



2023 College of Chapters

I Have Registered. Now What?

Make Travel Arrangements

All Commanders should plan to arrive on **January 3** and depart on **January 6**. See page 2 for specific arrival and departure instructions. NOTE: *Commanders are expected to stay for the entire program. Any Commander who experiences a travel delay should contact Fred Dobry, College of Chapters Co-Coordinator, at (540) 319-1393.*

What to Bring

Most of the program materials will be provided to Commanders upon arrival. All Commanders must be properly attired to attend educational sessions and meal functions at College of Chapters. Proper attire consists of dress pants (khakis or slacks), a collared shirt, and closed-toe shoes. Shorts, t-shirts, hats, caps, and sandals may not be worn to educational sessions or meal functions.

The College of Chapters experience includes a pilgrimage to Lexington, Va., weather permitting, at which a considerable amount of time will be spent outside. Please consult the weather forecast for the dates of College of Chapters and pack accordingly for spending time outside during the Lexington pilgrimage.

Check Your Email Regularly

Email will be the primary means of communication regarding College of Chapters. Please ensure you promptly check and read any emails from the Headquarters office.

Participant Expectations

The curriculum builds on itself as you progress through the experience. As such, it is imperative you attend all scheduled sessions.

Arrange Any Absences with Your Professor(s)

Most colleges/universities will allow an excused absence for the College of Chapters if you provide the proper administrators with enough advanced notice. We can provide information to your college or university to help with having your absence excused for the College of Chapters. Please contact [Fred Dobry](#) as soon as possible if you need assistance.



Arrival Information	
Driving	<p>Participants driving should plan to arrive in Roanoke, Virginia, no later than 3:00 PM EST on January 3. Parking is available at the hotel for \$21 (valet) and \$15 (self) per day.</p> <p>The Hotel Roanoke's address is 110 Shenandoah Ave, Roanoke, VA 24016.</p>
Flying	<p>Participants flying should make arrangements to fly into Roanoke Regional Airport (airport code ROA) no later than 2:30 PM on January 3.</p>
Airport Transfer	<p>Cab fare is approximately \$18.00 (tip excluded) for a one-way trip between the airport and Hotel Roanoke. Ride-share service rates may vary.</p> <p>The Hotel Roanoke offers a complimentary shuttle to the hotel. After you arrive at the airport, proceed to the baggage claim area and use the complimentary phone to call the hotel to dispatch a shuttle. It typically takes 10-15 minutes for the shuttle to arrive.</p> <p>The first shuttle will depart the hotel at 5:15 AM. The shuttle service ends at 11:45 PM each night.</p>
Inclement Weather	<p>Your safety is most important. Please exercise caution and good judgment when traveling to College of Chapters.</p> <p>If you are driving and weather/road conditions deteriorate, you should pull over and call Fred Dobry at (540) 319-1391 to report your delay. He will provide additional instructions at that time. If you cannot reach Fred, then contact your Leadership Consultant and then the Headquarters office at (540) 463-1869 to report the delay.</p> <p>If you are flying, please visit the airline gate agent or customer service representative. They will rebook you on the next available flight. After you are rebooked, please call Fred Dobry at (540) 319-1391 to report the delay and revised arrival time. Please leave your name, phone number, and revised arrival time on your voicemail if you do not speak with Fred.</p>

Departure Information	
Driving	<p>Plan on departing at any time on January 6.</p>
Flying	<p>Schedule departing flights anytime on January 6. Transfers to the airport are approximately 20 minutes, depending on your mode of transportation.</p>



Frequently Asked Questions

Q: What are the dates of College of Chapters?

A: January 3 - 6, 2023; Registration deadline is December 2, 2022.

Q: Where is College of Chapters being held?

A: Hotel Roanoke & Conference Center; 110 Shenandoah Ave, Roanoke, VA 24016

Q: Will attendees be required to be vaccinated against COVID-19?

