

Academic Year 2023-2024

International Student Handbook

Washington College Global Education Office

Welcome to Washington College!

On behalf of the Global Education Office, we welcome you to Washington College. Adjusting to a new culture and a new environment takes time and patience. Therefore, we have compiled this guide to help provide advice and insight on life and learning at Washington College and in the U.S. We strongly recommend that you read it carefully and keep it for future reference.

The handbook has basic information that will assist you as an incoming international student. Whether you are coming to the U.S. for the first time or know a great deal about U.S.-American culture, this handbook answers many questions previously posed by international students.

We look forward to meeting you and once again, we extend our warmest greetings!



An aerial photo of Washington College and Chestertown

Table of Contents

| | |
|--|-----------|
| Welcome to Washington College! | 1 |
| Useful Contacts | 5 |
| Before You Arrive | 6 |
| Applying for Your Student or Scholar Visa | 8 |
| Prepare your Application | 8 |
| Locate the US Embassy or Consulate that is nearest to you. | 8 |
| Find out what fees are required and how to pay them. | 8 |
| Acquire and complete the necessary forms..... | 8 |
| Obtain a photograph..... | 8 |
| Gather financial evidence that shows sufficient funds to cover your expenses. | 9 |
| Schedule the appointment for an interview with a consular officer. | 9 |
| Preparing for your Visa Interview | 9 |
| Proving Home Ties | 9 |
| English | 10 |
| Speak for Yourself | 10 |
| Be Brief..... | 10 |
| Documentation | 10 |
| Not all Countries are Equal | 10 |
| Maintain a Positive Attitude | 10 |
| Maintaining your Status | 11 |
| Maintaining F-1 Status | 11 |
| To Maintain F-1 Status, You Must:..... | 11 |
| Maintaining J-1 Status | 12 |
| Additional Requirements for All International Students | 12 |
| Travel Abroad and Re-entry into the US | 12 |
| Arriving at Washington College | 13 |
| How to Get Here | 13 |
| From points north: | 13 |
| From points northwest: | 13 |
| From points west: | 13 |
| From points south: | 14 |
| Orientation | 15 |
| Finances | 16 |
| Business Office | 16 |

| | |
|---|-----------|
| Banking | 16 |
| Taxes | 17 |
| Sales Tax..... | 17 |
| Tipping | 17 |
| <i>Telephone and Mail Services</i> | 18 |
| Phone Services | 18 |
| On-Campus Calls | 18 |
| Cell Phones..... | 18 |
| Central Services | 18 |
| <i>Residential Life</i> | 19 |
| Residence Hall Regulation | 19 |
| <i>Dining Services</i> | 20 |
| What are my Meal Plan options? | 20 |
| Where to Eat? | 20 |
| <i>Social Life</i> | 22 |
| Traditions | 22 |
| Homecoming (September)..... | 22 |
| George Washington’s Birthday Ball (February)..... | 22 |
| War on the Shore (April) | 22 |
| Culture Shock? Nah.... | 22 |
| Tolerance and Discrimination | 23 |
| Invitations and Conversations | 24 |
| Clubs and Organizations | 24 |
| Community Spaces on Campus | 26 |
| <i>Academic Life</i> | 27 |
| Methods of Instruction | 27 |
| Methods of Evaluation | 27 |
| Senior Capstone Experience (SCE) – for four-year, matriculating students..... | 28 |
| Grading System | 28 |
| Expectations and the Syllabus | 29 |
| Advising | 29 |
| Adding and/or Dropping Courses | 29 |

| | |
|--|-----------|
| Pass/Fail | 30 |
| Honor Code | 30 |
| Plagiarism | 30 |
| Facilities and Services | 31 |
| Department of Public Safety | 31 |
| WAC Alerts | 31 |
| Health Services | 31 |
| Transportation Services..... | 31 |
| Bookstore | 31 |
| Library | 32 |
| Computing Center | 32 |
| Writing Center | 32 |
| Quantitative Skills Center | 33 |
| Office of Academic Skills, (OAS)..... | 33 |
| Center for Career Development | 33 |
| Johnson Lifetime Fitness Center | 34 |
| College Athletics..... | 34 |
| Practical Information: It's all about the Math..... | 35 |
| Temperature conversion | 35 |

Useful Contacts

At times you may not have the answer to a problem you are facing. Instead of agonizing over it yourself, below is a list of professionals who can offer advice when you feel that you cannot overcome an obstacle alone. Therefore, when you have concerns about...

| Academic Life | | |
|--|--|--|
| Your professors | If the problem is related to a particular course | |
| Your academic advisor | You will be assigned an advisor upon arrival at the College. | |
| Assistant Dean of Advising and Academic Advocacy | Hilary Bateman | Hbateman2@washcoll.edu |
| Dean of Student Achievement and Success | Aaron Lampman | Alampman2@washcoll.edu |
| Provost & Dean of the College | Kiho Kim | Kkim2@washcoll.edu |
| Quantitative Skills Center | Jesse Andrews | Jandrews4@washcoll.edu |
| Writing Center | Rachel Rodriguez | Rrodriguez2@washcoll.edu |
| Office of Academic Skills | Hilary Bateman | Hbateman2@washcoll.edu |
| Office of the Registrar | | registrar@washcoll.edu |
| Personal Life | | |
| Assistant Director for Global Education | Sarah Lyle | Style2@washcoll.edu |
| Health/Counseling Services | Tina McCreary, 410-778-7261 | Tmccreary2@washcoll.edu |
| International Student Guides & Peer Mentors | You will meet them during orientation | |
| Residential Life | | Residential_life@washcoll.edu |
| Resident Assistant (RA) | You will meet them when you move in | |
| Assistant Director of Residential Life | Amy Sine | Asine2@washcoll.edu |
| Public Safety | 410-778-7810 | Public_safety@washcoll.edu |
| Shuttle Schedule | Transportation | transportation@washcoll.edu |
| Student Affairs | | Student_affairs@washcoll.edu |
| Help Desk | | Help_desk@washcoll.edu |
| Financial Contacts | | |
| Business Office | Jennifer Hutton | Jhutton2@washcoll.edu |
| Financial Aid | Jennifer Gallagher | Jrunyon2@washcoll.edu |
| Career Services | Nanette Cooley | Career_center@washcoll.edu |
| Student Employment | Emily Jordan | Student_employment@washcoll.edu |

Before You Arrive

Coming to Washington College involves a lot of preparation and a lot of time. Therefore, we thought a list of important items to bring would be useful. The climate that you will find at the College varies. Because we are situated in the Mid-Atlantic region, summers tend to be hot and humid (85° F/ 30° C or higher) and winters can be cold (24° F/ -6° C).

The following is a list of clothing that you will need during your stay here:

- T-shirts, shirts, blouses
- Pants, jeans, slacks, shorts
- Skirts/dresses
- Underwear, socks, tights
- Shoes (dress and casual), sneakers, slippers, winter boots
- Coat, raincoat, sweaters, jacket
- National dress (because you might like to use it for World Culture Night in November)
- Hat, cap, scarf, gloves
- Swimming suit (for those who would like to swim)

Other important items:

- Bed sheets (*Twin extra-long*), pillow, blanket or comforter (the College does *not* provide bedding)
- Towels, bathrobe
- Laptop computer
- Adapter for any electronics that do not use 110 Voltage

Here is a list of items that past international students bought during their stay in the U.S.

