Congratulations and welcome to Mary Baldwin College!

We are excited that you have chosen to be a part of our campus community. Whether it comes from fellow students serving as MBC Ambassadors or from faculty, staff, or community residents assisting you in other ways, we are committed to helping you have an exciting, interesting experience at MBC that you will remember for years to come.

We want to ensure that your time at Mary Baldwin is enriching and special, and that you carry these memories far into your future. This guide was created for you to make the smoothest transition into your experience at Mary Baldwin. It contains a broad overview of the key resources and information you are likely to encounter during your stay. You are always welcome to stop by the Spencer Center to ask questions, or just to chat.

*Rhea Vance-Cheng ’09, associate director of civic and global engagement*

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**MY CAMPUS PHONE NUMBER**

-1-540-887-

exit code room extension

**MY CAMPUS MAILING ADDRESS**

Mary Baldwin College
Box #________
Staunton, VA 24401
USA

**SELECTED EXIT CODES (FOR CALLER’S COUNTRY)**

- China, India, Ireland, UK: 00
- Japan: 010
- South Korea: 001,002

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**our mission** Mary Baldwin College empowers students in the liberal arts and sciences to compose lives of purpose as confident, compassionate changemakers through the traditions of our women-centered community.
3 International Student Services
4 Housing and Roommates
5 Advising and Academic Services
6 Outside the Classroom
6 Phone and Mail
7 Health and Medical Care
8 Safety and Security
8 Transportation
9 Important Contacts

FIND OUT MORE ABOUT THE INTERNATIONAL STUDENT EXPERIENCE:
www.mbc.edu/international
ORIENTATION

All new international students participate in the orientation program during the week before classes begin. In the fall, this takes place alongside the general orientation for new students. The purpose of orientation is to help students become more familiar with the campus, its services, and the local community. Students arriving for spring semester will receive an abbreviated orientation.

MBC 101: INTRODUCTION TO COLLEGE AND INT 130: AMERICAN CULTURE

Like all new MBC students, new international students enroll in a one-credit-hour course that serves as an expanded introduction to college life and the local area. In weekly meetings, the International Student Advisor leads students in discussions and visits to nearby sites.

International students are also required to take a course in American culture, designed to give international students a basic understanding of the history and culture of the United States, from the colonial period to the modern era.

SAMUEL & AVA SPENCER CENTER FOR CIVIC AND GLOBAL ENGAGEMENT

www.mbc.edu/spencer_center

Established in 2007 to promote engaged learning and service locally and internationally, the Spencer Center serves as the hub for community service and study/volunteer abroad opportunities. Here, you’ll find:

- Personal and cultural support for international students and scholars, including information about the MBC Ambassador program, local host families, our English conversation partners program, and international student orientation
- A few faculty and staff offices, including the executive director and associate director of the Spencer Center, the international student advisor, and the faculty member in residence
- Programs throughout the year such as field trips and outings for international students
- Study and service opportunities abroad
- A local community service directory
- A drivers roster that lists the contacts for MBC community members who, when available, help with transporting international students and scholars
- English conversation partners: American MBC students who volunteer to meet with international students one on one to help them with language skills

Coordinated through the Spencer Center, MBC Ambassadors and Local Hosts are also special services available to international students:

- Each new international student or scholar is paired with an MBC Ambassador, an American student with a special interest in international exchange, who assists with the adjustment to campus life and the local community. For the entire academic year, your MBC Ambassador will serve as your cultural, campus, and community connection.
- Local Hosts are faculty, staff, or friends of the college who provide additional support. Local Hosts may help with transportation and invite students to participate in activities such as family meals, holiday celebrations, visits to cultural sites, and shopping trips.
- In addition to an academic advisor (read more about academic advising on page 5), all international students will have a staff advisor, usually the director of international programs.
Housing and Roommates

RESIDENCE HALL LIVING

Most students enrolled in the Residential College for Women (RCW) live on campus in residence halls. Two or three students live together in most residence hall rooms. There are very few single rooms. Each room has a bed, desk, chair, drawers for clothing, and closet for each student. Rooms are heated during the cooler months, but most do not have air conditioning. Shared restrooms and bathing facilities are located on each hall; there are no rooms with private baths. Residence halls also have a shared kitchen. MBC does not provide housing for graduate students.

