

INTERNATIONAL STUDENT HANDBOOK

“For I know the plans I have for you,” says the Lord.
“They are plans for good and not for disaster,
to give you a future and a hope.”

JEREMIAH 29:11





DEFINITION

International students can primarily be defined as those who stay at CC-S on F-1 visa status. CC-S students who were born outside of the U. S. but hold permanent residence status can be categorized as international students. Other students can be members of the International Students Association, yet they can not be categorized as international students.





INTERNATIONAL STUDENTS MISSION

The International Students Office is devoted to the unique personal and educational goals and needs of the diverse international community at the college.

Since this office deals with multicultural and immigration issues, the mission can be accomplished in the following distinctive ways:

- ◆ Educating the international and local college community about state and federal immigration regulations affecting foreign students and acting as a resource for international students.
- ◆ Serving as the CC-S Principle Designated School Official (PDSO) or Designated School Official (DSO) for F-1 students.
- ◆ Advising students on how to secure visas, maintain immigration status, and secure the benefits of that status.
- ◆ Managing Student and Exchange Visitor Information System (SEVIS) compliance.
- ◆ Creating an environment of acceptance, openness, curiosity, and knowledge to inspire the CC-S community to explore new cultures and experiences.
- ◆ Planning and coordinating various international student activities and programs at the college through the International Student Association (ISA).
- ◆ By working with campus groups such as honors club, spiritual life, SGA, athletics and student activities, ISA advocates for the distinct issues international students face in their transition to life at CC-S and the United States.



ANNUAL COSTS AND SCHOLARSHIPS

ANNUAL COSTS

MANDATORY CHARGES

Tuition (based on 24–30 credit hours per academic year) \$8,090.00

Room and Board

Option 1. East campus without private bath \$4,150.00

Option 2. East campus with private bath \$4,480.00

Option 3. West campus cottages \$4,700.00

One-time only room deposit/damage fee. \$250.00

Technology fee \$170.00

Incidentals (books, supplies, clothing). \$1,000.00

TOTAL Option 1 \$13,660.00

TOTAL Option 2 \$13,990.00

TOTAL Option 3 \$14,210.00

NON-MANDATORY CHARGES

Application fee \$25.00

Audit fee \$110.00 per Course

Graduation fee

Associate \$100.00

Baccalaureate \$125.00

ID card replacement \$25.00

Key replacement \$25.00

Late registration fee \$50.00

Professional semester fee \$150.00

Transcript fee (regular) \$10.00

Transcript fee (express) \$30.00

Vehicle registration fee \$50.00

SCHOLARSHIPS

For hardworking, talented students, CC-S offers various academic, athletic, and music scholarships such as presidential, honors, basketball, football, soccer, volleyball, track & field, cheerleading, band, and choir. International students on F–1 status are eligible to apply for the scholarships except those funded by the federal government in the form of Pell grants, federal work/study programs, guaranteed loans, and similar programs designed to serve only citizens and residents of the United States.



ADMISSION PROCEDURES

ENROLLMENT

At CC-S, all the faculty, staff, students, and alumni work together as a team to recruit students from all over the world. The International Students Office works closely with the Admissions Office in recruitment and enrollment.

APPLICATION REQUIREMENTS AND DEADLINE

International applicants who wish to be considered for admission must submit all required documents (application, supplemental documents, fees, etc.). The deadline for application for the fall semester is July 31 and for the spring semester is December 2. The following are required:

- ◆ Completed application
- ◆ Application fee (\$25.00)
- ◆ Official high school transcript
- ◆ Certificate of High School Examination
- ◆ Concordia financial aid form
- ◆ Commitment form
- ◆ Certificate of Financial Responsibility, accompanied by a bank statement
- ◆ Immunization record & health form
- ◆ Copy of I-20, if transferring
- ◆ Evidence of the ability to read, write and understand the English language
- ◆ TOEFL score of 500 or above if applying from a country where English is not the prime language

F-1 ENROLLMENT REQUIREMENTS AND ADMISSION PROCEDURES

The F-1 visa (Academic Student) allows you to enter the United States as a full-time student at an accredited college such as Concordia College-Selma, a university, seminary, conservatory, academic high school, elementary school, or other academic institution, or in a language-training program. You must be enrolled in a program or course of study that culminates in a degree, diploma, or certificate and your school must be authorized by the U. S. government to accept international students. (See section 214.2 (f) of USCIS regulations relating to non-migrant students.)

