

# 15 • Student Services, International Students, and Summer Session

## Division of Student Affairs

**Office of the Vice President for Student Affairs (The Rotunda, SW Wing, 924-7984, [www.virginia.edu/vpsa](http://www.virginia.edu/vpsa))** This office provides administrative leadership that supports and complements the academic and service mission of the University. The office seeks to expand the intellectual, social, and cultural horizons of the student body through a broad range of support services and programs that parallel the University's formal academic curriculum. The Division of Student Affairs supports maintaining a diverse student community that consists of the ablest and most promising students from the Commonwealth of Virginia and beyond, and is committed to expanding the educational opportunities that maximize student learning and promote student development.

**Office of the Dean of Students (Peabody Hall, Second Floor, 924-7133, [www.virginia.edu/deanofstudents](http://www.virginia.edu/deanofstudents))** By connecting with other departments and offices around Grounds, this Office supports the needs of students and student communities, and identifies resources to respond to those needs. The Office of the Dean of Students serves as an advocate and a support for the student body, student organizations, as well as individual students.

The Office of the Dean of Students is a place that any student or family member can turn when uncertain about where else to go. This Office may provide a referral to a specific program or service to address any problem, or may offer general assistance. The core purpose of the Office of the Dean of Students is most fully realized by helping students turn ideas into realities, overcome hurdles, or solve personal problems.

**Center for Alcohol and Substance Education (2400 Old Ivy Road, Suite C, 924-5276, [www.virginia.edu/case](http://www.virginia.edu/case))** The Center for Alcohol and Substance Education (CASE) provides the University of Virginia community with educational activities and prevention programs related to substance abuse concerns. CASE supports peer education and provides training and consultation in order to increase knowledge of alcohol, tobacco, and other drug issues and decrease the negative consequences associated with high-risk drinking and illegal drug use among UVa students.

**Newcomb Hall/University Programs Council (Newcomb Hall, 924-3329, [www.virginia.edu/newcomball](http://www.virginia.edu/newcomball))** Located centrally on the Grounds, Newcomb Hall is the community center for students, faculty, staff, and guests of the university. Newcomb Hall provides a lively and comfortable atmosphere for many services and events that are an essential part of university life.

Newcomb Hall is the hub for student activities, and houses several offices that provide a wide range of cultural, social, and recreational programs.

**Office of Fraternity and Sorority Life (170 Rugby Road, 924-7430, [www.virginia.edu/ofsl](http://www.virginia.edu/ofsl))** The Office of Fraternity and Sorority Life works closely with the four Greek governing councils and their respective chapters: the six Black Fraternal Council chapters, eight Multicultural Greek Council chapters, thirty-one Inter-Fraternal Council chapters, and sixteen Inter-Sorority Council chapters, as well as their alumni/ae and general headquarters, to support student self-governance at the chapter and council levels. This office was created to strengthen a fraternity and sorority system that marked its sesquicentennial in the fall of 2002.

**Office of Orientation and New Student Programs (1 Poe Alley, 982-4555, [www.virginia.edu/orientation](http://www.virginia.edu/orientation))** The Office of Orientation and New Student Programs works with other University departments to implement summer and fall orientation for new first-year and transfer students. The office also coordinates other programs, events, and services throughout the academic year, including the Transfer Student Peer Advisor program; SERVE, a community service program that introduces new students to service opportunities in Charlottesville; Family Weekend; and support for the International Students Office's work with new international students; as well as many other services.

**Office of Residence Life (Dabney House, 924-3736, [www.virginia.edu/residencelife](http://www.virginia.edu/residencelife))** The Residence Life Program generates and maintains an environment in University Housing that facilitates the physical well being of students and emphasizes opportunities for personal and intellectual growth, self-governance, social and cultural programming, and informal interaction with faculty members. The Residence Life Program is a model of student, faculty, and staff cooperation and collaboration.

The Residence Life Office includes the student Resident Staff, three deans, four area coordinators, and four administrative assistants. The deans and area coordinators are full-time professionals with advanced degrees and years of experience working with college students in residence halls at the University of Virginia and other institutions. They mentor and supervise Resident Staff and work directly with students in many other capacities. Resident Staff members seek to establish the residence halls as welcoming, secure living areas by representing and promoting high standards of achievement and conduct expected of students at the University of Virginia. In total, over 245 individuals invest

their time and talent to create a dynamic learning experience in UVa's residential communities.

**Office of Student Life (Peabody Hall, Second Floor, 924-7133, [www.virginia.edu/deanofstudents/studentlife](http://www.virginia.edu/deanofstudents/studentlife))** Student Life staff work on a wide variety of initiatives and programs, and this unit serves as a center for the generalist responsibilities of the Office of the Dean of Students, particularly to students living off Grounds. Some areas of emphasis include outreach and advising for Asian and Asian Pacific American students and Hispanic/Latino students; work with a range of student ethnic and cultural groups and organizations; support to lesbian, gay, bisexual, transgender, and questioning students; programs to encourage the expansion of cultural boundaries such as Passport and Kaleidoscope Center for Cultural Fluency (in partnership with Newcomb Hall); resources and response for sexual assault; and assistance to students with children. The Office of Student Life works with individual students, student groups, families, and faculty members to provide information, advice, counsel, and assistance in solving problems.

**Office of African-American Affairs (Luther P. Jackson House, 4 Dawson's Row, P.O. Box 400132, 924-7923, [www.virginia.edu/oaaa](http://www.virginia.edu/oaaa))** The mission of the Office of African-American Affairs is to assist the University in providing a welcoming environment for African-American students. To this end, it works in partnership with academic and student affairs' offices and departments.