YOUR RESIDENT ASSISTANT (RA)

RAs are specially selected and trained student leaders or MBC staff members who provide service and support to students. Most RAs live in the residence hall for which they are responsible, often right down the hall from the students they serve. RAs are able to:

- offer resource referrals and information
- mediate conflicts
- provide peer counseling
- assist in emergencies
- help to shape the development of the community
- distribute campus information
- plan educational and social programs

YOUR ROOMMATE

New international students usually live in the International Hall living-learning community with a roommate who is a U.S. resident to maximize exposure to English language and American culture. Returning students may select a roommate and continue to live in the International Hall if desired. Before students arrive, staff members make every effort to match students with similar schedules and preferences based on responses to a questionnaire.

During the first few days together, it is a good idea for all roommates to complete a Roommate Contract, provided by the RA, to set up living arrangements that suit both students. Roommates should communicate openly about complaints or problems.

Steps to take if roommates have difficulties:

- Try to resolve the issue by talking.
- See the RA about the problem.
- If the RA recommends action, complete the Room Change Form and submit it to the assistant director of Residence Life.

HOLIDAY CLOSINGS

It is important to note that residence halls are closed to students during some holidays. International students must make plans to stay with a local host or travel off campus during the following times:

- **Thanksgiving** (the Wednesday before Thanksgiving Day until the following Monday)
- **Winter Break** (beginning on the final day of fall semester exams through the day before classes begin for spring semester in early January)
- International students need signed permission to stay on campus during **Spring Break** in mid-March.

Find the full college calendar at [www.mbc.edu/academics_MBC/calendar](http://www.mbc.edu/academics_MBC/calendar)

The Christmas International House is a national organization that coordinates programs for international students to stay in an American home or with a group during the winter holiday break. Applications are accepted from October 1 to November 20, or until the spaces are filled. For more information and an application, visit [www.christmasih.org](http://www.christmasih.org) or email [inquiry@ChristmasIH.org](mailto:inquiry@ChristmasIH.org).
Advising and Academic Services

ADVISORS

All international students have access to academic advice and mentoring from the International Student Advisor. During fall semester, the advisor meets with students regularly through MBC 101 and helps students plan their spring study programs and register for classes.

Degree-seeking international students (both transfer and incoming freshmen) will declare a major by the end of sophomore year. At that time, she will be assigned an academic advisor to assist with course selection, choosing a major, and planning to complete a degree.

PROFESSORS

One of the special features of Mary Baldwin academic life is that faculty play an active role in students’ education. Small class sizes mean that professors are available to provide individualized and personal attention. Those international students who are more familiar with a formal educational system may find the personal nature of professor-student interaction challenging at the start. Professors often encourage students to ask questions, offer personal opinions, and openly discuss course materials during the class period. Generally, students are free to interrupt lectures if they need clarification. If students have questions or concerns about class, they are encouraged to speak up. Faculty members at Mary Baldwin are accessible and approachable and they want to help students both in class and during office hours.

Office Hours: Times outside of class when professors are available to help students. Most professors announce their office hours on the first day of class and post them on their office doors.

Teaching Assistants (TAs): Students who have taken the class before and shown exceptional are sometimes selected by the professor to assist the class. Seek the help of a TA if you are having difficulty understanding something in a course.

Participation Points: A percentage of every student’s grade is often based on points given for class attendance and discussion. These points may seem challenging to earn because of language differences, but if students show an interest in the material and speak up when they have a comment or question (even if your English isn’t perfect), the professor will reward them for participation.

ADDITIONAL ACADEMIC SERVICES

ENGLISH AS A SECOND LANGUAGE (ESL)
During fall semester, non-native English speakers will be enrolled in ESL, a course in English composition, reading, and writing that also helps to prepare international students for writing American-style research papers and essays.