The USCIS designates a Principal Designated School Official (PDSO) and/or a Designated School Official at each school in order to help international students with the immigration process.

The Director of the International Students Office, who serves as PDSO, is responsible for reviewing the applications of international students and makes the final decision on the admission of a prospective international student. The decision will be based on the CC-S

admission policies and the USCIS F–1 visa requirements. For applicants who fulfill the requirements, the International Students Office Director writes an admissions letter and attaches the I–20 and sends to the applicant’s address. The director can also delegate a DSO to review the documents and prepare an I–20. However, for recording purposes, the DSO reports to the International Student Director immediately by sending all the student’s records to the International Student Office.

All admitted students are responsible for paying the SEVIS fee and enclosing the receipt upon the application for the visa. Your SEVIS I–20 serves as your certificate of eligibility for nonimmigrant student status when obtaining an F–1 visa. Once in the U. S., the I–20 serves as identification as a foreign student on an F–1 visa. Keep this paper with your other immigration documents. Visit <http://www.fmjfee.com/i901fee>.

DOCUMENTS EVALUATION

For CC-S purposes, the Admissions Office initially evaluates foreign documents for their equivalence in the U. S. educational system, while awaiting official evaluations where needed. The institution requires that students have their documents evaluated by various agencies in the U. S. which are licensed for this purpose. See the list provided on our website or visit www.wes.org. All foreign evaluations should be in the English language.

MONEY TRANSACTION PROCEDURE

Due to security purposes, CC-S cannot provide its bank account information. When a financial transaction is needed from abroad, the student or the interested party writes a check in U. S. currency or sends a money order or transfers the money to the school via Western Union or Moneygram.

EMBASSY OR CONSULATE CONSIDERATIONS

If a student would like to study as a full-time student in the United States, he/she will need a student visa. There are two nonimmigrant visa categories for persons wishing to study in the United States. These visas are commonly known as the F and M visas.

The following are the criteria of USCIS for the F–1 or M–1 visa category:

- ◆ You must be enrolled in an “academic” educational program, a language-training program, or a vocational program;
- ◆ Your school must be approved by USCIS;
- ◆ You must be enrolled as a full-time student at the institution;
- ◆ You must be proficient in English or be enrolled in courses leading to English proficiency;

- ◆ You must have sufficient funds available for self-support during the entire proposed course of study;
- ◆ You must maintain a residence abroad which you have no intention of giving up (see www.uscis.gov).

In order to travel to the U. S. for study purposes, international students must apply for a student visa at their nearest U. S. embassy or consulate. When making decisions on applications for study abroad opportunities, consulates look at many factors. This varies from country to country. Some factors favoring a positive response include:

- ◆ Admissions letter from the school;
- ◆ SEVIS payment receipt;
- ◆ All documents for admission;
- ◆ Maintain a residence which you hold no intention of abandoning;
- ◆ Intent to depart from the U. S. upon completion of the course of study;
- ◆ Evidence of English proficiency;
- ◆ Sufficient funds to cover tuition and other expenses;
- ◆ Evidence that sufficient funds are, or will be, available to pay all expenses during the entire period of anticipated study;
- ◆ Affidavit of Support or other assurances by an interested party;
- ◆ Evidence of a scholarship or assistantship grant, along with required documentation from the attending institution certifying that the student will pursue a full course of study.



Man Center students tutor at Selma Middle School



Soccer students read to elementary students

JOURNEY TO CONCORDIA COLLEGE

TRAVEL INFORMATION

- ◆ The closest airport is Montgomery Regional Airport. It is located off I-65 at the Selma exit (Exit 167). The address is 4445 Selma Highway, Montgomery, Alabama, 36108. The airport code is MGM at Google Maps. It is 43.15 miles east of Concordia College-Selma.
- ◆ Birmingham-Shuttlesworth International Airport is Alabama's largest airport serving the Greater Birmingham area and surrounding Southeastern cities. Its airport code is BHM. It is located at 5900 Airport Highway, Birmingham, AL 35212. It is 92.41 miles northwest of Concordia College-Selma.

