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 referral.

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!
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# 2016 2017 Academic Calendar
To see the calendar online go here: [http://www.washcoll.edu/calendar/academic-calendar/](http://www.washcoll.edu/calendar/academic-calendar/)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29</td>
<td>Undergraduate Classes Begin</td>
</tr>
<tr>
<td>September 1</td>
<td>Convocation</td>
</tr>
<tr>
<td>September 6</td>
<td>Last Day to Drop/Add Classes</td>
</tr>
<tr>
<td>September 16</td>
<td>Last day to request Pass/Fail</td>
</tr>
<tr>
<td>September 29</td>
<td>Last day to Withdraw from a first half of the semester course with a “W” grade</td>
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<tr>
<td>October 12</td>
<td>Midterm Grades and major declaration due to Registrar</td>
</tr>
<tr>
<td>October 13-14</td>
<td>Fall Break – NO CLASSES (offices open)</td>
</tr>
<tr>
<td>October 21-24</td>
<td>Spring registration for returning seniors</td>
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<tr>
<td>October 28-31</td>
<td>Spring registration for returning juniors</td>
</tr>
<tr>
<td>November 4-7</td>
<td>Spring registration for returning sophomores</td>
</tr>
<tr>
<td>November 9</td>
<td>Fall Advising day – NO UNDERGRADUATE CLASSES</td>
</tr>
<tr>
<td>November 11</td>
<td>Last day to withdraw from a course with a “W” grade</td>
</tr>
<tr>
<td>November 11-14</td>
<td>Spring registration for returning freshmen</td>
</tr>
<tr>
<td>November 18</td>
<td>Last day to withdraw from a second half of the semester course with a “W” grade</td>
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<tr>
<td>November 21</td>
<td>Online Drop/Add reopens for all students via WebAdvisor</td>
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<tr>
<td>November 23-25</td>
<td>Thanksgiving Break – NO CLASSES (offices closed)</td>
</tr>
<tr>
<td>December 8</td>
<td>Last Day of Classes</td>
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<tr>
<td>December 12-16</td>
<td>Final Exams</td>
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<tr>
<td>December 20</td>
<td>Final grades due to Registrar’s Office</td>
</tr>
<tr>
<td>December 23</td>
<td>College offices close at 4:30pm for semester break</td>
</tr>
<tr>
<td>January 4</td>
<td>College offices reopen</td>
</tr>
<tr>
<td>January 23</td>
<td>Undergraduate classes begin</td>
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<tr>
<td>January 31</td>
<td>Last day to Drop/Add or request and Audit</td>
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<tr>
<td>February 10</td>
<td>Last day to request Pass/Fail Option; Incomplete grades due to Registrar’s Office</td>
</tr>
<tr>
<td>February 24</td>
<td>George Washington’s Birthday Convocation</td>
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<tr>
<td>February 24</td>
<td>Last day to withdraw from a first half of the semester course with a “W” grade</td>
</tr>
<tr>
<td>March 10</td>
<td>Midterm grades and major declarations due to Registrar’s Office</td>
</tr>
<tr>
<td>March 13-17</td>
<td>Spring Break – NO CLASSES (offices closed Friday)</td>
</tr>
<tr>
<td>March 24-27</td>
<td>Fall registration for rising and non-graduating seniors</td>
</tr>
<tr>
<td>March 31 – April 3</td>
<td>Fall registration for rising juniors</td>
</tr>
<tr>
<td>April 5</td>
<td>Spring Advising Day – NO UNDERGRADUATE CLASSES</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to withdraw from a course with a “W” grade</td>
</tr>
<tr>
<td>April 7-10</td>
<td>Fall registration for rising sophomores and returning freshman</td>
</tr>
<tr>
<td>April 17</td>
<td>Online Drop/Add reopens for all students via WebAdvisor</td>
</tr>
<tr>
<td>April 21</td>
<td>Last day to withdraw from a second half of the semester course with a “W” grade</td>
</tr>
<tr>
<td>May 4</td>
<td>Last day of classes; deadline for thesis submission</td>
</tr>
<tr>
<td>May 5</td>
<td>Reading Day – NO CLASSES (offices open)</td>
</tr>
<tr>
<td>May 8-12</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 16</td>
<td>Final grades due to Registrar’s Office</td>
</tr>
<tr>
<td>May 20</td>
<td>234th Commencement</td>
</tr>
</tbody>
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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 are able to help you in various cases, when you feel that you alone cannot overcome the obstacles. Therefore, when you have concerns about…

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### Academic Life

- **Your Professor**
  - If the problem is related to a particular course

- **Your Academic Advisor**
  - You will be assigned an advisor upon arrival at the college