In addition, the OAAA offers a variety of programs. For example, its nationally acclaimed Peer Advisor Program provides personalized and sensitive outreach to assist first-year and entering transfer students with their college transition. The Student-Faculty Mentoring Program offers nurturing experiences for students' intellectual and career-related development. The Tutorial Service gives support in academic areas ranging from chemistry to foreign language. In areas of cultural growth, the OAAA's Luther Porter Jackson Cultural Center offers University-wide workshops, lectures, performances, and exhibitions related to the African-American experience. The Nat Turner Library is a repository for print and audiovisual materials documenting the black experience in the United States. The Harris-Bland Computer Lab offers opportunities for expanded Internet research.

The OAAA also has a variety of services, including academic monitoring, outreach, and recognition; personal counseling and advising; University orientation; alumni networking; and student advocacy.

And finally, the OAAA works with parents through its Parents Advisory Association. The organization provides additional support through a variety of activities, such as annual

meetings with the administration and faculty, get-acquainted events for incoming families, and emergency loans.

**University Career Services (Bryant Hall at Scott Stadium, 924-8900,**

**[www.virginia.edu/career](http://www.virginia.edu/career))** The primary mission of this office is to ensure that undergraduate and graduate students achieve their career-related goals, whether those goals are to continue their education, secure employment, or some combination of the two. UCS accomplishes this mission by providing a variety of programs and services designed to help students explore career options, experience future work environments, learn career decision-making and effective job searching strategies, and make connections with employers.

Within the context of exploring career options, students have the opportunity to begin by assessing their personal values, interests, and skills—a foundational process often referred to as self-assessment. To support students in the self-assessment process, UCS offers individual and small group advising, career planning courses for academic credit, an extensive career resource library with numerous materials in both print and electronic formats. It also maintains a network of more than 25,000 UVa alumni who have volunteered to provide career advice to currently enrolled students.

UCS offers several programs that allow students to experience future work environments as they continue to clarify their career goals. Foremost among these is the Extern Program, a one-week opportunity in which students gain exposure to specific career fields. Many students use UCS resources to seek internships and gain experience that may or may not be directly related to their academic majors or career interests. A number of programs and services support both externships and internships, the most popular of which is the Internship Job Fair. Annually, approximately 400 employers from a variety of fields visit the Grounds to meet students who may be invited to work for their organizations.

Toward the completion of most academic programs, students find themselves planning their futures. Some pursue graduate or professional schools, while others seek permanent employment opportunities. UCS provides services and programs to support both goals. Students pursuing admission into graduate or professional schools often take advantage of the pre-medical, health professions, pre-law, and graduate school advising services. Students pursuing permanent employment participate in such programs as On-Grounds Interviewing, Minority Career Day and other job fair programs, and electronic job listing services. They also attend numerous workshops covering topics from writing professional résumés to conducting effective job interviews.

Information about all UCS programs and services for University of Virginia students is available on the UCS Web site. This site also connects students to worldwide career and

job search information and employment listings, graduate school databases, and the affiliate career services offices supported by the McIntire School of Commerce, the School of Engineering and Applied Science, and the School of Architecture.

**HELP Line (A Program of Madison House, 295-TALK,**

**<http://scs.student.virginia.edu/~madison/Help/mhopen.htm>)** Individuals use this service to speak with trained volunteers who are non-directive, non-judgmental, confidential, and empathic listeners. Referrals to professional and long-term assistance are available. The hotline operates during most of the academic year, Monday through Friday, from 12:00 noon to 7:00 A.M., and 24 hours a day on weekends.

**Students with Disabilities (243-5180/V or 243-5189/TTY, Fax: 243-5188,**

**[www.virginia.edu/vpsa/services.html](http://www.virginia.edu/vpsa/services.html))** Students who have any physical or emotional impairment that may require reasonable accommodation at the University should contact the Learning Needs and Evaluation Center (LNEC) in the Department of Student Health. Such disabilities may include (but are not limited to) impaired vision, hearing, or mobility, or a specific learning disability, such as dyslexia or ADHD. Students with disabilities must submit appropriate documentation in support of a request for accommodations. As the University continues to make the Grounds and its facilities convenient for everyone, students are assured accessibility by reassignment of classroom space through a need-based program. Students seeking academic accommodation are advised to make early contact with the LNEC to ensure minimum disruption of classes and progress toward their degree program. For more information about LNEC, please see the section on Student Health.

**Student Legal Services Program (204 University Way, 924-7524, [www.student.virginia.edu/~stud-leg](http://www.student.virginia.edu/~stud-leg))**

Legal counsel is available through this office to those students who pay the student activities fee. One lawyer and an administrative assistant, supported by student clerks and interns, assist students with a wide variety of civil and criminal legal matters, including contracts, criminal/traffic, consumer, uncontested divorce, landlord/tenant, name change, non-profit organizations, and wills. The program also provides referrals for issues outside of its domain (e.g., bankruptcy, estates, immigration, real estate, personal injury, taxes). The initial consultation is free, and subsequent fees are very low.

**Transfer Student Peer Advisor Program (TSPA) (Office of Orientation and New Student Programs, 1 Poe Alley, 982-4555, [www.virginia.edu/orientation/tspa.html](http://www.virginia.edu/orientation/tspa.html))**

The primary goal of this program is to assist transfer student integration to the University. Every year, approximately 30 students are selected to serve as TSPAs. Each initiates contact with 15 to 20 transfer students during the summer and

then serves as a primary resource and guide for these students as they enter the University.