Concordia College International Student Office will pick up the new arriving (freshman) international students from these two airports.

HOUSING AND CAFETERIA

CC-S provides students with room and board (meals). Our cafeteria offers a variety of food for three meals weekdays and two meals each day on weekends. We have rooms with common bathrooms, with private bathrooms in apartment settings, and with private bathrooms in cottage-style.

INTERNATIONAL STUDENT OFFICE LOCATION AND SERVICES.

The International Student Services is located on the first floor of Thompson Hall.

Information and forms pertaining to government rules, regulations, and the Student and Exchange Visitor Information System (SEVIS) are the responsibility of the Principle Designated School Official (PDSO) and Designated School Official (DSO), located in the International Student Office. The Concordia College International Student Director serves as a PDSO. New international students must report in person to the PDSO in the International Student Office no later than the program start date listed on their I-20. The PDSO or the DSO provides forms and information pertaining to I-20s, work permits, extensions of status and other government documents. The phone number is (1) 334-874-5700 ext. 19773. Email address: international@concordiaselma.edu.



IMMIGRATION

IMMIGRATION DOCUMENTS

Your passport, U. S. visa, I-94, and I-20 are essential documents which you must keep in a secure location. Please check the expiration date of your passport and report to the International Student Office at least **eight months ahead** of its expiration date.

Your passport is your most important document. Most passports are good for a limited period of time. The law requires that your passport be valid for at least six (6) months at all times while enrolled as a student. It is your responsibility to remember when it will expire and contact your country's nearest Consulate or Embassy.

Your SEVIS I-20 serves as your certificate of eligibility for nonimmigrant, student status when obtaining an F-1 visa. Once in the U. S., it serves as identification as a foreign student on an F-1 visa. Keep this paper with your other immigration documents. The I-20 must be signed every semester by the DSO. If you face immigration issues while traveling, please immediately contact the International Student Office.

The visa stamped in your passport at the U. S. Consulate is for permission to enter the United States for a specific purpose and period of time. Students are usually given an F-1 visa. Spouses and children of F-1 visa holders are assigned an F-2 visa. Since the visa is only important for entry or re-entry to the U. S., there is no need to worry if your visa expires while you are here.

MAINTENANCE OF STATUS FOR F-1 STUDENTS

Students admitted to the U. S. on F-1 status must fulfill certain obligations in order to maintain their status. A student must:

1. Keep a valid passport at all times.
2. Attend the school which the student is authorized to attend.
3. Carry a full course load of study for two academic semesters each year (at the undergraduate level, at least 12 hours per semester).
4. Notify the Director of the International Student Office (as the PDSO) of any of the following:
 - A. Changes in permanent international address;
 - B. Changes in current U. S. address;
 - C. Name changes;

- D. Obtaining a U. S. social security number (a copy of your new card will be required);
 - E. Graduation date changes (extensions must be requested before the end date on the I-20);
 - F. Request to drop below full-time status;
 - G. Changes in degree or major;
 - H. Request to transfer to a new school;
 - I. Request to move from one degree to another at Concordia College (associate to bachelor).
5. Limit on-campus employment to 20 hours per week while school is in session, including academic employment pursuant to the terms of a scholarship, fellowship, or assistantship.
 6. Avoid unauthorized off-campus employment.
 7. Have PDSO's or DSO's signature that is less than one year old on the I-20 that allows a student to go to his/her home country and then return to the United States. Renew your I-20 every semester. The Director of the International Students as the PDSO, has to sign it every semester. The Director of International Student Office can also delegate a DSO. However the DSO has to report to the Director of the International Student Office immediately.

ALERTS

1. Make sure all travel documents are in order before taking any trip outside the United States.
2. Don't take less than 12 hours per semester, because taking fewer hours without authorization may result in losing your student visa.
3. Be sure your permission to stay—Form I-20 (F-1) or DS-2018 (J-1), Form I-94 (Arrival-Departure Record) attached to a page of your passport, and passport stamp—is valid and current.
4. Don't accept employment that is not authorized. When a foreign student accepts employment that is not authorized, such actions constitute serious violations of federal law and regulations. The Immigration Reform and Control Act of 1986 makes it illegal for an employer to hire a foreign student not authorized for employment. It is a violation of status for an International Student to accept employment without authorization. The foreign student who ignores the regulations faces serious consequences.