- **The Dean of International Students**
  - Patrice DiQuinzio
  - pdiquinzio2@washcoll.edu

- **The Dean of the College**
  - Emily Chamlee Wright
  - echamleewright2@washcoll.edu

- **Career Center**
  - career_center@washcoll.edu

- **Math Center**
  - Matt Kibler
  - mkibler2@washcoll.edu

- **Office of Academic Skills**
  - Andrea Vasser
  - avasser2@washcoll.edu
  - Hilary Chubb
  - hchubb2@washcoll.edu

- **The Registrar’s Office**
  - Ashley Turlington
  - aturlington2@washcoll.edu
  - Rachelle Marks
  - rmarks2@washcoll.edu

- **Writing Center**
  - John Boyd
  - jboyd2@washcoll.edu

- **Office of English Language Learning**
  - John Hepler
  - jhepler2@washcoll.edu

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### Personal Life

- **Director of Global Education office**
  - Kay King
  - kking3@washcoll.edu

- **Assistant Director of Global Education**
  - TBD
  - TBD

- **Study Abroad Coordinator**
  - Alexandra Levy
  - alevy2@washcoll.edu

- **International Student Services Coordinator**
  - Victoria Venable
  - vvenable2@washcoll.edu

- **Counseling Services**
  - 410-778-7261
  - vanderson2@washcoll.edu

- **International Student Peer Mentors**
  - TBD

- **Your RA**
  - You will meet your RA when you move into your dorm room

- **Area Director**
  - David Stuebing, 410-778-5780
  - dstuebing2@washcoll.edu

- **Assistant Director of Residential Life**
  - Amy Sine
  - asine2@washcoll.edu

- **Director of Residential Life**
  - Ursula Herz
  - uherz2@washcoll.edu

- **Public Safety**
  - 410-778-7810

- **Health Services**
  - 410-778-7261

- **Residential Life**
  - residential_life@washcoll.edu

- **Shuttle Schedule**
  - Sarah Crump, 410-778-7838
  - scrump2@washcoll.edu

- **Student Affairs**
  - student_affairs@washcoll.edu
Financial Contacts

- Business Office
  Debra Bergen, 410-778-7266
dbergen2@washcoll.edu

- College Awarded Scholarships
  intl_admissions@washcoll.edu

- Payroll Contact
  Tracy Yiannakis, 410-778-7781
tyiannakis2@washcoll.edu

**Before you arrive**

Coming to Washington College involves a lot of preparation and a lot of time. Therefore, we thought it would be appropriate if we gave you a list of important items to bring. The climate that you will find at the college varies. Because we are situated in the Mid-Atlantic region, summers tend to be hot (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 our Culture Night)
- 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 brought during their stay in the U.S.

- Cellular/Mobile Phone
- Desk lamp
- Hair dryer
- Hangers
- Laundry detergent, Laundry basket, Iron
- Waste basket
- Toiletries (toothpaste, soap, shampoo, etc.)
- Dishes/Utensils

*You have the option of shipping items to the College or purchasing them during the first full day of Orientation.*

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, favorite music, posters, and country flag. Please observe the customs regulations with regard to 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 will order from Amazon.com or Target.com prior to arrival. You can have it delivered to 300 Washington Avenue, Chestertown, MD 21620.

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 (F-1 or J-1)
- A signed I-20 or DS-2019 that will enable you to enter the United States
- A completed immunization record (you may have arranged to complete it upon arrival)
- Completion and submission of all the necessary forms required by the college
- Confirmed travel arrangements to come to Washington College

Arriving at Washington College

The Global Education Office will send students to pick you up from Baltimore-Washington International Airport (BWI) on August 19, 2016. You need to make travel arrangements that will have you at the BWI airport on that day to arrive before 4:00 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 the following person:

Kay King, Director of Global Education Office
Office: 410-778-7762 ext. 7470

Alexandra Levy, Study Abroad Coordinator
Office: 410-810-8498
Cell: 443-282-6734

Victoria (Tori) Venable
International Student Services Coordinator
vvenable2@washcoll.edu

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.

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. Incoming students for the spring semester take part in a joint international and transfer student orientation. Both orientations assist in acclimating 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 Kay King, Director of Global Education Office, kking3@washcoll.edu, 410-778-7762 ext, 7470.

The orientation program aims 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.

![International students getting to know each other during Fall 2012 Orientation](image)

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
A typical student room at Washington College
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 a several traditions that every member of the Washington College Community looks forward to each year!

All Campus Picnic (August)
The Sunday before the first day of classes in August, everyone gathers for food and music. It's a good place to meet some of your professors and to make some new friends. There are fireworks, too!

