation.

► You should arrive on campus in time for orientation. If arriving at Raleigh-Durham International or Piedmont Triad International Airport we can pick you up and help you move into your Residence Hall. If you arrive on your own, please come to the Global Education Center on the 3rd floor of the Global Commons building.

► 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.
STUDYING AT ELON UNIVERSITY

CLASS REGISTRATION

Elon University has the following ACADEMIC TERMS during the year:

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<th>Term</th>
<th>Duration</th>
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<tr>
<td>Fall</td>
<td>15 weeks late August until mid-December</td>
</tr>
<tr>
<td>Winter</td>
<td>3 weeks early January until late January</td>
</tr>
<tr>
<td>Spring</td>
<td>15 weeks early February until mid-May</td>
</tr>
<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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► For your first semester at Elon, 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.

► 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. This could vary from 2 hours a day twice a week, or 1 hour and 10 minutes a day three times a week.

► 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.

► 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 the Office of Academic Advising.

► If you are a semester exchange student and have any questions regarding your registration in advance of your arrival, please contact:

  Kristen Aquilino at kaquilino@elon.edu
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.
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

To pay your tuition and other expenses use your student ID number and PIN, at:
https://ebill.elon.edu

► There are four methods of payment you can choose from. Please include student’s account number and name in all transactions:

1. **Pay through flywire** at:
   
   https://www.flywire.com/pay/elon

2. **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

3. **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.**

4. **Send a wire transfer.** Please contact the Bursar’s Office directly if you would like to complete a wire transfer.
MEDICAL

HEALTH INSURANCE

Unlike many 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.
  Elon purchases insurance through LewerMark: [www.lewermark.com/elon](http://www.lewermark.com/elon)
  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.

- 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.

- 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.

- 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 to visit your dentist and eye doctor before coming to the USA; it is less expensive in your country than in the USA.

- Please contact Amanda Zamzes at [azamzes@elon.edu](mailto:azamzes@elon.edu) with any questions that you may have regarding health insurance.

PROOF OF WELLNESS & IMMUNIZATIONS

Once you have arrived, you need to take the required medical forms ([Health Services website](http://Health Services website)) and your doctor’s statement 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

Before you can get a refill, you must take the English copy of your prescription to the Health Services Center to have it rewritten. You may then get your medication at any pharmacy.
COMMUNICATION

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

E-MAIL

► You’ll receive your Elon email account information (username and password) through the mail at home over the summer if you arrive in the Fall or in December or January if you arrive in the Spring.

► E-mail is a free service provided by the University. You can access your account on your laptop or on any of the many computers around campus. Most students have laptops and the majority of the campus has wireless (WiFi) access. You can use your Elon username and password to log in to the WiFi.

COMPUTER LABS

► Elon University offers PC and Mac public computer lab spaces. Each lab is equipped with hardware and software to serve your academic needs.

► Our labs are located in various locations around campus, making them easily accessible to all students, faculty, and staff.
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, WhatsApp and Facebook Messenger are example of ways to communicate with family and friends through the internet.

THE BEST SOURCE OF INFORMATION ABOUT PHONE CARDS, CELL PHONES AND SKYPE IS OTHER STUDENTS.

TRANSPORTATION

ELON’S BIO BUS

► The bio-bus provides transportation around campus and has limited routes to shopping and entertainment areas in the local community, including Alamance Crossing shopping center.

DRIVING

► Please note that the state of North Carolina does not recognize the International Driving License.

► However, 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.

Further information about obtaining a driver’s license is available on our website, and feel free to come to the GEC with any questions.

ZIPCAR CARSHARE

► The ZipCar carshare provides rental vehicles, right on campus, at low rates including gas, insurance and 180 miles per day.

Any 18+ Elon student with a driving license is eligible to join the program.
ELON UNIVERSITY

ELON’S CULTURE

► 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 will try and get 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.

► You can join Elon’s International Society and browse PhoenixCONNECT for more clubs, using your Elon e-mail address to create an account.

The best way to learn about the US culture and to adjust to Elon is to be active and to participate in some of the many opportunities available.