**Department of Student Health (Elson Student Health Center, 400 Brandon Avenue, [www.virginia.edu/studenthealth](http://www.virginia.edu/studenthealth))**

Student Health provides outpatient care in general medicine, gynecology, and counseling and psychological services to enrolled students. Confidentiality is strictly observed, consistent with applicable law. When necessary, students are referred for specialty services and hospitalization. Through its Office of Health Promotion, the professional staff and Peer Health Educators of Student Health provide education and support programs within the center and on Grounds.

**Eligibility and Costs** All students who pay the UVa comprehensive fee along with tuition are eligible for services at Student Health. Students in the School of Continuing and Professional Studies and students who pay a reduced fee to maintain “non-resident” status are not eligible. The comprehensive fee covers the costs of professional services described below; there are fees charged for lab tests, medications, and some medical supplies and equipment. Please call (434) 243-2794 with questions.

**Hours of Operation** Student Health is open from 8:00 A.M. to 5:00 P.M., Monday through Friday, and from 8:30 A.M. to 12:00 noon on Saturday. Hours vary during breaks and summer session. Clinicians are seen by appointment. When Student Health is closed, telephone consultation is available for urgent advice and health questions (call 972-7004). The University of Virginia Hospital Emergency Room will provide emergency treatment.

**General Medicine** The clinical care staff in General Medicine provides primary care services to students for a wide range of medical problems. In addition to diagnosis and treatment of illness, health education and disease prevention are emphasized. Students are seen by appointment (call 982-3915), and acute care is available without an appointment for students with urgent medical problems. Students are urged to make appointments to avoid long waits.

**Gynecology** The clinical staff provides comprehensive preventive and problem-oriented primary care gynecology services to students. Referrals are made within Student Health for non-gynecologic problems detected during the visit or to providers outside Student Health if the need for consultation or specialized care is indicated. Appointments can be made by calling 924-2773. Education and outreach activities are conducted by the Gynecology and Health Promotion staff and through the Peer Health Education Program.

**Harrison Bowne “Tersh” Smith, Jr. Memorial Center for Counseling and Psychological Services (CAPS)** The center provides a broad and comprehensive range of psychological services: psychological and psychiatric

assessment, referral, individual and group psychotherapy, psychiatric medication consultation, 24-hour on-call crisis consultation, emergency walk-in and crisis intervention, and consultation to administrators, faculty, students, families, and allied professionals. A substance abuse clinician provides consultation and referral to students concerned about their use of alcohol and other drugs. CAPS provides suicide prevention programming and outreach to numerous faculty and student organizations. For an appointment, call the center from 8:00 A.M. to 5:00 P.M. at 924-5556. For an after-hours emergency, call 972-7004.

As with all other clinical services at Student Health, CAPS abides by laws regulating confidentiality.

**Learning Needs and Evaluation Center (LNEC)** For students with diagnosed disabilities, the LNEC mediates academic accommodation with faculty and deans; provides reading services, word processing and written language assistance, interpreters, and class notes during periods of absence related to the disability; and serves as liaison with standardized test bureaus, Recording for the Blind, and agencies for specific disabilities or rehabilitation. Students with disabilities should be prepared to submit appropriate documentation in support of a request for accommodations. The LNEC also offers limited screening services to identify and address academic problems of matriculated students. Brief individual and/or group study skills assistance is available each term. Please call 243-5180.

**Health Promotion** The Office of Health Promotion staff works in partnership with students, helping them learn the skills and knowledge required to achieve optimal health. Through direct services, collaboration, and public relations connections, the Office of Health Promotion works toward building and supporting a healthier university community. Services include: health consulting, nutrition consultations, research and social marketing, academic and other courses, patient education, outreach, data collection and special events. All services are provided by health education and nutrition faculty as well as Peer Health Educators and interns (specially trained students). For information or appointments, call 924-1509.

**Exclusions** Student Health provides professional services only. Lab tests, prescriptions, medical supplies, and all services outside Student Health are not paid for by the University. A student's health insurance is always billed first for services provided outside Student Health. The student is responsible for charges not covered by insurance.

Students in the School of Continuing and Professional Studies pay no health fees and are not eligible for Student Health services.

**Student Health Requirements** see Non-Academic Regulations in Chapter 4.

Anyone with questions relating to the health of students should write to the Director, Department of Student Health, 400 Brandon Avenue, P.O. Box 800760, Charlottesville, VA 22908-0760.

## Additional Student Services

In addition to the academic advisory services available to students in their departments and schools, the University provides student services through the following offices.

**Cavalier Advantage Debit Card Program (Observatory Hill Dining Hall, Lower Level, 982-5735, [www.virginia.edu/cavalieradvantage](http://www.virginia.edu/cavalieradvantage))** This program allows students to use their ID card as a debit card for University provided services. The debit card function is activated by depositing funds into the student's account. Deposits can be made by: visiting the website and making on-line deposits; visiting or contacting the Cavalier Advantage Office, the UVa Bookstore or TJ's Locker; or depositing cash at one of the seven cash deposit machines located Grounds-wide. Cavalier Advantage is accepted at all University dining locations, all bookstore locations, laundry, vending and copy machines, and a variety of other services on-grounds. For additional information, visit the website or contact the Cavalier Advantage Office.

**University Child Development Center (Children's World Learning Center, Copeley Road, 293-6110, [www.virginia.edu/childdevelopmentcenter](http://www.virginia.edu/childdevelopmentcenter))** Child care services for faculty, staff, and students are available at the Child Development Center. Information on rates and the eligibility priority system can be obtained from the Center's Director.