- Cellular/Mobile Phone (All students are required to have a working US phone number during their time at Washington College)
- Desk lamp
- Hair dryer
- Hangers
- Laundry detergent, Laundry basket, Iron
- Waste basket
- Toiletries (toothpaste, soap, shampoo, etc.)
- Dishes/Utensils

****Note: If you do not pack or pre-ship bed sheets, covers or pillows, you will not have them until you have a chance to go shopping or order online, as Washington College does not provide free linens.**

Remember that the electricity here is at **110 Volts**, so you should not bring anything that will not run at that voltage!

In addition, you could bring other items that will help make you feel at home - photographs, posters, country flag, etc. Please observe customs regulations regarding alcohol, food, tobacco, and other items in the United States. Specifications differ from country to country, and you need to be aware of these. The airlines you will be travelling with have updated information and can answer questions or concerns.

If you do not want to pack all these supplies, you can order them online before arriving and have them delivered to campus. Many students order from Amazon.com, Walmart.com, or Target.com prior to arrival. You can have purchases delivered before you arrive. Use the following address; Central Services will email you when you have mail to pick up.

Washington College
Your name as it appears in Self Service
300 Washington Ave.
Chestertown, MD 21620
USA

Before you leave your country, please make sure you have the following:

- A valid passport and a student visa that will enable you to enter the United States
- A printed and signed I-20 or DS-2019 that will enable you to enter the United States
- Completed health and immunization forms (you may have arranged to get some vaccinations once you are in Chestertown)
- Completion and submission of all forms required by the College
- Confirmed travel arrangements to come to Washington College

Applying for Your Student or Scholar Visa

Prepare your Application

Locate the US Embassy or Consulate that is nearest to you.

Review their requirements to apply for the visa you need. Requirements may vary slightly in different locations. You can find information on the Travel.State.Gov website:

<https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>

Find out what fees are required and how to pay them.

Fees for F-1 and J-1 visas vary according to your nationality, but there may be additional interview or service fees, including the \$220 SEVIS fee for J-1 Visas or \$350 for F-1 Visas (one-time fee for new students and scholars).

- The current I-901 SEVIS fee can be found at <https://www.ice.gov/sevis/i901> and paid online at <https://fmjfee.com/i901fee/index.html>
- The F-1 or J-1 fee for your country can be found at <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>. Select your country in the Application Fee field, then select F or J in the Visa Classifications section to find the fee for your visa type.

Acquire and complete the necessary forms.

From Washington College:

- Letters of admission and invitation
- I-20 (for F visa) or DS-2019 (for J visa)

From U.S. Department of State:

- Nonimmigrant visa application (Form DS-160): Complete the form online at <https://ceac.state.gov/genniv/> and bring the confirmation page to your appointment.
- Consult your local US Embassy or Consulate for any additional forms

**** Make sure your passport is valid for at least 6 months after your anticipated date of entry to the U.S.**

Check that the data on the I-20 or DS-2019 (e.g., spelling of name, birth date) matches your passport. Notify Washington College immediately of any mistakes. NOTE: Washington College will use only your first given name and your family name on visa forms. Middle names are not required. Also, the Department of State has advised schools to omit (leave out) dashes "-" in names.

Obtain a photograph.

You are expected to upload a photograph as part of your DS-160 application. If for any reason you cannot upload an appropriate image, you must bring a printed 2x2 inches (51x51 mm) photo with you to your visa application.

Complete photograph guidelines can be found at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>. The photo should be taken in front of a white background with a neutral expression and both eyes open. Head coverings may only be worn if you wear them every day for religious reasons; eyeglasses may only be worn if they are for a medical purpose (e.g. you need them to protect your eyes after a recent ocular surgery).

Gather financial evidence that shows sufficient funds to cover your expenses.

These would include income tax records, bankbooks and/or bank statements. If your sponsor owns a business, additional business documents will be required (e.g., registrations, licenses, etc.). The amount of funds you are responsible for appear on your I-20 or DS-2019. Bring documentation of any financial aid you are receiving. If you have a scholarship from Washington College, it will be documented in your acceptance letter. If you have accepted a Language Assistant position from the Department of World Languages and Cultures, bring their offer letter.

Schedule the appointment for an interview with a consular officer.

Most consular offices require use of an online scheduling system that you can access from their websites. Consult the Visa Wait Times page of the U.S. Department of State Web site to help you determine your best target date. The site shows *average* wait times. Do not procrastinate in making your appointment in case a problem arises with your application.

Preparing for your Visa Interview

Proving Home Ties

All applicants for nonimmigrant visas are viewed as intending to immigrate until they can convince the consular officer that they are not. You must be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the US. "Ties" to your home country are the things that bind you to your hometown, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. The officer may ask about your specific intentions or promise of future employment, family or other relationships, educational objectives, long-range plans and career prospects in your home country. Each person's situation is different, and there is no magic explanation or single document, certificate, or letter that can guarantee visa issuance. If you have applied for the US Green Card Lottery, you may be asked if you are intending to immigrate. A simple answer would be that you applied for the lottery since it was available but not with a specific intent to immigrate. If you overstayed your authorized stay in the US previously, be prepared to explain what happened clearly and concisely, with documentation if available.

Be prepared to:

- Demonstrate as many ties as possible to your home country
- Describe why you wish to study at Washington College

- Explain how your time at Washington College will lead to future opportunities
- Discuss the possibility of finding work after returning home (letters from potential employers, prospects for future employment or further study, etc.)

English

Anticipate that the interview will be conducted in English and not in your native language.

Speak for Yourself

Do not bring family members with you to the interview. You must be prepared to speak on your own behalf. If you are underage and need your parents available to answer questions, for example about funding, they should remain in the waiting room.

Be Brief

Because of the volume of applications received, consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point. You will likely have only 2 to 3 minutes of interview time.

Documentation

It should be immediately clear to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated.

Not all Countries are Equal

Unfortunately, applicants from countries suffering economic problems or from countries where many visitors have remained in the US as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be perceived as intending to immigrate. They are also more likely to be asked about job opportunities at home after their study in the U.S.

Maintain a Positive Attitude

Do not engage the consular officer in an argument. If you are denied a visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

Maintaining your Status

Maintaining F-1 Status

Every F-1 student must be aware of his or her immigration responsibilities and obligations. Failure to abide by the United States Immigration Regulations can result in deportation.

Passport: Your passport is an international travel document. The United States law mandates that you have a valid passport throughout your stay. Your government should extend your passport at least six months prior to its expiration date.

Visa: A visa is the stamp or seal placed by the United States consular Officer in your passport. This is a permit to enter the US. The visa will indicate the purpose of your visit, the number of times you can enter the US and the last date you can enter the US.

Form I-94: This is a record of your nonimmigrant status and permission to stay in the United States. It shows your immigration status, the date and port of your arrival in the United States, and the date until which you have permission to stay. The notation D/S, indicating “duration of status”, refers to the completion date on the certificate of eligibility (the I-20 or DS-2019) given to those who wish to enter the United States in student status. The form I-94 is also called the Arrival/Departure form because each time you enter the U.S. you receive a new form. The I-94 is issued electronically. You can get a copy of your current I-94 at <https://i94.cbp.dhs.gov/I94/#/recent-search>. More information can be found at <https://www.cbp.gov/travel/international-visitors/i-94>.