EXTENSION OF STAY

An F-1 student is considered in status for the entire length of time that full-time enrollment in an educational program is maintained, plus any authorized period of practical training. An additional 60 days to prepare for departure is also included. Upon the initial admission to the U. S., most nonimmigrants receive permission to stay in the country for a specified period of time. Persons wishing to remain in the U. S. beyond that time must apply, if eligible, for an extension of stay. The procedure for applying varies according to nonimmigrant classification. Please consult the International Student Office Director (the PDSO), if you intend to extend your stay.

IMMIGRATION RELATED PRIVILEGES

SOCIAL SECURITY NUMBER

Social Security Office for Selma Alabama

120 Executive Park Lane

Selma, AL 36701

Phone (Local): 1-877-628-6541

Phone (Nat.'l): 1-800-772-1213

TTY: 1-334-875-4702

Office Hours: Monday-Friday: 8:30 AM–3:30 PM central time.

BANK ACCOUNT

Since international student come from different countries, they face different monetary issues. Transaction of money is one of them. In some cultures, people carry cash. But in the U. S., "Paying cash or purchasing money orders for payments is inefficient; carrying cash can also be dangerous and paying in cash doesn't leave much evidence behind to prove your payment in case of a dispute. Certainly a bank account will make budgeting a lot easier" (<http://www.internationalstudent.com/international-financial-aid/opening-bank-account>).

One of the privileges international students have while staying in the U. S. is opening a bank account. The CC-S International Student Office will assist you in the application process. You can use any bank in Selma.

In addition to your passport, you will likely need at least one of the following documents to open a bank account:

- ◆ State driver's license or ID
- ◆ School ID
- ◆ Visa
- ◆ I-20
- ◆ I-94

You do not need to have a social security number to open an account, if a bank asks for it, offer your passport and any of the other ID or documents mentioned above.

OPT AND EMPLOYMENT AUTHORIZATION (WWW.USCIS.GOV)

F–1 students may not work off-campus during the first academic year. There is some on-campus employment available for international students subject to certain conditions and restrictions. After the first academic year, there are various programs available for F–1 students to seek off-campus employment. F–1 students may engage in three types of off-campus employment after they have completed one academic year. These three types of employment are:

- ◆ Curricular Practical Training (CPT)
- ◆ Optional Practical Training (OPT) (pre-completion or post-completion)
- ◆ Science, Technology, Engineering, and Mathematics (STEM) Optional Practical Training Extension (OPT)

M–1 students may engage in practical training only after they have completed their studies.

For both F–1 and M–1 students, any off-campus employment must be related to their area of study and must be authorized by the Designated School Official (the person authorized to maintain the Student and Exchange Visitor Information System (SEVIS)) and USCIS.

The following is a direct copy of the guidelines which are found at the USCIS website (www.uscis.gov) for the OPT application process.

The DSO must recommend Optional Practical Training (OPT) for students in accordance with the 8 CFR 214.2(f)(10)(ii). The student must then apply to United States Citizenship and Immigration Services (USCIS) for employment authorization using a Form I–765. See the USCIS website for information and to download the form.

For assistance the DSO should consult the SEVIS Users Manual for SEVIS process or the Help Desk at 1-800-892-4829. For unresolved policy issues, send an email to SEVIS. Source@dhs.gov or contact SEVP at (703) 603-3400.

For assistance and information on the Form I–765, check the USCIS website.

214.2(F)(10)(II)(A) (II) OPTIONAL PRACTICAL TRAINING

(A) **General.** A student may apply to the Service for authorization for temporary employment for optional practical training directly related to the student’s major area of study. The student may not begin optional practical training until the date indicated on his or her employment authorization document, Form I–766 or Form 688B. A student may submit an application for authorization to engage in optional practical training up to 90 days prior to being enrolled for one full academic year, provided that the period of employment will not begin until after the completion of the full academic year as indicated by the DSO. A student may be granted authorization to engage in temporary employment for optional practical training:

- (1) During the student’s annual vacation and at other times when school is not in session, if the student is currently enrolled, and is eligible for registration and intends to register for the next term or session;
 - (2) While school is in session, provided that practical training does not exceed 20 hours a week while school is in session; or
 - (3) After completion of the course of study, or, for a student in a bachelor’s, master’s, or doctoral degree program, after completion of all course requirements for the degree (excluding thesis or equivalent). Continued enrollment, for the school’s administrative purposes, after all requirements for the degree have been met does not preclude eligibility for optional practical training. However, optional practical training must be requested prior to the completion of all course requirements for the degree or prior to the completion of the course of study. A student must complete all practical training within a 14–month period following the completion of study.
- (B) **Termination of practical training.** Authorization to engage in optional practical training employment is automatically terminated when the student transfers to another school or begins study at another educational level.
- (C) **Request for authorization for practical training.** A request for authorization to accept practical training must be made to the designated school official (DSO) of the school the student is authorized to attend on Form I–538, accompanied by his or her current Form I–20 ID.
- (D) **Action of the DSO-Non SEVIS schools.** No longer applies.
- (E) **SEVIS process.** In making a recommendation for optional practical training under SEVIS, the DSO will update the student’s record in SEVIS as having been recommended for optional practical training. A DSO who recommends a student for optional practical training is responsible for maintaining the record of the student for the duration of the time that training is authorized. The DSO will indicate in SEVIS whether the employment is to be full-time or part-time, and note in SEVIS the start and end date of employment. The DSO will then print the employment page of the student’s SEVIS Form I–20, and sign and date the form to indicate that optional practical training has been recommended. The student must file with the service center for an Employment Authorization Document, on Form I–765, with fee and the SEVIS Form I–20 employment page indicating that optional practical training has been recommended by the DSO.
- (11) **Employment authorization.** The total periods of authorization for optional practical training under paragraph (f)(10) of this section shall not exceed a maximum of twelve months. Part-time practical training, 20 hours per week or less, shall be deducted from the available practical training at one-half the full-time rate. As required by the regulations at 8 CFR part 274a, an F–1 student seeking practical training (excluding curricular practical training) under

paragraph (f)(10) of this section may not accept employment until he or she has been issued an Employment Authorization Document (EAD) by the Service. An F-1 student must apply to the INS for the EAD by filing the Form I-765. The application for employment authorization must include the following documents:

- (i) A completed Form I-765, with the fee required by § 103.7(b)(1); and
 - (ii) A DSO's recommendation for optional practical training on an updated SEVIS Form I-20.
- (12) **Decision on application for employment authorization.** The Service shall adjudicate the Form I-765 and issue an EAD on the basis of the DSO's recommendation unless the student is found otherwise ineligible. The Service shall notify the applicant of the decision and, if the application is denied, of the reason or reasons for the denial. The applicant may not appeal the decision. An F-1 student authorized by the Service to engage in practical training is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the authorized training. A DSO who recommends a student for optional practical training is responsible for updating the student's record to reflect these reported changes for the duration of the time that training is authorized.
- (13) **Temporary absence from the United States of F-1 student granted employment authorization.**
- (i) A student returning from a temporary trip abroad with an unexpired off-campus employment authorization on his or her I-20 ID may resume employment only if the student is readmitted to attend the same school which granted the employment authorization.
 - (ii) An F-1 student who has an unexpired EAD issued for post-completion practical training and who is otherwise admissible may return to the United States to resume employment after a period of temporary absence. The EAD must be used in combination with an I-20 ID endorsed for reentry by the DSO within the last six months.
- (14) **Effect of strike or other labor dispute.** Any employment authorization, whether or not part of an academic program, is automatically suspended upon certification by the Secretary of Labor or the Secretary's designee to the Commissioner of the Immigration and Naturalization Service or the Commissioner's designee, that a strike or other labor dispute involving a work stoppage of workers is in progress in the occupation at the place of employment. As used in this paragraph, "place of employment" means the facility or facilities where a labor dispute exists. The employer is prohibited from transferring F-1 students working at other facilities to the facility where the work stoppage is occurring.

U. S. FEDERAL TAX INFORMATION

"Aliens temporarily present in the United States as students, trainees, scholars, teachers, researchers, exchange visitors, and cultural exchange visitors are subject to **special rules with respect to the taxation of their income**" (USCIS Students and Exchange Visitors www.uscis.gov). Please contact the CC-S Business Office for more information. Call 334-874-5700 ext. 19710.