**Consumer Information (1939 Ivy Road, P.O. Box 400727, (434) 924-3417)** The University's Consumer Information Officer (CIO) is available to assist students or prospective students in obtaining information about financial aid programs, the rights and responsibilities of students receiving financial aid under one of the many programs, the cost of attending the University, the refund policy currently in effect, the University's academic programs, student retention data, and student program completion data (if available). The CIO may be contacted by writing to George A. Stovall, Director of Institutional Studies, 1939 Ivy Road, P.O. Box 400727, Charlottesville, VA 22904-4727; [gstovall@virginia.edu](mailto:gstovall@virginia.edu).

**Office of Equal Opportunity Programs (Washington Hall, East Range; 924-3200, [www.virginia.edu/eop](http://www.virginia.edu/eop))** This office is both an administrative unit of, and a resource center for, the University community. While the EOP develops policies and procedures, it also provides leadership, coordination, and oversight of the University's equal opportunity and affirmative action initiatives.

The University prohibits discrimination on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, or veteran status. Students who believe that they have been discriminated against because of their status as listed above, or who have questions about prohibited conduct, are welcome to visit or call the office. Although the staff is always available to

answer questions or provide information, appointments are recommended in order to better serve students' needs.

**Intramural-Recreational Sports (Aquatic & Fitness Center, 924-3791, Fax: 924-3858, [www.virginia.edu/ims](http://www.virginia.edu/ims))** Intramural-Recreational Sports provides comprehensive recreation facilities seven days a week with a variety of recreation programs to meet the needs of students, faculty, staff, and their spouses. Programs include competitive intramural sport leagues and tournaments; fitness programs, such as aerobics classes, weight training workshops, personal training services, massage therapy, and fitness assessments; recreation instruction in aquatics, racquet sports, martial arts, relaxation, dance, first aid, and CPR; outdoor trips and workshops such as horseback riding, kayaking, rock climbing, fly fishing, and skiing; experiential learning and training programs; youth sports instruction and summer day camp for children; and approximately 70 student-organized club sports.

Facilities include the Aquatic & Fitness Center, Slaughter Recreation Center, Memorial Gymnasium, North Grounds Recreation Center, Outdoor Recreation Center, Snyder Tennis Center, The Park, Dell outdoor tennis/basketball courts, and numerous outdoor playing fields. Together, these facilities house cardiovascular and strength training equipment; basketball, volleyball, squash, racquetball, handball, and volleyball courts; indoor running tracks; swimming pools, whirlpool, and saunas; multi-purpose rooms, showers and locker rooms; an outdoor equipment rental center; and a resource library.

Full-time University students are eligible to use facilities and register for programs using their student I.D. card. Student spouses must purchase a recreation membership in order to participate. Recreation memberships may be purchased in person, by mail, or by fax at the Intramural-Recreational Sports Business Office at the Aquatic & Fitness Center, Monday-Friday, from 8:00 A.M. to 5:30 P.M.

**University Ombudsman (Washington Hall, East Range; 924-7819; [www.virginia.edu/eop/ombudsman](http://www.virginia.edu/eop/ombudsman))** The ombudsman is a confidential resource available to assist students with unresolved problems or complaints. The ombudsman assists in identifying University resources or departments that address specific problems or concerns; explaining University policies or procedures; and resolving problems or complaints through inquiry or other informal means. The goal of the ombudsman is to see that all members of the University are treated fairly.

**Student Identification Card (University I.D. Card Office, Observatory Hill Dining Hall, 924-4508;**

**[www.virginia.edu/idoffice](http://www.virginia.edu/idoffice))** Each student registered at the University (except through the School of Continuing and Professional Studies) is entitled to receive a student identification card. The privileges associated with this card depend on the number of credits for which the student is enrolled. Full-time students receive all benefits, including circula-

tion privileges at the libraries, use of Student Health facilities, access to recreational facilities, charge privileges at the University Bookstore, admission to football games and eligibility to purchase student guest tickets, passage on University transit, access to Student Legal Services, and a supply of ARTS\$. Upon payment of the appropriate fees, the card can also be used as a meal pass and a Cavalier Advantage debit card.

Part-time or research-only students do not receive access to athletic events or Student Legal Services. Students enrolled for non-resident status or through the School of Continuing and Professional Studies do not receive any I.D. card privileges.

Students are provided one I.D. card at no charge, usually during orientation. Lost, damaged, or stolen cards can be replaced at the card office in the Observatory Hill Dining Hall weekdays between 8:00 A.M. and 5:00 P.M. for a fee of \$15, which may be paid using cash, check, or Cavalier Advantage. Payment must be made before the card will be produced. Cards replaced due to malfunction or a change of name or identification number are provided at no charge with the return of the existing card.

Students in the School of Medicine and the School of Nursing who need access to medical facilities are also provided a UVa Health System identification card by the UVa Health System I.D. Office.

**University of Virginia Bookstore (Fourth Floor, Central Grounds Parking Garage, 924-3721, [www.bookstore.virginia.edu](http://www.bookstore.virginia.edu))** Owned and operated by the University, the University of Virginia Bookstore is the primary source of new and used textbooks and custom-published course materials for all classes (with the exception of the Law, Medical, and Darden schools). Its general book department (The Bookshop) features the most extensive selection of academic and scholarly works in the area, as well as popular fiction and non-fiction, bestsellers, travel, and children's books. The Bookshop also offers an out-of-print search service and a complimentary special order service for those books not normally in its inventory. All students qualify for free membership in its Frequent Reader's Club: purchase 10 books from The Bookshop and receive a \$5 discount on the next purchase. The Bookshop discounts BookSense Bestsellers (20%), staff recommendations (10%), and all titles in its New Fiction and New Non-Fiction sections (10%). It supports the University's academic mission by hosting and sponsoring academic programs, lectures, and readings by new and established authors. It supports the Virginia Film Festival, The Virginia Festival of the Book, Public Television, and the University's radio station (WTJU).