To Maintain F-1 Status, You Must:

- Have a valid passport and I-20 at all times (this also means that if you intend to leave the country for winter, spring, and/or summer break, you must have a travel signature from a Designated School Official— GEO Staff — that is valid through the day you will return to campus. I-20 travel signatures are valid for one year.).
- Maintain full-time student status. For undergraduates, this is a minimum of 12 credit hours each semester.
- Never work off campus without written authorization. You must obtain employment authorization from the USCIS through the Global Education Office before you begin any employment activity.
- Never work more than 20 hours per week on campus while school is in session. You can work longer hours during winter and summer breaks.
- Notify the Registrar and the Global Education Office whenever there is any change in your academic program; this includes a change of major, a change of program level, a change of university (transfer), or a leave of absence.
- Notify the Global Education Office within 10 days if you change your dorm room or phone number.
- Extend your immigration documents in a timely manner; check the expiration date on your I-20; if necessary, you must renew this document at least 30 days before the date of expiration.
- Process school transfers with the Students Records and Global Education Office. If you are transferring from one university to another, you must report to your new DSO within 15 days at your new school.

Maintaining J-1 Status

Every J-1 Student must be aware of his or her responsibilities and obligations for remaining in status; failure to do so can result in deportation.

Maintain Required Documentation

- Valid DS-2019 form (this also means that if you intend to leave the country for winter, spring, and/or summer break, you must get your DS2019 signed by a Responsible Officer (RO)— GEO Staff — before each departure. DS-2019 travel signatures are valid for 6 months.)
- Valid passport
- I-94 marked D/S (which stands for duration of status)

The DS-2019** is initially issued for the period of the exchange program but if academic training is authorized, a new DS-2019 must be issued by the Responsible Officer (RO), Sarah Lyle, in order for J-1 students to remain in status.

Additional Requirements for All International Students

- Maintain full time student status --for undergraduates, this means a minimum of 12 credit hours per semester.
- Never engage in employment before being authorized to do so by the Global Education Office.
- Maintain Washington College health insurance coverage including any time engaged in academic training.

Travel Abroad and Re-entry into the US

Back to your country of citizenship

- Only a valid passport or travel document is needed

To Another Country

- Visa may be needed for travel (check with the country's embassy)

Returning to the US

- Valid passport (unless exempt from passport and visa requirements)
- A valid visa
- A valid Form DS-2019 or I-20 with a current travel signature.

If you are leaving the country for the break, remember to have your I-20 signed by a DSO or DS-2019 signed by an RO before you leave. Remember that you will need to check in with GEO every semester, regardless of whether or not you remained in the US over the break!

If you have any questions or concerns, contact our office at the email GEO@washcoll.edu or at 410-810-7100.

Arriving at Washington College

The Global Education Office will arrange to pick you up from Baltimore-Washington International Airport (BWI) on **your arrival day**. You need to make travel arrangements that will have you at the BWI airport on that day to arrive by 2:00 p.m. If you are unable to arrive in that time frame, you will need to arrive the night before, stay in a hotel near the airport, and take the shuttle to the airport in the morning to meet our drivers.

In case of emergency, please contact:

Global Education Office:
410-410-810-7100

Sarah Lyle, Assistant Director
style2@washcoll.edu
Office: 410-810-5038

Public Safety Office
410-778-7810

**** Please have these numbers with you at all times****

How to Get Here

Washington College is accessible by car and College shuttle. Please note that you need to coordinate your arrival and departure when College sponsored transportation is available. If you are in the U.S. and plan to arrive on your own, below are instructions on how to get here by car.

From points north:

Take I-95 South to Middletown/Route 896 exit. Route 896 merges with Route 301 South. Take Galena exit (Route 290 South) and turn right. At stoplight go straight onto Route 213 South. In Chestertown – our address is 409 Washington Avenue.

From points northwest:

Exit I-95 at Northeast, Maryland, and continue on Route 40 to Route 213 South in Elkton. In Chestertown, Route 213 becomes Washington Avenue; our address is 409 Washington Avenue.

From points west:

Take the route of your choice to Routes 50/301 East and follow signs for Bay Bridge/Annapolis. On the Eastern Shore continue on Routes 50/301 until they diverge in Queenstown and proceed north on Route 301. Exit Route 301 at Route 213 and proceed north. In Chestertown, Route 213 becomes Washington Avenue; our address is 409 Washington Avenue.



The Global Education Office is in Foster House, located at 409 Washington Avenue

From points south:

Take either the Washington Beltway (I-495), I-95, or Route 301 to Routes 50/301 East. Exit Route 301 at Route 213 and proceed north. In Chestertown, Route 213 becomes Washington Avenue; our address is 409 Washington Avenue.

Orientation

Orientation is provided both fall and spring semesters. Students coming in at the start of the fall semester take part in a special international student orientation and then participate in first-year student orientation including. Incoming students for the spring semester take part in a joint international and transfer student orientation. Both orientations assist in acclimating new students to campus life, the academic environment, and help you get connected to student events and social activities on-campus.

If you have any questions about the orientation, do not hesitate to contact Sarah Lyle, Assistant Director of GEO slyle2@washcoll.edu, 410-810-5038

The orientation programs aim to (1) Help you with the initial adjustment and acclimatization to the U.S. and Washington College; (2) Ensure that you have an overview of the academic system in the U.S. and time to meet with your advisor; (3) Let you meet and get to know other international students and incoming U.S. students; (4) Familiarize you with the campus and the community of Chestertown.

Finances

Business Office

The Washington College Business Office, located in the Casey Academic Center, handles all fees and payments. As a new student, if you have a balance on your student account, the Business Office is where you can go to pay it. Tuition, housing, fines and other charges you put on your student ID card will need to be paid to the Business Office. You can find more information here: [Business Office](#)

Banking

International students are not required to have a US bank account while at Washington College (unless you will have a campus job), but it is convenient. A bank account in the vicinity of the College is very useful to have to deposit or cash checks, or to have money transferred from home.

The most easily accessible banks in Chestertown are:

- **Truist Bank** (Across Washington Avenue from most of campus, down the street from Foster House)
 - 501 Washington Avenue
 - 410-778-2900
- **PNC Bank** – (There is a PNC Automated Teller Machine in Hodson Hall on campus)
 - 803 Washington Avenue
 - 410-778-6110
- **The Peoples Bank**
 - 600 Washington Ave
 - (410) 778-5500

Direct Deposit: If you acquire employment at Washington College (F-1 students and one year J-1 students), you must have your wages deposited directly into your account. It is extremely convenient and saves you time and energy since you do not have to go to the bank every time you receive a paycheck.

Accounts: There are several types of accounts, although each bank has slightly different policies governing its accounts. Always inquire about a bank's services before deciding on the type of account you wish to open. Take some form of identification when you open an account. If you are a non-U.S. citizen, take your passport, I-20 or DS-2019, and another acceptable form of identification such as your Washington College I.D.

If you have an international credit card, bring it with you. It is better to have a credit card in case of an emergency than to not have one. You may try to obtain a credit card here; please bear in mind that credit cards are sometimes refused to international students. Annual fees and interest rates vary with the banks. Bills paid on time are not charged any interest. If you have a credit card, remember that you will have to pay the bill at the end of every month!