WRITING CENTER
Carpenter Academic Building, Room 408
www.mbc.edu/writing_center
x 7038
Available on a walk-in basis or by appointment online.
Peer tutors help students write for numerous disciplines in a variety of formats (lab reports, research papers, critical essays, book reports, newspaper articles, and critiques). Tutors can also help with narrowing a topic, generating ideas, organizing an essay, crafting a thesis, writing an initial essay, revising a draft, and editing a final draft.

LEARNING SKILLS CENTER
Rose Terrace, 2nd Floor
www.mbc.edu/learning_skills
x 7250
Director Beverly Askegaard: baskegaa@mbc.edu

Peer Tutors in Math: Trained tutors are available Sunday through Thursday from 6–8 p.m. for help in Math 130, 150, 160, 211, 212, and 213.

Match-a-Tutor: A list of courses that tutors have volunteered to assist with is available online, and the director can arrange tutoring for unlisted courses by request.

Peer Mentors: More than just an academic tutor, a peer mentor can help you with many aspects of college life, including managing your time, developing effective study skills, adjusting to residence hall living, and building confidence.
Life at Mary Baldwin College is enriched by involvement in a variety of clubs, organizations, and athletics. Any student can create a new club with student government approval. For information about athletics, contact the Physical Activities Center at x7295.

INTERNATIONAL STUDENTS OFTEN JOIN

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<thead>
<tr>
<th>Clubs</th>
<th>Athletic teams</th>
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<tbody>
<tr>
<td>COSMOS International Club</td>
<td>Basketball</td>
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<tr>
<td>Mary Baldwin Global Initiative/ Women for Women International</td>
<td>Softball</td>
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<tr>
<td>Latinas Unidas</td>
<td>Cross Country</td>
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<tr>
<td>African Student Kollective</td>
<td>Tennis</td>
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<td></td>
<td>Soccer</td>
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<td>Volleyball</td>
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</tbody>
</table>

Phone and Mail

MOBILE/CELLULAR PHONES
Students can purchase mobile phones and plans from providers such as Verizon, AT&T, Sprint, and others by visiting the company’s websites or its office in Staunton. No-contract phones are sold by Trac-Phone, Virgin Mobile, and other providers.

PREPAID CARDS
Prepaid phone cards can be purchased at many convenience and grocery stores. When purchasing the card, customers pay a specific amount (such as $10). Directions on how to use these cards are typically printed on the back of the card.

MBC POST OFFICE
Pannill Student Center, 2nd Floor
Each student living on campus receives a MBC mailbox where they can receive mail. Students receive their box number and combination when they arrive at MBC. You filled in your campus mailing address at the beginning of this guide.

For packages or express delivery, use this address:
Student Name
Mary Baldwin College
318 Prospect St
Staunton, VA 24401

UNITED STATES POST OFFICE
There are two United States Post Offices in Staunton. The U.S. Postal Service website has information about national and international rates.

123 W. Frederick St. and 1430 N. Augusta St., Staunton
www.usps.com

UNITED PARCEL SERVICE (UPS)
Packages can be shipped in the United States and overseas at the UPS Store in Staunton. The location provides shipping, packaging, and copying services.

644 Greenville Avenue, Staunton
www.ups.com

OTHER IMPORTANT OFFICES

Dining Services
www.mbc.edu/business_and_finance/dining
540-887-7293,
menu line ext. 7272 from a campus phone
Lyda B. Hunt Dining Hall

Financial Aid
www.mbc.edu/financial_aid/college_for_women
540-887-7022
Administration Building, 1st floor

Information Technology
www.mbc.edu/oit
540-887-7075
Grafton Library, 1st floor

Student Engagement
540-887-7287
Kable House

Career Development
www.mbc.edu/career
540-887-7221
Kable House, in the Rosemarie Sena Center

First-Year Experience
www.mbc.edu/fye
540-887-7230 or 540-887-7064
The health care system in the United States can be challenging. There are a variety of resources to treat a range of health problems and emergencies, and most illnesses or injuries are not serious enough to require a trip to the emergency room (ER).