Rounding out the Bookstore's offerings is a very extensive selection of UVa clothing and gifts, as well as toiletries, sundries, and school, office, and computer supplies. In addition, the Bookstore provides a UPS and U.S.P.S. mailing and packaging service, an engraving service, photocopying and faxing, a

film processing service, video sales, a dry cleaning service, and bus service to Hampton Roads, Richmond, and Northern Virginia. It also accepts deposits made to Cavalier Advantage accounts. The Bookstore's full service on-line store can be accessed at [www.bookstore.virginia.edu](http://www.bookstore.virginia.edu).

Each year, surpluses from the Bookstore are returned to the University in the form of an endowment to be used for, among other things, need-based scholarships. Additional surpluses from the store's operations support book grants and student programming.

The Bookstore accepts cash, personal checks, all major credit cards, Student Charge, and Cavalier Advantage. Hours of operation during the school year are 8:30 A.M. to 7:00 P.M., Monday through Friday; 10:00 A.M. to 6:00 P.M., Saturday; and 11:00 A.M. to 6:00 P.M., Sunday. A calendar of store events and hours is available on-line.

**Cavalier Computers (Bookstore Branch: Fourth Floor, Central Grounds Parking Garage, 924-3475; Hospital Branch: 1222 Lee Street, 924-4600; [www.cavcomp.virginia.edu](http://www.cavcomp.virginia.edu))** A division of the University of Virginia Bookstore, Cavalier Computers is dedicated to supporting information technology at the University by providing students, faculty, departments, and staff with high-quality, educationally-priced computer hardware and software, along with outstanding customer support. Offering computers from Apple, Dell, Gateway, IBM, Sony, Compaq & Toshiba, as well as printers from Epson and Hewlett Packard. Cavalier Computers is an active participant in UVa's Desktop Computing Initiative (DCI); it is the sole provider of net-ready computers configured to meet all UVa DCI established standards.

Cavalier Computers services all equipment that it sells, and its service personnel are factory trained and authorized. In tandem with ITC, Cavalier also provides user support on all equipment it sells.

The store accepts cash, personal and traveler's checks, Visa, MC, Discover, and Cavalier Advantage. Hours of operation, pricing, and ordering information are available on-line.

**Courts and Commerce (First Floor, Slaughter Hall, North Grounds, 924-3333)** A division of the University of Virginia Bookstore, servicing the University of Virginia School of Law. The store provides new and used textbooks for all classes at the Law School as well as an extensive selection of law study guides and reference material. Courts & Commerce carries a full line of office and school supplies, greeting cards, law clothing and gifts. It also offers fax services, UPS, dry cleaning, film processing, and postage stamps. Each year, surpluses from the University's bookstores are returned to the University in the form of an endowment to be used for, among other things, need-based scholarships. Additional surpluses from these stores' operations support student programming. Courts & Commerce accepts cash, personal and traveler's checks, major credit cards, student charge, cavalier advantage. Hours of operation during the school year are

8:30 A.M. to 6:00 P.M., Monday through Thursday; 8:30 A.M. to 5:30 P.M., Friday. Fax: (434)924-3444; [candc@virginia.edu](mailto:candc@virginia.edu); [www.bookstore.virginia.edu](http://www.bookstore.virginia.edu).

**Darden Exchange (North Grounds, Sponsors Executive Residence Center, Room 426, 243-5515)** A division of the University of Virginia Bookstore, Darden Exchange is the provider of textbooks and course books for classes at the Darden Graduate School of Business Administration. The store also features an extensive selection of general business books, many recommended by the Darden Faculty. Each year, surpluses from the University's bookstores are returned to the University in the form of an endowment to be used for, among other things, need-based scholarships. Additional surpluses from these stores' operations support student programming. Darden Exchange carries a full line of office and school supplies, greeting cards, and Darden imprinted gifts and clothing. It also offers fax services, postage stamps, UPS package delivery, dry cleaning, and film processing. General information as well as selection of our clothing and gifts may be viewed on-line at [www.darden.virginia.edu/dardenexchange/index.htm](http://www.darden.virginia.edu/dardenexchange/index.htm). Additional Darden merchandise can be seen at the University of Virginia Bookstore's website is [www.bookstore.virginia.edu](http://www.bookstore.virginia.edu). Darden Exchange accepts cash, personal and traveler's checks, major credit cards, Student Charge and Cavalier Advantage. Hours of operation during the school year are Monday through Thursday, 8:30 A.M. to 6:00 P.M.; and Friday, 8:30 A.M. to 5:30 P.M.

**Medical Center Bookstore: (1222 Lee St., First Floor West Parking Garage, 924-3851)** The Medical Center Bookstore, a division of the University of Virginia Bookstore, is located at 1222 Lee St. directly across from the University of Virginia Hospital's Primary Care Center, on the first floor of the West Parking Garage next to the UVa Community Credit Union. Hours are 8:30 A.M. to 6:00 P.M., Monday through Friday. The store carries all textbooks for the Medical and Nursing Schools as well as a broad selection of reference books, school and medical supplies, clothing and gifts. Since it shares the facility with Cavalier Computers Hospital Branch, also available is a wide variety of computers, PDAs and educationally discounted software for academic and medical use. The store offers a complimentary special order service for books not normally in stock. The Medical Center Bookstore accepts Student Charge and Cavalier Advantage as well as Visa, Discover, MasterCard, cash, and checks.