Fees

There are often fees associated with opening a bank account. These can include:

- Monthly charge for having the account
- Charges for specific transactions
- Charges for overdrawing on your account
- Charges for not having enough money in your account

Before you open an account, ask about the fees associated with the account and if there is a special account for students, where some of these fees can be waived.

Taxes

All F and J visa holders are required to submit form 8843. Non-immigrant students on a J-1 or F-1 visa must file Federal Tax returns if they earn money in the United States. You are liable for Federal and State taxes, but not for Social Security (FICA) taxes (unless you are considered to be a “resident for tax purposes” by the IRS, usually if you’ve lived in the U.S. for 5 calendar years or more). FICA taxes should not be withheld from your pay. If they are, notify the Business Office to stop such withholding.

Some money must be withheld from your paycheck to cover possible Federal and State tax obligations that you might have. Even though money will be withheld from your pay, you may still be exempt from taxes and get back some or all of the money withheld. In some cases people may be covered by a tax treaty between the United States and your country, and therefore you are exempt from paying U.S. taxes. For more information on how to pay your taxes visit the “resources for students” page of the GEO website.

Sales Tax

The Maryland sales tax is 6% of the price and this applies to most items except for some food items purchased at a supermarket.

Tipping

This small payment is a means of showing gratitude, is not included in the bill, and it usually amounts to 15% to 20% of the bill. People you tip in the U.S. are: waiters, taxi drivers, porters, doormen, coat-check people; you also tip for personal services such as barbers, beauticians, and food delivery people. Please note, the tip you provide to a waiter or waitress is considered part of their hourly salary. They are paid very little per hour, as tips are included as part of their wage. Please keep this in mind when tipping at restaurants or bars.

People you do not tip include: customs officials or other government employees (such as policemen, firemen, mail service employees), airline personnel, room clerks or other people at hotel desks, bus drivers, store clerks, theater ushers and receptionists. It may be hard to know whom to tip and what is considered a proper tip, so if you are having difficulties ask a friend for advice.

Telephone and Mail Services

Phone Services

On-Campus Calls

Washington College has its own switchboard, so on-campus calls are free from campus land-line phones. You will only have to dial the extension number (four digits) in order to call on campus. You can also use call boxes around campus and in campus offices. To call a campus number from an outside number – such as your cell phone -- you must first dial either 410-810-(xxxx) or 410-778-(xxxx). To place calls outside the campus on a landline phone, you only need to dial your intended number.

Cell Phones

It is mandatory for all International Students to have a US phone number and phone. There will be an opportunity to purchase a U.S. cell phone during the first few days of International Orientation. Using your cell phone will be how you remain in contact with friends.

Central Services

Washington College offers mail services to all students, faculty, and staff. Central Services – the place where you can send letters and receive packages – is located in the ground floor of the Casey Academic Center (CAC) (410-778-7871). Central Services are open Monday through Friday from 8:30 a.m. to 4:30 p.m. Your incoming envelopes or packages will be assigned a bar code which you will use to pick up your mail at the Central Services office window. You will receive an email with the bar code information. You will need your College i.d. to retrieve your mail.

The correct way to have mail addressed to you is:

Washington College
[your first name, last name]
300 Washington Avenue
Chestertown, MD 21620

The office window will be open from 9am-4pm Monday-Friday and from 9am-noon on Saturday for you to retrieve your mail.

Sending mail to people on campus is free of charge. Off-campus mail will be charged according to set prices. You can send your mail from Central Services, or you can go to the Post Office in Chestertown, located on 104 Spring Avenue (tel. 800-275-8777). More information can be found here: [Central Services](#)

Residential Life

Washington College is a residential college, which means that the majority of the students live in college dormitories. There are co-ed dorms as well as single-sex floors. Each dorm has one or more Resident Assistants (RA) who look after the welfare of the dorm or floor and are able to handle individual concerns or questions. Because your dorm life will be an important part of your college experience, we encourage you to participate in the events that your RA will plan for his or her hall in trying to establish a deeper friendship among the residents. When you arrive at Washington College, you will have already been assigned a room. Your room will contain the following pieces of furniture: bed and mattress, a closet, a dresser, a desk, and a chair. You are responsible for keeping them in good condition for the entire period you are there. Each dorm has laundry facilities, which consist of washing machines and dryers. The dormitories include both co-ed dorms and single-sex floors. However, young men and women are permitted to visit these dorms and use the facilities at any time, including bathrooms.



Residence Hall Regulation

Every year, Washington College residence halls will close after Fall and Spring Semesters. No student is allowed to live on-campus between Fall and Spring semesters. Students are required to leave their room between semesters (though students may leave their belongings in their room between the fall and spring semester). Please keep this residence hall regulation in mind when making your plans for winter and summer vacations.

Residence Halls are open during Fall Break (October), Thanksgiving Holiday (November), and Spring Break (March), but Dining Services are closed. Students have access to cooking facilities either in their own residence hall or nearby ones, which enable them to make simple foods while the dining hall is unavailable. Local restaurants are also open during breaks.

Between Winter Break and Spring Semester, many exchange students travel and many international students stay with friends or return home. International students can return to campus the Friday before classes begin for Spring Semester. More information can be found here: [Residential Life](#)

Dining Services

The Dining Hall, which has many food offerings for residential students, is located on the second floor of Hodson Hall. Students, faculty, staff and guests will find different food stations with a variety of options. If you require Halal or Kosher meats, please speak to a chef and he/she can arrange to occasionally prepare special meals that meet Halal or Kosher requirements. You can contact Michelle Messervey, Resident Director, mmesservy@avifoodsystems.com or phone 410-778-7791, Latoya Felton, Residential Dining Room Manager, lfelton2@washcoll.edu or ext. 7780, or Text-the-Manager at 302-246-7045.

What are my Meal Plan options?

With the following Meal Plan Options, you will never have to worry about what you will eat. Below is an outline of the different meal plan options available to you; international students are limited to either the 19 meal or the unlimited plan. More information about meal plans can be found here: [Meal Plans](#).

| | |
|--|---|
| 19-Meal Plan Meal Swipes: 19 per Week Dining Dollars: \$300 Guest Swipes: 5 | Unlimited Meal Plan Meal Swipes: Unlimited Dining Dollars: \$500 Guest Swipes: 5 |
|--|---|

Meal Swipes get you a meal in Hodson Dining Hall or select options at the locations on the ground floor of Hodson.

Dining Dollars can be used at the other locations on the ground floor of Hodson. Contact the Business Office if you need to add more Dining Dollars on your account.

Guest Swipes are available for you to buy a meal for someone else. They can be used anywhere a Meal Swipe can.

Where to Eat?

Hodson Hall Commons ("D-Hall")

Hodson Hall Commons, on the second floor of Hodson Hall, is the main dining location for students on meal plans. They offer traditional U.S. meal items, featuring hot entrees, salad bar, deli, grill, pizza and more.