A: Sigma Nu Fraternity strongly recommends that anyone attending the College of Chapters be vaccinated against COVID-19 and influenza. Those experiencing illness should not attend the College of Chapters.

Q: Who should attend College of Chapters?

A: All collegiate chapter and colony Commanders.

Q: What if our current chapter Commander will not be in office in January?

A: We highly recommend that your officer election cycles coincide with the College of Chapters. However, if your chapter's elections occur after the registration cutoff date of December 2, 2022, then you need to make special arrangements to have the newly elected Commander attend. The attendance expectation should be communicated to all members running for the office of Commander.

Q: Can other officers attend College of Chapters?

A: The curriculum for College of Chapters is specifically designed for the office of Commander. That said, the General Fraternity has a limited number of additional spots available. Chapters will be responsible for paying a \$500 additional registrant fee and must receive prior approval from the General Fraternity. To seek approval to have a second chapter participant attend, please email coc.info@sigmanu.org by no later than November 18, 2022.

Q: Is there a dress code for College of Chapters?

A: All Commanders must be properly attired to attend educational sessions and meal functions. Proper attire consists of dress pants (khakis or slacks), a collared shirt, and closed-toe shoes. Shorts, t-shirts, hats, caps, and sandals may not be worn to educational sessions or meal functions. We will spend time outside (up to one hour) on our excursion to Lexington, VA. Weather in early January in southwest Virginia can be very cold. Please check the weather forecast in advance and pack accordingly for our time outside.

Q: What time do I need to arrive on January 3?

A: All Commanders should plan to arrive at the Hotel Roanoke by 3:00 PM EST.



Q: What time is hotel check-in?

A: Hotel check-in begins at 3:00 PM. Early check-in is permitted based on room availability.

Q: What time can I leave on January 6?

A: The entire day has been reserved for travel – you may depart at your convenience but check out from the hotel is no later than 11:00 AM.

Q: How do I book a room at the Hotel Roanoke?

A: You don't need to – we will take care of your rooming assignment and provide your confirmation number before arrival.

Q: Is the hotel included in the Conclave Fee my chapter already paid?

A: Yes. Your chapter has already paid for your room. Room and tax are included with the fee your chapter paid. Any incidental charges will be applied to the credit card presented at check-in. More information regarding your room will be included in your confirmation packet that will be emailed in December.

Note, travel to and from College of Chapters is not covered through the Conclave Fee. Participants must secure their own travel arrangements. The collegiate chapter should cover the cost associated with any such arrangements.

Q: Can I cancel my registration?

A: Yes, but we need to receive your request for cancellation in writing, and cancellation penalties may apply [see below]. Please submit your cancellation via email to cofc.info@sigmanu.org. Once processed, you will receive a confirmation reply.

Q: What if no one from our chapter attends?

A: Per the Sigma Nu [Risk Reduction Policy](#), your chapter will be placed on alcohol-free housing status until the next conclave, College of Chapters or Grand Chapter. Additionally, the chapter will be unable to receive a rating of Acceptable or higher in the Brother Development subcategory for this year's Pursuit of Excellence submission.

Q: What constitutes an "excused absence"?

A: The Office of the Executive Director will determine an excused absence. **The chapter must submit its explanation to cofc.info@sigmanu.org at least two weeks before the start of College of Chapters.** Written confirmation will be provided to the chapter Commander if the explanation constitutes an excused absence.

Q: Is the cost of food during College of Chapters included in the Conclave Fee my chapter already paid?

A: Yes. Breakfast, lunch, and dinner will be provided on January 4th and 5th. Dinner will be provided for participants on January 3. Participants are responsible for their meals outside these times, including as part of their travel to and from College of Chapters.



Q: What airport should I fly into?

A: [Roanoke Regional Airport](#) [airport code ROA]. You will be responsible for coordinating your transportation from the airport to the hotel.

Q: I plan to drive to College of Chapters. Where can I park?

A: All attendees who arrive by car at the Hotel Roanoke can park at the hotel. Parking is \$21/day (valet) and \$15/day (self).