**T.J.'s Locker (1st Floor, Aquatic and Fitness Center, 924-0628)** A division of the University of Virginia Bookstore, T.J.'s Locker supports the activities of the Aquatic and Fitness Center, as well as faculty, staff, and student life on the West Grounds. T.J.'s prides itself on enhancing life at the University through sponsorship of academic and athletic programming. T.J.'s carries a full line

of athletic wear and shoes from Nike, Adidas, and New Balance, swimwear and accessories from Speedo; and a wide variety of other sports equipment. In addition, T.J.'s offers a selection of school and office supplies, magazines, CDs and DVDs, toiletries, greeting cards, and University of Virginia gifts and clothing. It also offers tennis racquet restringing, film processing, and a bus service to Hampton Roads, Richmond, and Northern Virginia. The on-line store can be accessed at [www.bookstore.virginia.edu](http://www.bookstore.virginia.edu). T.J.'s accepts cash, personal checks, all major credit cards, and Cavalier Advantage. Among its most popular methods of payment is Student Charge, which enables students to charge their purchases using their student ID card. Bills are sent home on a monthly basis. Hours of operation and a calendar of T.J.'s events are available on-line.

## International Student Admission

Since 1826 when the first international student was enrolled, the University of Virginia has accepted among its responsibilities a commitment to providing opportunities to citizens from other areas of the world to study, teach, and share the atmosphere of Jeffersonian freedom. The University considers the admission of qualified students from other countries a part of its educational program. International students enhance the life of the University and contribute to the education and personal growth of American students and faculty.

**Language Requirement** In addition to meeting the admission requirements outlined in previous sections, international students must have an outstanding command of the English language in order to enroll at the University. In general, it does not conduct classes and exams in languages other than English; and it does not accept papers submitted in a non-English language. For this reason, applicants whose native language is not English must demonstrate their English proficiency on the application for admission by submitting an acceptable score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. A score may not be more than two years old. Most admitted students attain at least 600 on the paper version of the TOEFL (or 250 on the computer version) or 7.0 on the IELTS. A TOEFL or IELTS exam score is required of all applicants if the language first learned and spoken in the home is not English. This is true regardless of the number of years of instruction in English or if English is the "official" language of the applicant's home country.

**Visa Information** The U.S. Bureau of Citizenship and Immigration Services (USCIS) has authorized the University of Virginia to issue visa documents appropriate for the F-1 (student) and J-1 (exchange visitor) non-immigrant status. Following academic admission to a University degree program, the International Studies Office reviews the lan-

guage, financial, and visa qualifications of the applicant. If all documentation is in order, and if the applicant is offered admission, a "Certificate of Eligibility" (I-20 or DS-2019) is issued to the prospective student. In order to request a visa to apply for entry into the United States as a student, this document must be submitted to a U.S. Embassy or Consulate, along with a passport and other indications of purpose while in the United States. The University does not issue a Certificate of Eligibility for part-time study, or continuing and professional studies courses. Admitted students may email the International Studies Office at [issp@virginia.edu](mailto:issp@virginia.edu).

Most students enter the United States using an F-1 visa. The J-1 visa is appropriate for students receiving a significant portion of their financial support from a government agency or international foundation. *Students in the United States on F-1 and J-1 status must maintain full-time student status during the fall and spring semesters.* They must attend, for at least one semester, the institution that issued the Certificate of Eligibility used to apply for entry into the United States. A prospective international student must have an appropriate, current, valid, and legal non-immigrant status before he or she will be offered final admission to the University of Virginia.

International students should not enter the United States on the tourist visa, B-2 visa, or visa waiver program. Transfer from one visa type to another while in the United States is not always possible. Students should always consult with a U.S. consular officer in their home country for the most current information on visa regulations. Only those international students who are maintaining valid and lawful status in the U.S. which permits full-time study at a college or university will be permitted to enroll at the University of Virginia.

*All non-immigrant visas carry restrictions about employment and length of stay in the United States.* Students are advised to carefully understand their particular status. Students must be willing and able to abide by the regulations for the visa status they accept. USCIS visa regulations are subject to frequent change and re-interpretation by Service personnel. It is the foreign national's duty to keep him or herself informed of all current visa regulations and to maintain valid status according to USCIS regulations.

**Tuition/Fees** Non-immigrant students pay the out-of-state full tuition rate (estimated at \$21,500 for the 2005-2006 academic year).

**Living Expenses** The estimated cost for housing, food, books and supplies, and health and personal items is \$1,000 per month for a single student. This does not include travel expenses to and from the United States, tourist excursions, furniture, or luxury items, such as automobiles and computer equipment. Basic expenses for the support of dependents (husband/wife/children) living in Charlottesville are additional.

**Financial Certification** Eligibility for a student or exchange visitor visa requires that the applicant demonstrate sufficient financial resources for a full course of study. The minimum required by the University of Virginia is \$31,000 for 2005-2006. An additional \$7,000 for spouse and \$4,000 for each child is necessary if students wish to bring dependents to Charlottesville. The International Studies Office requires an acceptable financial guarantee prior to issuing the "Certificate of Eligibility." While the established minimum is considered sufficient for a basic, comfortable existence, it may not be adequate to maintain the lifestyle to which a student is accustomed.

**Financial Assistance** Financial awards are not furnished to undergraduates. If students must have full financial support to study abroad, they should investigate the possibility of awards offered through home governments, international foundations, and other sources. U.S.I.S. libraries and bi-national commissions in various countries can sometimes offer suggestions. Graduate students are eligible for research and teaching assistantships, as well as meritorious fellowships, through their departments. These awards are competitive.