Regular Hours

- Monday - Friday
 - 7:30 AM - 8:00 PM
- Saturday/Sunday
 - 10:00 AM - 7:00 PM

Java George

Regular Hours:

- Monday- Friday
 - 8 AM - 3 PM
- Closed: Weekends

Freshens Fresh Food Kitchen

- Monday- Friday
 - 11 AM -7 PM
- Closed: Weekends

Cravetown at Freshens (Mobile App Ordering Only)

- Monday-Friday
 - 8 PM – Midnight
- Saturday-Sunday
 - 6 PM – Midnight

Boars Head Deli (Coming in January)

- Monday-Friday
 - 11 AM to 5 PM

Fresh Market (in Miller Library)

- 24 hour access with Washington College ID

Social Life

You will see that there are many things you can do here at Washington College. Students enjoy a very intense social life as there are many campus events and many activities with which to get involved. Because of the size of the college, you will have an opportunity to get to know many students. Even if you do not know everybody, many “familiar faces” will greet you as you walk around campus.

You will have a chance to attend theatre performances in our theatres or act in at least one play, have lunch with your favorite professor (yes, they will know you by your first name!), play a game of pool in our Hodson Student Center, support our sports teams as they face the competition (or be supported by the other students!), take a stroll down to Chester River to enjoy the beauty of the scenery, or flip a burger at one of our picnics.

Traditions

Here at Washington College, we have several traditions that every member of the Washington College Community looks forward to each year!

Homecoming (September)

Shoremal occurs at the end of September, with events ranging from sports games to a dance. Alums of Washington College return to visit their alma mater, thus the term “Homecoming.” Everyone shows their school spirit during this weekend!

George Washington’s Birthday Ball (February)

Who doesn’t enjoy a birthday party? With awesome music and a professionally executed theme, Birthday Ball is the highlight of the year. Some people go all out for this huge formal affair that brings together students, faculty, staff, alumni, and friends.

War on the Shore (April)

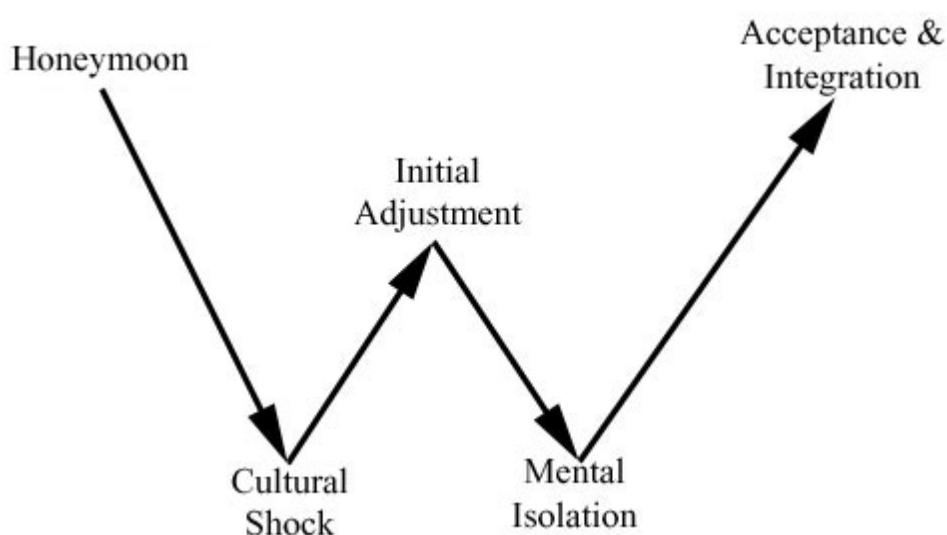
Washington College is serious about lacrosse, and usually a serious contender for the national title. No game draws more fans than this one, pitting the Shoremen against their Eastern Shore rival and nemesis, Salisbury University.

Culture Shock? Nah....



When you first arrive at Washington College, there are elements of the U.S. and campus culture that will take time adjusting to. The process of adaptation is usually preceded by what is called culture shock. Culture shock is not a sudden process, as you may expect, and the degree of the ‘shock’ differs from person to person. Some people may adjust more rapidly than others. Many educators discuss this adjustment process by referring to the ups and downs of the letter “W.” Below is a framework of what the adjustment process is like through what is known as a W-curve.

When you come to the United States, you bring with you your values, your ideals, and your customs: in a word, your culture. You may find that people here may not necessarily hold the same values as you. When values differ, there can be moments of confusion and sometimes some difficulty. As you



acclimate to these differences, you will adjust to new sets of norms. You will eventually feel more integrated at Washington College, but this may take some time; that is perfectly normal. Some symptoms of culture shock are: homesickness, boredom, avoidance of social settings, fatigue, difficulty with coursework, sleep disturbances, feelings of loneliness, and hostility towards the host culture.

Nevertheless, you are neither the first one nor the last one to go through this natural process of adaptation to new settings, and your friends here will help you all the way! You just need to acknowledge the differences and try to understand them. As time goes by, the effects of culture shock will fade away. If you are concerned that you will lose your own culture, think again. Learning a new culture doesn’t erase the previous one, but it makes you better understand it and possibly appreciate it more. In addition, a new culture may open new perspectives that were ignored in the settings of your own culture.

When communicating across cultures, make sure you listen carefully, speak simply and explicitly, ask for explanations if you feel you do not understand the issue, know yourself, and finally make sure you are alert for different meanings.

Tolerance and Discrimination

U.S. Americans highly value tolerance and nondiscrimination. Acceptance of others regardless of race, gender, religion, sexual orientation, physical ability and other characteristics that make up who we are is an important aspect of being part of the Washington College community. You need to be aware that the law does not condone acts of discrimination based on race, gender, sexual orientation, or any other kind of discrimination. Because Washington College has such a diverse student body, you will have the opportunity to understand many cultures and to be in close contact with people from all over the world. All your friendships will be based on tolerance and understanding.

Different organizations or persons at the college can help you if you are faced with acts of discrimination or intolerance against you. In such cases, you should contact:

- Public Safety, 410-778-7810
- Kate Laking, Director of Human Resources, klaking2@washcoll.edu, 410-778-7799
- Gregory Krikorian, Dean of Students and Title IX Coordinator, gkrikorian2@washcoll.edu, 410-778-7752
- Kiho Kim, Provost and Dean of the College, kkim2@washcoll.edu, 410-810-5898
- Tina McCreary, Health Services, health_services@washcoll.edu or tmccreary2@washcoll.edu, 410-778-7261
- Sarah Feyerherm, Vice President for Student Affairs & Dean of Students, sfeyerherm2@washcoll.edu, 410-778-7228

Invitations and Conversations

Usually when Americans invite you somewhere, they want you to confirm your participation. Your candid response is greatly appreciated, and saying “No” will not harm the relationship with the people who invited you. Make sure you understand what you are being invited to. On written invitations you may find the notations RSVP (which is French for Répondez s’il vous plaît) or ASAP (which stands for As Soon As Possible). When asked to respond to an invitation, make sure to call or e-mail ASAP to accept or decline the invitation.

Small talk is preferred to silence, when it comes to conversation. You should not be surprised if you find U.S. Americans talking on various subjects such as the weather, clothing, tests, or parties when there is nothing important to be said or during an initial introductory conversation. You will be able to meet people with whom you can talk about more important things going on in your life and the world—it just takes time. U.S. Americans have been taught to avoid discussions about politics and religion, but once you get to know someone it is a great way to learn more about U.S. American culture.