ALABAMA DRIVER'S LICENSE

(See <http://www.sheltonstate.edu/Uploads/files/Admissions/DRIVERS>)

Anyone on a valid nonimmigrant status (F, J, H, TN, and their dependents), a U. S. citizen, or a permanent resident can apply for an Alabama driver's license. Alabama law requires that the applicant must have a U. S. social security number or proof from Social Security that they are not eligible for a Social Security Number (denial letter).

F-1 and J-1 students without a job would have to get a Social Security denial letter in order to get the Driver's License or State ID. Students with the F-1 and J-1 status should go to the Social Security Administration Office and request a proof of denial of the Social Security Number. This letter should state that you are not eligible for a Social Security Number and should be presented along with your immigration documents to the Driver's License Office.

Documents needed to Apply for a Driver's License

1. Valid Foreign Passport
2. I-94 card
3. One of the following items: DS-2019, I-20, H approval, O approval, or TN/TD approval
4. If dependent of F or H, bring a denial letter from the Social Security office to prove you are not eligible for a number. F-1 or J-1 students without a job also need a denial letter. Otherwise you need to bring your Social Security Card.
5. If you are an F-1 or J-1 student, you would need to submit a Letter of Good Standing from the CC-S International Student Office.
6. People in Adjustment of Status to Permanent Resident must have an Employment Authorization Document (work permit) to be eligible. The expiration date on the license will be based upon the work authorization.

Driving Test

A written exam and a road test are requested to obtain an Alabama State license. Driving license manuals are available on the Alabama Department of Public Safety website: www.dps.state.al.us.

Drivers License Office

Foreign Nationals go to the following address:

1040 Coliseum Boulevard #1040

Driver's License Testing

Montgomery, AL 36109

Phone (1) 334-738-3835

F-2 VISA

F-2 dependent visa is a nonimmigrant visa which allows dependent spouses and children (unmarried, under 21 years old) of F-1 student visa holders to enter the U. S. Your spouse and/or children should accompany you to the interview, but with separate applications, if they intend to come with you under F-2. They may also file F-2 applications while you are already in the U. S. The F-2 dependent visa holder may stay in the U. S. as long as the principal F-1 visa holder maintains a valid status.

An F-2 spouse may not engage in full time study and an F-2 child may only engage in full time elementary or secondary school (kindergarten through twelfth grade) study. The F-2 spouse or child may engage in a study that is a vocational or recreational in nature (see <http://faq.visapro.com/F2-Visa-FAQ2.asp>). The Director of the International Student Office, as PDSO, will assist you in applying for the F-2.

USCIS STUDENTS AND EXCHANGE VISITORS**Students: Academic and Vocational (F and M visas)**

F-1 Academic students

F-2 Spouses and children of F-1

F-3 Canadian or Mexican national academic commuter students

M-1 Vocational students

M-2 Spouses and children of M1

M-3 Canadian or Mexican national vocational commuter students

Exchange Visitors (J visas)

J-1 Exchange visitors

J-2 Spouses and children of J-1

(<http://www.uscis.gov/portal/site/uscis/menuitem>)

TRANSFERRING TO ANOTHER SCHOOL

An F-1 student may transfer to another school only after completing specified procedures required by the USCIS of both schools. Contact the Director of the International Student Office (or the DSO) and the DSO at the school to which you plan to transfer for information.

INTERNATIONAL STUDENTS ASSOCIATION

OUR MOTTO: CHRIST CENTERED—TOGETHER WE ACHIEVE MORE!

Welcome to the International Student Association (ISA) at Concordia College-Selma. ISA has been an integral part of our college for years. The diverse background of our membership adds to the rich experience CC-S students find here on campus. Our vision is to showcase the diversity of this college and foster a greater understanding between local and international students. Membership is open to students of all nationalities. The International Student Association is an organization that provides vibrant activities for international students. ISA hosts events that celebrate and affirm human diversity and provide the CC-S a global world view and outlook. The organization provides international students with a “home away from home” where they interact with one another in various ways including sharing meals, music, and culture from their countries.