**Transfer of Funds** The transfer of funds from the student's home country to the United States may be governed by restrictions. The applicant must be fully informed of the local regulations and process for transfer. Since there may be a considerable delay in the process of transfer, early planning is vital. University expenses must be paid at the beginning of each semester. To avoid unnecessary problems, students are advised to bring sufficient funds with them to pay for tuition, housing, and medical insurance on arrival. This may amount to several thousand dollars and should be in the form of traveler's or cashier's checks in U.S. currency. Students must also open an account with a local bank in Charlottesville in order to accept transferred funds from home.

**Employment** The University of Virginia cannot admit an international student who is unable to show evidence of adequate financial support. The Bureau of Citizenship and Immigration Services (USCIS) of the U.S. government restricts the employment of non-immigrant students and scholars. Work without prior USCIS authorization is prohibited and may carry severe penalties. F-2 dependents are neither eligible to request permission to work nor to accept employment of any kind.

**Family Considerations** Due to the high cost of living in Charlottesville, students wishing to bring their dependent families must give thorough consideration to the added expense. Because dependents are not generally permitted to accept employment, students may find that they cannot support a family while studying at the University. In many cases, students must be prepared to leave their families at home.

**Health Care and Insurance** Medical care in the United States is very expensive and paid for privately. To protect against a possible medical debt arising from the need for emergency or sustained medical treatment, *all students are required to purchase a basic accident and sickness hospitalization insurance plan.* The yearly cost for a single student is about \$1,600 and does not cover regular eye and dental care or routine physical examinations and office visits. Family coverage is more expensive but is strongly recommended. Insurance may be purchased either in Charlottesville or in the student's home country.

University students who are enrolled full time may use the out-patient medical facilities of the University's Student Health department free of charge. Family members are not eligible to participate. The University Hospital is located conveniently on the Grounds, and has extensive emergency facilities as well as private physicians and clinics for specialists and routine family care.

### English as a Second Language

The Center for American English Language and Culture (CAELC) provides an array of services to help members of the University of Virginia community attain the level of linguistic and cultural proficiency needed for success at a research university in the United States. CAELC offers a number of ESL courses free of charge to students who have matriculated in a degree program at UVa. Visiting scholars and research associates may enroll in CAELC classes as space allows. Completion of the University of Virginia English Language Proficiency Exam must precede placement in any CAELC class. Individuals can take the exam at the beginning of each semester and by appointment throughout the year. CAELC also administers the SPEAK Test in August, December, and May. The SPEAK Test is used to assess the oral proficiency of prospective graduate teaching assistants whose native language is not English. CAELC offers several courses designed to help prospective teaching assistants develop the communication skills needed for teaching in a U.S. college or university. CAELC offers an intensive English for Academic Purposes (EAP) program through the University's Summer Language Institute, mid-July through mid-August. The EAP program is for entering students and research associates. CAELC endorses the NAFSA Principles of International Educational Exchange and the TESOL Standards for Post Secondary Programs. Information on testing, classes, and other services is available at [www.virginia.edu/provost/caelc](http://www.virginia.edu/provost/caelc), [caelc@virginia.edu](mailto:caelc@virginia.edu), or (434) 924-924-3371.

### International Student and Scholars Program

The International Studies Office (ISO) is a University-wide resource that supports the University's international mission by developing and coordinating activities and services designed to create and enhance a globally

aware, culturally diverse education and research environment. The area of international studies is crucial to the fulfillment of Thomas Jefferson's vision of UVa as a symbol of superior intellectual enterprise and accomplishment for women and men around the world.

The staff of the ISO is committed to shaping the vision described in the Plan for the Year 2020: "The University must prepare individuals for a world characterized by heterogeneous and increasingly interdependent societies, (and) a complex global economy." (Plan for the Year 2020)

ISO administers the University's:

International Student and Scholar Programs  
The International Center  
Study Abroad

The International Student and Scholars Program (ISSP) administers the F, J, H-1/B, O-1, TN and PR visa programs on behalf of the University. ISSP supports students, researchers, faculty, and official short-term visitors who are neither citizens nor permanent residents of the U.S. by:

- Certifying eligible internationals for participation in the above mentioned visa programs
- Advising on matters related to acquiring and maintaining legal presence in the U.S.
- Advising on matters related to acquiring and maintaining relevant visa status
- Supporting transition to American society and culture
- Offering guidance on policies and procedures
- Providing assistance for crisis intervention

ISSP collaborates with University divisions and departments by apprising them of the complex and frequently changing federal regulations. The ISSP's comprehensive website includes information and forms for international students, scholars, and selected employees, for departmental use: [www.virginia.edu/iso/issp](http://www.virginia.edu/iso/issp).

### The Lorna Sundberg International Center

Since 1972, UVa's International Center (IC) has promoted intercultural exchange through various educational and social programs. The IC provides a comfortable and dynamic forum for learning about the world's cultures and exploring the rich diversity within our international community of students, scholars, faculty, and local residents. The IC offers:

- Intercultural learning opportunities for individuals to share their expertise and enthusiasm to explore cultural diversity.
- Educational and support services to ease the adjustment and enhance the life experience of our international students, scholars, faculty, and their family members, and to share the welcoming spirit of local residents through hosting opportunities.

- A special collection of resources focusing on intercultural communication and travel, and living in other countries.
- Short-term guest accommodations for University students and scholars from abroad. [www.virginia.edu/iso/ic](http://www.virginia.edu/iso/ic).

### Study Abroad

The International Studies Office offers a variety of study abroad programs. All students are encouraged to consider studying abroad for a summer, semester, January term, or full academic year sometime during their undergraduate career. International study relates to every academic department at the University and gives students the opportunity to face a different intellectual tradition and see the world from a different perspective. In a study abroad program, students enjoy the opportunity to learn about their chosen academic field or career from an international perspective, develop intercultural communication skills, and learn how to establish successful relationships with others around the world. Study Abroad Advisors have weekly advising walk-in hours.