Clubs and Organizations

Students at Washington College are involved in many extracurricular activities. There are over 80 clubs and organizations on campus. The various clubs and organizations on campus provide students with a great opportunity to meet and share experiences and thoughts.

Here is a list of some of the clubs and societies on campus:

- Adventure Club
- African Student Union
- American Chemical Society
- American Marketing Association
- Animal Impact
- Anthropology Club
- Best Buddies
- Black Student Union
- Campus Garden
- Chess Club
- Cleopatra Sisters
- Club Disc Golf

- Club ASL
- College Democrats
- College Republicans
- Composting Team
- Computer Club
- Dance Club
- Disability Rights, Education, Activism, and Mentoring
- Economics Club
- Enactus
- Encouraging Respect of Sexuality (EROS)
- Equestrian Club
- Fetching Freedom
- Food Recovery Network
- French Culture Club
- German Club
- Habitat for Humanity
- Health Occupations Students of America
- Hillel
- History Society
- Improv Club
- Intercultural Ambassadors
- InterVarsity Christian Fellowship
- LatinX Students Association
- LGBTQ+ Athletes
- Maker's Union
- Maryland Student Legislature
- Math Club
- Mock Trial
- Model United Nations – International Studies Council
- Musician's Union
- Muslim Student Association
- National Organization for Women, Campus Action Network
- National Society of Leadership and Success
- Omicron Delta Epsilon (ODE)
- Open Mic Club
- PEER S.M.A.R.T. Sexual Misconduct Advocacy and Response Team
- Pegasus Digital Yearbook
- Philosophy Club
- Photography Club
- Psychology Club
- Radio Dree George
- Rotoract Club
- Safe Ride
- SAGE Supporting All Gender Experience
- Society of Physics Student/Sigma Pi Sigma
- South Asian Club
- Spanish Club
- STEM Sisters
- Student Environmental Alliance
- Student Events Board
- Student Government Association
- Student Veterans Association
- The Carter Society of Junior Fellows
- The Elm Newspaper
- The Green Bandana Project
- The Society of Religions, Politics, and Culture
- Tri-Beya Biology Honors Society
- Washington Interactive Gaming Society
- Washington Scholars
- WC Day Trippers
- WC Watersports Club
- Wellness Advocacy
- Wildlife Conservation Club
- Women in Business
- Writers Union

In addition to the various clubs, there are two fraternities and three sororities on campus. The fraternities are: Kappa Sigma and Phi Delta Theta. The sororities are: Alpha Chi Omega, Alpha Omicron Pi and Zeta Tau Alpha. Matriculating international students or exchange students staying for a full year at Washington College may pledge a fraternity or sorority.

Community Spaces on Campus

Looking for a place to hold an event on campus? There are several large spaces that are available for student use. They are the Student Center, Lounges in Chester and Sassafras Dorms, and the Lit House. Still not quite the space you were looking for? Email Mya Primorac, Director of Campus Events at mprimorac2@washcoll.edu and she will help you reserve your space.

All exceptions to the Student Social Event Policy are to be submitted as a request to and are granted by the discretion of the Office of Student Activities.

Academic Life

Being at a liberal arts college, you will have the opportunity to sample courses from all academic disciplines. This is extremely beneficial, because in the United States there is a great emphasis on developing multiple skills that will prepare you to be analytical and critical thinkers, successful in your chosen field, and citizen leaders. If you are a matriculated student, you will have to complete the required distribution courses. That means you will have to take a number of courses from the following fields of study: natural sciences, fine arts and humanities, social sciences, foreign languages, and the writing-intensive First Year Seminar (FYS). Some students may obtain credits for previous academic work, provided they meet the requirements set forth by the school.

For information on credit eligibility, please contact the Student Records Office, located on the first floor of Bunting Hall (410-778-7299).

Undergraduate students are classified in the following way:

- First-year students are called Freshmen or First-years
- Second-year students are called Sophomores
- Third-year students are called Juniors
- Fourth-year students are called Seniors

Methods of Instruction

The method of instruction for your classes varies. Your courses will be in the form of lectures by a professor, laboratory sessions, and in-class group discussion classes. Your input is highly valued, and every professor will expect you to share ideas, reflections and/or comments with the rest of the class. For students who feel that their academic skills need improvement, there is a peer-tutoring program in which the student is paired with another student who can help solve the problems at hand. Additionally, the Office of Academic Skills (OAS) offers study skills workshops, and the Writing Center is available to help with written papers. For information on how to request a peer tutor or attend a study skills workshop, please contact Hilary Bateman in the Office of Academic Skills at hbateman2@washcoll.edu. To find out more about the Writing Center, contact Rachel Rodriguez at rrodriguez2@washcoll.edu.

Methods of Evaluation

During the semester, your professors will evaluate your academic abilities. This can be done either through a paper, taking an exam, a presentation or another method that the professor deems appropriate.

Papers are the most common form of testing at Washington College, and during your undergraduate career, you will write a varying number of papers for the courses you take. When you write your papers, you are expected to research your topic (unless otherwise specified) and to present your research in a well-edited format that meets the criteria of the professor's instructions. The Writing Center is your best resource in figuring out what constitutes a well-edited paper in a particular discipline.

Because writing is highly valued at Washington College, if you are an incoming freshman or sophomore, you are required to fulfill the writing requirements (W1 and W2 courses, plus W3 and W4 courses in your major). All students who want to have their papers proofread and commented on by specialists are welcome to make appointments with the Writing Center, located on the first floor of Goldstein Hall. More information can be found here: [Writing Center](#)

Exams can be in the forms of quizzes (the simplest form), in-class exams (exams taken during class time), take-home exams (where you are given the exam and are expected to turn it in to your professor by a deadline), and open-book exams (where students can consult their textbooks during the actual test). Other forms of evaluation include class projects, homework, class participation/attendance and performances (if you are a music or theater student, for example). Class participation and attendance often constitutes 10-15% of your final grade. Make sure you understand your professors' class attendance and participation policies.

Senior Capstone Experience (SCE) – for four-year, matriculating students

In order to graduate from Washington College, you will have to write a thesis, which is a comprehensive paper on a subject related to your major or complete another type of project depending on your major(s). An advisor, who will be a professor within your chosen field of study, will guide you throughout this process.

Grading System

Washington College uses the following letter grades, which, except for the F, may be modified by a minus or a plus:

- A Excellent
- B Good
- C Fair
- D Passed
- F Failure

Other notations used on student records include:

- W: Withdrawal from course
- P: Pass, in courses where the student uses the pass/fail option
- I: Incomplete
- Au: Audit
- Cr: Credit
- NC: No credit
- R: Replaced

More detailed information can be found on this web page: [GPA Calculator](#)

You need to have a 2.0 GPA (Grade Point Average) or above to maintain good academic standing. If your GPA falls below that, you will be put on academic probation, and if you remain below a 2.0 GPA, you may

be suspended. If you are here on an F-1 visa, suspension will put you out of status; you will have to leave the US. Make sure to strive to do the best you can, put time and energy into your studies, and reach out to faculty and staff for assistance when needed. If you are struggling in a course, then arrange a meeting with the professor. There may be a way to get extra assistance and improve your performance. Generally, professors will not change a grade unless there are extenuating circumstances that merit a grade change. If you receive a grade you are dissatisfied with, talk with your professor and if you still feel that your grade does not reflect the quality of your work, please contact the chair of the department in which the course is offered.