► We also hope that you will share your culture with the Elon community. Your classmates, faculty and staff will be interested in learning about your home culture and experiences.
CULTURE SHOCK

➤ 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 Counseling Services that can help you make this transition, and you will also find your fellow international students to be good resources, as they might be experiencing the same thing.

➤ The best way to cope is to stay active, talk with others about what you are feeling, and be patient. In addition to Elon Counseling Services, feel free to come and talk to the staff at the GEC.

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 on pages 17 and 18.
**SUPPORT OFFICES**

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

**GLOBAL EDUCATION CENTER (GEC)**  
3rd floor of Global Commons (see map below)

 ► 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 find the answer.

**HEALTH SERVICES**  
R.N. Ellington Health Center

 ► Health Services is located in the RN Ellington Health Center for Health and Wellness at **301 South O’Kelly Avenue**.

 Student Health Services offers medical and counseling services to the students, faculty, and staff of Elon University.

 ► 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](#).

**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 the helpful staff of the [Residence Life](#) office can be a useful resource.

 ► These are the people best able to help you with any issue involving your room, roommates, and campus life.

**Health Services offer:***

 ► Influenza Vaccines: Vaccines are administered prior to flu season each fall to students, faculty and staff at no charge.

 ► Immunization: Other vaccines are administered for a fee.

 ► Gynecology Clinic: Gynecological exams and PAP smears are available, but Lab fees apply.

 ► Allergy Vaccine Administration: Students may receive allergy desensitization shots at the Health Center, but there is a fee for this service.
# CAMPUS RESOURCES

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<td>The Office of Academic Support</td>
<td>Duke Building</td>
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<td>Provides academic advising, helps clarify academic policies</td>
<td></td>
</tr>
<tr>
<td>Disabilities Services</td>
<td>Duke Building</td>
</tr>
<tr>
<td>Helps accommodate students with disabilities</td>
<td></td>
</tr>
<tr>
<td>The Writing Center</td>
<td>Belk Library</td>
</tr>
<tr>
<td>Helps with academic, personal, and professional writing needs and questions (you can get your paper checked)</td>
<td></td>
</tr>
<tr>
<td>Belk Library</td>
<td>Belk Library</td>
</tr>
<tr>
<td>Provides information resources (books, textbooks..) and quiet places to study and meet (study groups, group projects)</td>
<td></td>
</tr>
<tr>
<td>Tutoring Center</td>
<td>Belk Library</td>
</tr>
<tr>
<td>Supports learning, provides academic assistance (if you are experiencing difficulties with one or more of your courses)</td>
<td></td>
</tr>
<tr>
<td>Elon’s Bookstore</td>
<td>Williamson Avenue</td>
</tr>
<tr>
<td>Sells textbooks (come in with your list of classes), supplies and Elon apparel, gifts and accessories</td>
<td></td>
</tr>
<tr>
<td>Recreation/Fitness</td>
<td>Koury Center</td>
</tr>
<tr>
<td>You can join intramurals, use the fitness center and the pool, check outdoor recreation trips</td>
<td></td>
</tr>
<tr>
<td>Kernodle Center</td>
<td>Moseley Center</td>
</tr>
<tr>
<td>Provides help with service-learning experiences and civic engagement opportunities</td>
<td></td>
</tr>
<tr>
<td>Student Professional Development Center</td>
<td>Moseley Center</td>
</tr>
<tr>
<td>Helps you plan for your career, find internships, prepare for job interviews and graduate school entrance</td>
<td></td>
</tr>
<tr>
<td>Truitt Center for Religious &amp; Spiritual Life</td>
<td>Numen Lumen Pavilion</td>
</tr>
<tr>
<td>Provides a safe place for spiritual growth, worldview exploration (religious and secular), and interfaith engagement</td>
<td></td>
</tr>
<tr>
<td>Campus Safety &amp; Police</td>
<td>The Oaks</td>
</tr>
<tr>
<td>Helps with any safety-related question you may have or issue you may encounter</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Counseling Services</td>
<td>R.N. Ellington Center</td>
</tr>
<tr>
<td>Provides quality evaluation and treatment of physical illness and injury as well as psychological support</td>
<td></td>
</tr>
</tbody>
</table>

## CAMPUS MAPS

Visit [ELON WEBSITE](#) for interactive, color and printable campus maps.