THE INTERNATIONAL STUDENT ASSOCIATION CONSTITUTION ELECTIONS

Election will be held during the last meeting of the year. Officers are nominated and voted on by members according to democratic principles.

ARTICLE I: EXECUTIVES

All executive members are expected to be present at all meetings unless excused due to extenuating circumstances.

- I. The executive body shall consist of:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Auditor
 - F. Mr. and Ms. ISA
- II. Each executive shall hold a position for at least one year consisting of two semesters.
- III. One student shall hold one position at a time.
- IV. In order to serve as a member of the executive committee, students are required to be official and current students of CC-S and a member of the association for at least one semester.
- V. The positions of Mr. and Ms. ISA can be held by incoming members.

VI. Mr. and Ms. ISA will be elected in the fall and will serve in the CC-S Homecoming Court.

VII. Elections/appointments of leadership body will be held at the end of each spring semester to allow the ISA to continue into the next year.

ARTICLE II: ROLES OF EXECUTIVE COMMITTEE MEMBER

Each officer must be able to fulfill the following responsibilities, respectively. Failure to accomplish these may result in impeachment, depending upon the circumstances.

1. President:

- a. Preside over all meetings, as well as preparing an agenda for each meeting.
- b. Fairly provide and facilitate debates, no matter personal opinion.
- c. Keep track of and call all meetings of the general committee.
- d. Be responsible for the day-to-day running of the organization with the assistance of the executive committee.

2. Vice President:

- a. Take on the responsibilities of the President in his/her absence.
- b. Assist the President directly in running the organization.

3. Secretary:

- a. Issue all calls or notices of meetings.
- b. Write correspondence on behalf of the executive committee.
- c. Keep records of business covered during meetings.
- d. Keep record of attendance at all meetings.

4. Treasurer:

- a. Responsible for receiving and distributing funds at the direction of the executive committee.
- b. Keep and report a detailed monthly record of the organizations finances and also at the request of the executive committee.

5. Auditor:

- a. Evaluate the statements and check for accuracy and consistency of the club's finances, independent of the treasurer.
- b. Audit report is due the following meeting after the Treasurer's report.

6. Mr. and Ms. ISA:

- a. Act as ambassadors on behalf of the organization.
- b. Participate in homecoming activities on behalf of the organization.

7. Subcommittees

In the case of a special event, subcommittees can be formed in order to assist the president, executive body.

- a. Members of these subcommittees are expected to give their full support in assisting the organization.

b. At least one executive member should be the available to assist or head the subcommittee.

ARTICLE III: MEMBERSHIP

- a. Membership is open to all students enrolled at CC-S.
- b. All members are required to conduct themselves in an orderly manner at all times.
- c. Every member's opinion can be expressed in a civilized manner at the appropriate time.
- d. No one is to address or identify any member by his or her race, ethnicity, or religion.
- e. Only active members are eligible to hold office or participate in any elections.
- f. To remain active for any given semester, a member shall have at least a 50 percent attendance rate for normally scheduled meetings and be current in payment of their membership dues.
- g. The membership fee will be determined by the Executive Committee in consultation with the general membership.
- h. No member shall represent, enter into any contract, or transact any business on behalf of the ISA without the consent of the Executive Committee or two-thirds (2/3) of the general body.
- i. Each member shall be provided a copy of the constitution upon registration.
- j. All decisions shall be made final by democratic process with the counsel of the faculty advisor.

ARTICLE IV: MEETINGS

- a. Meetings shall be held every other week during the fall and spring semesters.
- b. The meetings shall begin with the President calling the meeting to order.
- c. Meetings shall be held in an orderly and agreeable manner at all times.
- d. There shall only be one person speaking at a time.
- e. Every speaker shall be accorded the respect to express their opinion on the motion being debated.
- f. The meetings will conclude when the President dismisses the meeting.

ARTICLE V: ELECTIONS

- a. A member becomes a candidate for office after being nominated by an active member.
- b. Elections shall be held during the last meeting of the spring semester.
- c. Voting shall be conducted to elect members of the Executive Committee.
- d. An officer is elected by a simple majority of votes counted.
- e. Voting shall be conducted by show of hands.
- f. The Auditor shall be responsible for counting and recording the votes.