Expectations and the Syllabus

Every professor has expectations of you. They expect you to attend class, participate, do the readings, complete assignments on-time, be respectful, and put time and energy into your classwork. Each professor's expectations will be outlined in the syllabus that you will receive at the beginning of each course. Make sure to review the syllabus so that you understand each individual professor's expectations. Each professor may format their syllabus differently, but it will contain:

- A course outline
- The date of your exams (sometimes the dates change, but you will be notified in advance)
- The deadlines for your papers and projects (they rarely change, but if they do, you will be notified in advance)
- The office location and office hours of your professor (you are encouraged to make appointments with them and discuss your work or ask questions)
- The breakdown of how your assignments will be graded.
- The necessary texts (books, articles) for the course (please make sure you buy the right edition)

Advising

Before you arrive, you will be assigned an academic advisor. This will be a member of the faculty who will meet with you during orientation and help you plan or make changes to your course schedule for the upcoming semester. Advisors are happy to discuss general matters that may concern you, such as college life, choosing a major, or your future career. Please do not hesitate to contact them if you have questions or concerns.

There will be two advising days per year, and you are expected to make appointments with your advisor to discuss your class progress, your course schedule, and any other issues or concerns.

Adding and/or Dropping Courses

In order to drop or add a class, you must complete a form available at the Registrar's Office. If for some reason the course you want is closed, and you want to add it, you will have to obtain your advisor's signature and then request permission from the instructor to add the class. If the instructor grants you permission, you will need the instructor's signature on your "add/drop form". Once you have permission to add the course, take the form to the Registrar's Office. On the other hand, if you are not satisfied with a course, you have to obtain your advisor's signature to drop the course. After that, your course schedule will be adjusted. There is a deadline for dropping or adding a course. You can add or drop a class within the first seven days of classes at the start of each semester. Information on drop/add is readily available on the webpage of the Registrar:

[Registrar](#). **Remember that you cannot take less than 12 credits/semester**, and it is not advised that you take more than 18 credits/semester.

Pass/Fail

Students may opt to take a maximum of one course per semester pass/fail. If you receive a passing grade at the end of the course, (at least a D-), your transcript will indicate that you passed the course. The letter grade you received will not appear on it. Otherwise, your report will indicate that you failed the course. For students earning their degree at Washington College, please refer to the Course Catalog for rules governing how many and when you can take a course pass/fail.

A course that you take as a pass/fail does NOT count towards the 12 credits you need to maintain fulltime status.

Honor Code

The Washington College Honor Code states the following: “We at Washington College strive to maintain an environment in which learning and growth flourish through individuals’ endeavors and honest intellectual exchanges both in and out of the classroom. To maintain such an environment, each member of the community pledges to respect the ideas, well-being, and property of others. Thus, each member of the Washington College community abides by an Honor Code.”

The majority of professors will require you to write the Honor Code and sign your name on your assignments and tests to indicate that you have abided by the Honor Code. You can write the Honor Code two ways on assignments; both require your signature:

1. Honor Code
2. “I have abided by the Washington College Honor Code while completing this assignment.”

Any violation of the honor code (academic or social) will bring you in front of the Honor Board. The Honor Board is a body comprised of students and faculty members who will decide upon a penalty, if you are found in violation. Make sure to review the Honor Code to ensure you understand the standards you are held to.

Plagiarism

The Washington College community defines plagiarism as “the unauthorized use of another’s intellectual property, including: published material online and student, staff or faculty documents on desktops, hard drives, disks or web pages.” Plagiarism and Academic Honesty are taken very seriously at the College, and if you are found in violation, you will be in jeopardy of failing the course and/or taken to the Honor Board. Always cite your sources! If you are unsure whether you are plagiarizing, ask your professor. “I did not know the rules,” is not an acceptable excuse in plagiarism cases as you have numerous resources to assist you in completing your work honestly and in compliance with plagiarism rules.

Facilities and Services

There are a wide variety of facilities and services offered to students on campus. You are encouraged to take advantage of as many as possible, to make your life here a lot easier. Among the facilities that you will find at Washington College are:

Department of Public Safety

The Department of Public Safety is located in the basement of Cullen dorm. Public Safety officers are on duty 24 hours a day, 7 days a week, 365 days a year. Officers conduct foot, bike and vehicular patrols of the entire campus. The department aids in the enforcement of federal, state, and local statutes, as well as Washington College regulations. All officers work closely with the local and state jurisdictions and information on criminal activity is shared among agencies when appropriate. To call campus safety, dial ext. 7810 from an on-campus landline phone or 410-778-7810 from off-campus or a cell phone. Dial 911 to call local police, ambulance and/or fire services in case of an emergency. **Always have public safety's number in your phone, it is SUPER helpful!**

For more information visit: [Public Safety](#)

WAC Alerts

The College uses a web-based emergency alert system that you can subscribe to. The emergency notifications are sent to your email and can also be sent to your cell phone. Sign up here: [WAC Alerts](#)

Health Services

If you get sick or have a health-related problem, go to the Health Center and they will take good care of you. It is located in Queen Anne's House. You must make an appointment in advance in order to be seen by the staff (unless it is an emergency). To make an appointment, contact Tina McCreary (410-778-7261) from 8:30 a.m. to 4:30 p.m. (closed from noon to 1:00 p.m.), Monday through Friday.

If you have an emergency or need to be seen outside the hours of 8:30 a.m. to 4:30 p.m., Chester River Hospital is located on 100 Brown Street (right behind Queen Anne Hall). The phone number is 410-778-3300. In case of an emergency, you may go to the Emergency Room, and they will take care of you. Make sure you have your insurance card with you at all times, in order to avoid any delays in your treatment.

For more information visit: [Health Center](#)

Transportation Services

The Transportation Services Office maintains a list of local transportation companies if you want to hire a driver to take you off campus. They also manage shuttle services between the campus and local airports and train stations at the beginning and end of breaks. For more information visit: [Transportation Services](#)

Bookstore

The bookstore is located on the first floor of Casey Academic Center. There you can purchase textbooks, Washington College imprinted supplies, stationery, books, gifts, and computer accessories. All purchases can

be charged to your ID, so long as you have added the appropriate funds to your account. Hours are Monday through Friday from 8:30a.m. to 4:30 p.m., and Saturday 10:30 a.m. to 1:30 p.m. If you have questions, please contact Shannon Wyble, the Bookstore Manager (410-778-7749).

Textbooks are relatively expensive in the U.S., depending on the courses you have selected. The price for your textbooks for a semester can vary from \$150 to \$600. Because of that, many students opt to buy used books from students who took the course earlier. If you choose to do that, make sure that the edition of the book you buy is the edition required by the professor. Rental books also are available for many courses.

You can also buy your textbooks online through Amazon or EBay; this may be less expensive than buying them through the bookstore. If you buy books on-line, make sure you have them in time to complete your assignments at the beginning of the semester.

For more information visit: [WAC Bookstore](#)



Library

Clifton Miller Library supports students' learning by providing a collection of academic resources in a variety of formats: print and electronic books and journals, CDs, DVDs, online databases, etc. A team of competent and highly qualified librarians is available to help you with all of your research needs. They will work with you one-on-one to help you find the most appropriate sources for your assignment. Additionally, Miller Library offers library instruction classes to teach you how to find and use the resources in the library. If Miller Library does not have the books or articles you want, we will borrow them from other libraries for you. This process is called Inter-Library Loan (ILL).