Please note that international students must have some immunizations before enrolling at MBC. If students do not have these shots, they will have to get them upon arrival.

**STUDENT HEALTH CENTER**
The on-campus health center offers a wide range of services — most of which are free to students — and is staffed by trained medical professionals.

A visit to the Student Health Center may include:

- Checking the Student Health Form, which students should have completed at the start of the year.
- An examination by a doctor or nurse on staff. They will ask about symptoms in detail.
- A diagnosis and treatment plan, which could include prescription medication. Prescriptions can be filled at one of many local pharmacies, such as Rite-Aid or Wal-Mart. If necessary, a referral will be made to a medical specialist.

The Student Health Center also offers counseling and psychological services. The counseling center provides an atmosphere of confidentiality and support in which students can face the pressures and concerns that often accompany the challenges of college. Professional counselors treat a wide range of concerns such as relationship challenges, test anxiety, and career decision-making. Appointments can be made by phone (x7281) or in person.

**LEVEL 1: MINOR ILLNESS OR INJURY**
Visit the Student Health Center. If you cannot wait until the center is open, visit one of the urgent care facilities listed below.

**LEVEL 2: MODERATE ILLNESS OR INJURY**
Have a friend or your host family take you to a local urgent care facility where you do not need an appointment. You should bring your insurance card and photo ID, and some locations require payment at the time of service. The wide range of services include:

- sprains, strains, and broken bones
- cuts, scrapes, abrasions, and burns
- colds and flu or other viral illness
- bronchitis and pneumonia
- asthma
- bee stings, insect bites, and allergic reactions

**LEVEL 3: SERIOUS OR LIFE-THREATENING ILLNESS OR INJURY**
Go to the Emergency room (ER) for very serious problems such as:

- life-threatening poisoning or allergic reaction
- uncontrollable bleeding
- severe abdominal pain
- trouble breathing
- deep wounds, major broken bones, head injury

Please note:
If you call 911, an ambulance will be sent. Ambulances are usually very expensive ($500 or more), so if you think you can have someone drive you to the hospital, please do that instead.

**NEARBY CLINICS**

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<thead>
<tr>
<th>Clinic Name</th>
<th>Address</th>
<th>Phone Numbers</th>
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</thead>
<tbody>
<tr>
<td>Augusta Health Urgent Care</td>
<td>851 Statler Blvd. Staunton, VA</td>
<td>540-245-7470</td>
</tr>
<tr>
<td>Patient Care Plus</td>
<td>42 Lambert St., Staunton, VA</td>
<td>540-885-6789</td>
</tr>
<tr>
<td>Med Express Urgent Care</td>
<td>1209 Richmond Ave. Staunton, VA</td>
<td>540-885-0629</td>
</tr>
<tr>
<td>Augusta Regional Free Clinic</td>
<td>342 Mule Academy Rd. Fishersville, VA</td>
<td>540-332-5606</td>
</tr>
<tr>
<td>Augusta Health Hospital</td>
<td>78 Medical Center Drive Fishersville, VA</td>
<td>540-332-4000, <a href="http://www.augustahahealth.com">www.augustahahealth.com</a></td>
</tr>
</tbody>
</table>
Safety and Security

The Mary Baldwin College Security Office is open 24 hours a day, 7 days a week and works closely with the Staunton police and fire departments and other emergency services. MBC is one of the safest campuses in the country, and is committed to preserving that status.

MBC’s emergency alert system, also known as Baldwin Alert Message — or BAM, immediately informs students by email, phone, and text message when there is a safety or weather-related concern. New students should register online to receive BAM warnings.

Transportation

A list of MBC students, staff, and community members willing to transport international students is available on a Driving Roster kept in the Spencer Center for Civic and Global Engagement. Students can also ask friends, RAs, faculty, staff, and local hosts for assistance with local transportation.