IMPEACHMENT:

In the event that an officer cannot or does not perform his/her duty, the officer in question will leave the room and the members will vote on whether the officer shall remain in the position. The officer in question shall have an opportunity to address

members before the vote. If the President cannot or does not perform his/her duty and he/she is impeached, the Vice President will automatically assume the position of the President and the members will elect and vote for a new Vice President. The voting process shall be the same for everyone by show of hands and also by majority.



Keziah Thompson, from Trinidad, shares books with the Rotaract Club



INTERNATIONAL STUDENT COUNTRIES REPRESENTED AT CC-S

Over the years, CC-S has hosted students from all over the world, featuring the continents of Africa, Europe, Asia, and South America. There have been students from

GHANA ♦ LIBERIA ♦ UGANDA ♦ NIGERIA
KENYA ♦ HAITI ♦ CANADA ♦ TRINIDAD
UGANDA ♦ ETHIOPIA ♦ MALAWI ♦ PALAU ♦ JAPAN
VIETNAM ♦ SOUTH AFRICA ♦ ZIMBABWE
AMONG OTHERS

Presently we have students from

TRINIDAD
&
HAITI
&
ETHIOPIA
&
ZIMBABWE
&
SOUTH AFRICA
&
LIBERIA
&
SUDAN

INFORMATION CENTERS

College Website: www.concordiaselma.edu

SEVIS website: <https://www.fmjfee.com/i901fee/>

US Citizenship and Immigration Service: <http://www.uscis.gov/portal/site/uscis>

Credential Evaluation: www.wes.org

Alabama Driver License: www.dps.state.al.us

CC-5 ADDRESS:

Concordia College-Selma

1804 Green Street

Selma, AL 36703 USA

Phone: (1) 334-874-5700

Fax: (1) 334-874-5755

MAIN TELEPHONE DIRECTORY

General Number(1) 334-874-5700

International Students.19773

Students Services.19790

Academic Affairs19704

Dean of Instruction19729

Admissions19746

Registrar19703

Financial Aid19760

Placement Testing19720

STAARS19702

Education Division19725

Business Division19716

General Education Division19723

Campus Chaplain19794

ABOUT SELMA

Concordia College is located on a 60-acre site in the heart of historic Selma, AL. The spacious grounds contain several historic buildings including what was once the Selma Military Institute, built in 1906. The campus also features the first two buildings built for what was then Alabama Lutheran Academy that are still in use today: Bakke Hall and Lynn Hall.

CIVIL RIGHTS MOVEMENT

The city of Selma served as the focal point of the Civil Rights movement. On Sunday, March 7, 1965, civil rights workers set out from Brown Chapel African Methodist Episcopal Church in Selma to march to Montgomery seeking voter registration reform. As they were crossing the Edmund Pettus Bridge in Selma, state law enforcement assaulted them; it was a day the national press called “Bloody Sunday.”

On March 25, 1965, some 25,000 marchers peacefully crossed the Edmund Pettus Bridge to Montgomery, and in August, President Lyndon Johnson signed the Voter Rights Law granting equal access to all citizens. In 2000, Selma elected its first African American mayor, marking a positive change from those turbulent days of the 1960s.

EXHIBITS AND TOURISM CENTERS

Selma offers visitors a number of exhibits relating to the Civil Rights movement, including the National Park Service Interpretive Center, the National Rights Voting Museum, and Tabernacle Baptist Church, and Brown Chapel African Methodist Episcopal Church, headquarters of the voting rights meetings and marches.

Selma boasts the largest historic district in the state, including the St. James Hotel, built in 1837 and one of the oldest functioning hotels in the state; the Dawson-Vaughan House, home of Elodie Todd, sister-in-law of Abraham Lincoln; and Sturdivant Hall, considered one of the finest examples of antebellum architecture in the state.

Selma’s Old Live Oak Cemetery is one of the few cemeteries listed on the National Register of Historic Places. Among the historic figures there are William Rufus King, the only Alabamian to serve as Vice President of the United States; U. S. Senators Edmund Winston Pettus and John Tyler Morgan; and Alabama’s first African American congressman, Benjamin Sterling Turner, elected in 1871.

SEASONAL WEATHER

We experience spring, summer, fall, and winter seasons. Please pack clothes, shoes, and outerwear that will accommodate all seasons.