Books from Miller Library may be borrowed for the entire semester; books that are borrowed from other libraries can be checked out for 30 days. The regular library operation is Monday to Fridays from 8:00 a.m. to midnight, Friday from 8:00 a.m. to 8:00 p.m., Saturday from 10:00 to 6:00 p.m., and Sunday from 10:00am to Midnight. Printers/Copiers are available on the first level for a fee. Scanning is free. More information can be found here: [Miller Library](#)

Computing Center

Email: helpdesk@washcoll.edu

OIT (Office of Information Technologies) offers the Washington College community many different public computing facilities in convenient locations across campus. For specific information about hardware or software in these labs, please contact the Help Desk (410-778-7777).

Writing Center

Email: writing_center@washcoll.edu

Washington College is renowned for emphasizing the writing component in its classes. Therefore, the Writing Center (located in Goldstein Hall, Room106) is available for students who need guidance. Trained students and staff are ready to help you with your papers and offer you advice on how to be a better writer.

[Writing Center](#)

If you want to schedule an appointment with the Writing Center, you have to set up a profile on the appointment system using your Washington College email and password. [Schedule an Appointment](#)

If you have any questions regarding the Writing Center, please contact Writing Center, contact Rachel Rodriguez at rrodriguez2@washcoll.edu.

Quantitative Skills Center

Email: jandrews4@washcoll.edu

The Quantitative Skills Center is located on the main floor of Miller Library. If you need help with any math course (including many science, economics, and business courses), you will find the answer in the Quantitative Skills Center (410-778-7862). Peer tutors work in the center and they will be able to help you. The Director of the Quantitative Skills Center Jesse Andrews at jandrews4@washcoll.edu, who can be contacted with any questions or concerns.

[Quantitative Skills Center](#)

The Quantitative Skills Center has drop-in hours or you can make an appointment. To schedule an appointment, you have to set up a profile on the appointment system using your Washington College email and password. [Schedule an Appointment](#)

Office of Academic Skills, (OAS)

The Office of Academic Skills is available to help all students succeed academically in their classes. If you do not know how to approach studying for a course, if you have time management problems, or if you feel your skills need improvement, Justine F. Khadduri, PhD, jkhadduri2@washcoll.edu, will be happy to meet with you and help you with any problems relating to study skills. This office can also help you find a peer tutor in any of your courses or request any disability accommodations you might need. The OAS is located in the second floor of the Miller Library.

If you want to schedule an appointment with the Office of Academic Skills, you have to set up a profile on the appointment system using your Washington College email and password. [Schedule an Appointment](#)

Center for Career Development

Email: career_center@washcoll.edu

The Center for Career Development assists students in preparing for their future goals by helping them define their personal and professional objectives. They also help students gain experience that will help them achieve their goals by helping students find internships and jobs. All on campus employment is coordinated here as well.

The Career Center is located beside Goldstein Hall. Nanette Cooley, Executive Director for Career Development, and/or other staff meet one-on-one with students to discuss career exploration, internships

and jobs. The library in the Career Center contains information on employment, from possible careers in every field to internships available for undergraduate and graduate students. [Career Center](#)

Johnson Lifetime Fitness Center

The Benjamin Johnson Lifetime Fitness Center provides an array of activities and fitness options for the Washington College Community. The facility is dedicated to meeting the strength, aerobic, and fitness needs of the college community through its variety of activities, programs, and state of the art equipment. To view the fitness class schedule and hours of the JFC: [JFC Website](#)

College Athletics

In addition to Intramural Sports, the College also has a Varsity Athletics program. Washington College competes against other colleges in Field Hockey, Volleyball, Soccer, Basketball, Swimming, Baseball, Softball, Lacrosse, Rowing and Sailing. Students that participate in these sports practice and compete weekly during their competitive season. [Wash Coll Sports](#)

Practical Information: It's all about the Math....

In the end of the handbook, we thought it would be helpful to give you some conversions to serve as a reference.

Temperature conversion

Below are some temperatures to use as a guide.

| Celsius | Fahrenheit |
|-------------------|------------|
| -17.80 | 0 |
| 0 (water freezes) | 32 |
| 10 | 50 |
| 15.6 | 60 |
| 21.1 | 70 |
| 26.7 | 80 |
| 32.3 | 90 |
| 100 (water boils) | 212 |

Normal body temperature in humans is 98.6°F (37°C).

CONVERSION CHART

| Liquid Measure | Dry Measure | Linear Measure |
|---|--|---|
| 8 ounces = 1 cup | 2 pints = 1 quart | 12 inches = 1 foot |
| 2 cups = 1 pint | 4 quarts = 1 gallon | 3 feet = 1 yard |
| 16 ounces = 1 pint | 8 quarts = 2 gallons or 1 peck | 5.5 yards = 1 rod |
| 4 cups = 1 quart | 4 pecks = 8 gallons or 1 bushel | 40 rods = 1 furlong |
| 1 gill = 1/2 cup or 1/4 pint | 16 ounces = 1 pound | 8 furlongs (5280 feet) = 1 mile |
| 2 pints = 1 quart | 2000 lbs. = 1 ton | 6080 feet = 1 nautical mile |
| 4 quarts = 1 gallon | | |
| 31.5 gal. = 1 barrel | | |
| | <i>Conversion of US Weight and Mass Measure to Metric System</i> | <i>Conversion of US Linear Measure to Metric System</i> |
| 3 tsp = 1 tbsp | .0353 ounces = 1 gram | 1 inch = 2.54 centimeters |
| 2 tbsp = 1/8 cup or 1 fluid ounce | 1/4 ounce = 7 grams | 1 foot = .3048 meters |
| 4 tbsp = 1/4 cup | 1 ounce = 28.35 grams | 1 yard = .9144 meters |
| 8 tbsp = 1/2 cup | 4 ounces = 113.4 grams | 1 mile = 1609.3 meters or 1.6093 kilometers |
| 1 pinch = 1/8 tsp or less | 8 ounces = 226.8 grams | |
| 1 tsp = 60 drops | 1 pound = 454 grams | .03937 in. = 1 millimeter |
| | 2.2046 pounds = 1 kilogram | .3937 in. = 1 centimeter |
| <i>Conversion of US Liquid Measure to Metric System</i> | .98421 long ton or 1.1023 | 3.937 in. = 1 decimeter |
| 1 fluid oz. = 29.573 milliliters | short tons = 1 metric ton | 39.37 in. = 1 meter |
| 1 cup = 230 milliliters | | 3280.8 ft. or .62137 miles = 1 kilometer |
| 1 quart = .94635 liters | | |
| 1 gallon = 3.7854 liters | | |
| .033814 fluid ounce = 1 milliliter | | |
| 3.3814 fluid ounces = 1 deciliter | | |
| 33.814 fluid oz. or 1.0567 qt. = 1 liter | | |

To convert a Fahrenheit temperature to Centigrade,
do the following:

a. Subtract 32 b. Multiply by 5 c. Divide by 9

To convert Centigrade to Fahrenheit, do the following:

a. Multiply by 9 b. Divide by 5 c. Add 32