AIRPLANE
Mary Baldwin will only arrange for students to be picked up from Shenandoah Valley Regional Airport or Charlottesville-Albemarle Airport. If you are arriving at another airport, you need to arrange your own transportation to campus.

Shenandoah Valley Regional Airport
Offers transportation to and from the MBC campus. A minimum 24-hours advance reservation is requested. $30 one-way or $50 round-trip.
Weyers Cave, VA
540-234-8304
20 miles from campus

Charlottesville-Albemarle Airport
Charlottesville, VA
434-973-8342
45 miles from campus

Roanoke Regional Airport
Roanoke, VA
540-362-1999
85 miles from campus

Richmond International Airport
Richmond, VA
804-226-3000
105 miles from campus

Dulles International Airport
Sterling, VA
703-572-2700
145 miles from campus

Reagan-Washington National Airport
Arlington, VA
703- 417-8000
160 miles from campus

TRAIN
Amtrak
www.amtrak.com
1-800-USA-RAIL (1-800-872-7245)
Staunton, VA or Charlottesville, VA
Amtrak’s Cardinal train runs from New York through Washington DC, Charlottesville, and Staunton, and then on to Chicago three days a week. The Staunton Amtrak station is a short walk from campus. There is also an Amtrak station in Charlottesville with more frequent trains.

BUS/TROLLEY
Greyhound Bus Station
www.greyhound.com
310 West Main Street
Charlottesville, VA
434-295-5131

Virginia Regional Transit and Coordinated Area Transportation Services (CATS)
www.vatransit.org
1-877-777-2708
For information on services, free trolley services, see the VRT/CATS Mountain System Service Book, available in the Spencer Center, or use the contact information above.

STAUNTON TROLLEY
www.staunton.va.us/community/transportation/
Trolley service
Three routes serve the downtown area, the Wharf (an area with shops and restaurants and the weekly farmer’s market), and Gypsy Hill Park, with occasional service to other nearby areas.

City Cab
532 East Main Street, Waynesboro
540-886-3471

Way 2 Go Taxi
634 Greenville Ave, Staunton
540-448-8462

Enterprise Car Rental
834 Greenville Ave, Staunton
540-885-0820
More Information

THE ACADEMIC CATALOG
- academic programs
- course offerings list
- campus map
- college calendar
- information about tuition and financial aid
- contact information for faculty and staff

THE STUDENT PLANNER
- information about student government
- a daily calendar with important MBC dates
- college policies

Important Contacts

AT MARY BALDWIN
(If calling from a campus phone, you only need to dial the last four digits)

Safety and Security  security@mbc.edu  540-887-7000
Director of International Programs  r Vance-cheng@mbc.edu  540-887-7113
International Student Advisor  amiller@mbc.edu  540-887-7115
Health Services  dduff@mbc.edu  540-887-7095
Residence Life and Housing  cdoyle@mbc.edu  540-887-7257
Student Life  cwine@mbc.edu  540-887-7221
Inclusive Excellence  ascott@mbc.edu  540-887-7270
Registrar  registrar@mbc.edu  540-887-7071
Learning Skills Center  baaskegard@mbc.edu  540-887-7250
Writing Center  writingcenter@mbc.edu  540-887-7038
Physical Plant  pptwork@mbc.edu  540-887-7209

OFF CAMPUS (EMERGENCY)

Rescue Squad, Fire Department  911
Augusta Health (hospital)  540-332-4000
Poison Control hotline  1-800-222-1222
Department of Motor Vehicles  804-497-7100
Virginia Health Department  540-332-7830

Close to Campus

Campus is on 54 acres overlooking Staunton, Virginia’s vibrant downtown. Just a few steps away, the city brims with an eclectic personality — described as sophisticated, energized, laid back, historic, beautiful, and welcoming. In town, you can find live music, two restored movie theatres, a dozen art galleries, several coffee houses, restaurants for all budgets, and shopping. Plus, there’s a world-famous Shakespeare theatre and a U.S. presidential library and birthplace.