**Types of Programs** There are many study abroad options available to University of Virginia students. These include exchange programs, affiliated programs, ISO-sponsored programs, and direct enrollment options. Students may also attend non-UVa study abroad programs.

- **Exchange Programs:** There are numerous benefits to participating in an exchange program. One major advantage is that the tuition is the same as on-Grounds and UVa-awarded financial aid may be available. Another benefit is that faculty both from UVa and the host institution communicate about department requirements and curricula.
- In addition, the primary application and review process occurs through the UVa International Studies Office. Finally, students take regular University courses along with students from the host country.
- **Affiliated Program:** The International Studies Office has special partnerships with outside educational organizations such as The Denmark International Study Program (DIS) and the International Education of Students (IES). The International Studies Office processes applications. UVa students have priority when they apply, do not pay the application fee, and receive a substantial discount on program fees.
- **ISO-Sponsored Programs:** UVa offers a variety of faculty-led study tours worldwide. Depending on the program, students receive UVa or transfer credits. More information is available at [www.virginia.edu/iso/studyabroad](http://www.virginia.edu/iso/studyabroad).
- **Outside Programs and Direct Enrollment:** UVa students may attend non-UVa programs and/or directly enroll in a foreign institution. Students must take a leave of

absence from the University and have their classes pre-approved before they go. Catalogs and evaluation forms are available in the Study Abroad Library in 216 Minor Hall.

**Transfer Students** Transfer students who have previously earned 60 or more non-UVa credits may study abroad through direct UVA direct-credit programs. More information is available at [www.virginia.edu/iso/studyabroad](http://www.virginia.edu/iso/studyabroad).

## Summer Session

Each summer, the University of Virginia offers a rich selection of programs and courses to over four-thousand students through its Summer Session. Many of these programs and courses are not available during the academic year, including the University's well-known Summer Language Institute (SLI). UVA students commonly enroll in the Summer Session to fulfill degree requirements, double major, improve their GPA, shorten time to their degree, or explore new interests. Summer Session students have access to an array of support services and extra-curricular activities during their studies. The list of 2006 Summer Session courses can be viewed at [www.virginia.edu/summer](http://www.virginia.edu/summer) after November 20, 2005.

UVA students enrolled in the 2006 spring semester and not graduating at the end of that semester may register for Summer Session courses on-line through ISIS or in-person at the Summer Session Office anytime between May 1, 2006, and the first day of their class. UVA students who are graduated in May 2006 must first complete the Summer Session application for visiting students. (Note: Any individual who wishes to enroll in the Summer Language Institute must complete the SLI application process.)

The Summer Session welcomes visiting students. The majority of these individuals are enrolled at another college or university and come to UVA to complete courses not offered at their home institution. Visiting students must apply for admission to the Summer Session. Rising high school juniors and seniors with distinguished academic records may also apply for admission to the Summer Session. Admission to the Summer Session does not constitute admission to the University of Virginia. Comprehensive information on the University of Virginia's Summer Session and application materials are available at [www.virginia.edu/summer](http://www.virginia.edu/summer). For more information contact the Office of the Summer Session, Garrett Hall B019, University of Virginia, P.O. Box 400161, Charlottesville, VA 22904-4161; (434) 924-3371; [summer@virginia.edu](mailto:summer@virginia.edu).

## The Summer Language Institute (SLI)

offers nine-week programs in French, German, Italian, Latin, Russian, Spanish, and Tibetan. Students attend classes five days a week, six hours a day. Communication skills are developed in a student-centered environment. Participation in evening cultural activities is required five days/week. Students are advised to live in their program's language residence to enhance their learning and to increase proficiency in the target language. Individuals who successfully complete the Institute earn 12 credits, which satisfies the foreign language requirement at the University of Virginia.

The Summer Language Institute also offers English for Academic Purposes. Participants in this 4.5-week program enjoy the intensive learning experience found in other SLI programs.

Information and application materials are available at [www.virginia.edu/summer/sli](http://www.virginia.edu/summer/sli). For further information, contact the Summer Language Institute, Office of the Summer Session, Garrett Hall B019, University of Virginia, P.O. Box 400161, Charlottesville, VA 22904-4161; (434) 924-6552; [uvasli@virginia.edu](mailto:uvasli@virginia.edu).

## English for Academic Purposes (ESL)

The Center for American English Language and Culture (CAELC) offers an intensive language and culture program through the Summer Language Institute (SLI). The program is designed for non-native speakers of English who have been admitted to an undergraduate or graduate degree program at the University of Virginia. Incoming UVA research associates and visiting scholars are also welcome to apply for admission to the program. Participants fine-tune the language skills required for success in U.S. higher education through classes in academic writing, academic reading and vocabulary development, listening comprehension and note-taking, classroom discussion strategies, and presentation skills. A pronunciation assessment is conducted with follow-up work assigned as needed.

The program includes a series of workshops that provides a general introduction to U.S. higher education. Workshop topics include library and research skills, university computing resources and facilities, academic culture, student-faculty relationships, cross-cultural awareness, and student services. Cultural proficiency is developed through a combination of workshops and activities. Activities include social gatherings, sporting events, field trips, and frequent meetings with conversation partners. A minimum TOEFL score of 550 is required.

For further information, contact CAELC, Garrett Hall B019, University of Virginia, P.O. Box 400161, Charlottesville, VA 22904-4161; (434) 924-6552; [caelc@virginia.edu](mailto:caelc@virginia.edu); [www.virginia.edu/provost/caelc](http://www.virginia.edu/provost/caelc).

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