Homecoming (September)
Homecoming 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. This year War on the Shore will be held at Washington College!

May Day (May)
Every May 1st, the Student Events Board plans a huge festival called “Mayday Revolution” starting at noon on the Campus Green. The event features live music from five different revolutionary-themed bands, revolutionary student poetry readings, fun inflatables, a giant slide, a mechanical bull ride, and other attractions.

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.
values, your ideals, your customs: in a word, your culture. Here, however, you may find that people 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. Over time you will work towards feeling integrated at Washington College, but this may take some time, and that is alright. Some symptoms of culture shock may be: 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, and 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
- Dean of the College, 410-778-7752
- Vickie Anderson, Health Services, 410-778-7261
- Kay King, Global Education Office, 410-810-7470
- Ahyana King, Intercultural Affairs, 410-810-7457
- Sarah Feyerherm, Student Affairs, 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 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 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 shy away from 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 82 clubs and organizations on campus. You can see more information here: [http://www.washcoll.edu/campuslife/student-groups.php](http://www.washcoll.edu/campuslife/student-groups.php). 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:
- Amnesty International
- Anthropology Club
- Chinese Student Union
- Best Buddies
- Colleges Against Cancer Club
- Caring for Kids
- Cleopatra’s Sisters
- Computer Club
- Dance Club
- Enactus
- EROS (Encouraging Respect of Sexuality)
- French Club
- German Club
- Habitat for Humanity
- International Relations Club
- International Studies Council
- Spanish Club
- Service Council
- Student Environmental Alliance
- Psychology Club

In addition to the various clubs, there are three fraternities and three sororities on campus. The fraternities are: Kappa Alpha, Kappa Sigma, Phi Delta Theta and Theta Chi. The sororities are: Alpha Chi Omega, Alpha Omicron Pi and Zeta Tau Alpha. International students who are four years or exchange students at Washington College can pledge a fraternity or sorority.
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 Global Perspectives (GRW). 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 Registrar’s Office, located on the first floor of Bunting Hall (410-778-7299).

The undergraduate students are classified in the following way:
- First year students are called Freshmen
- Second year students are called Sophomores
- Third year students are called Juniors
- Fourth year students are called Seniors

Methods of Instruction

The quality of teaching is very important at Washington College, and only faculty members (with Ph.D. or Master Degrees) teach the courses. There are no teaching assistants (TAs) filling the professors’ shoes. Only the Foreign Language laboratory classes are taught by language assistants who are native speakers and who will help you further develop your skills in any particular language. You might even become a language assistant!

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 Andrea Vassar, 410-778-7883, avassar2@washcoll.edu, in the Office of Academic Skills. To find out more about the Writing Center, contact John Boyd, 410-810-7417, jboyd2@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 obligation. This consists of several sessions with the staff in our Writing Center. The staff will read your work, comment on it, and help you improve your writing skills. Each student will be assigned a writing instructor with whom he or she will work for the duration of the semester. All students who want to have their papers proofread and commented on by specialists are more than welcome to make appointments with the Writing Center, located on the first floor of Goldstein. More information can be found here: http://writingcenter.waswashcoll.edu/

Exams can be in the forms of quizzes (the simplest form), in-class exams (take the exam 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 drama student). 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. 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

The following system is used to determine a student's Grade Point Average (GPA):

- A+/A = 4.00
- A- = 3.67
- B+ = 3.33
- B = 3.00
- B- = 2.67
- C+ = 2.33
- C = 2.00
- C- = 1.67
- D+ = 1.33
- D = 1.00
- D- = 0.67
- F = 0.00
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: [http://www.washcoll.edu/catalog/](http://www.washcoll.edu/catalog/).

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. This has significant ramifications if you are studying in the U.S. on a F-1 visa. 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. As a general rule, professors will not change a grade unless there are extenuating circumstances that merit a grade change. If you do 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 Dean of the College.

**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. Four year international students will work with Dean Patrice DiQuinzio until they are assigned an advisor within their major.
Advisors are more than 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 semester, 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 slip. Once you have permission to add the course, take the slip 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 two weeks of classes at the start of each semester. Information on drop/add is readily available on the webpage of the Registrar: [http://www.washcoll.edu/offices/registrar/](http://www.washcoll.edu/offices/registrar/). Remember that you cannot take less than 12 credits/semester, and it is not advised that you take more than 20 credits/semester.

**Pass/fail**
If you believe a course you have taken is too difficult for you, and the deadline for dropping the class has passed, you may opt for pass/fail. If you receive a passing grade at the end of the course, (at least a C), 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 course pass/fail.

**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 is 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. If you are unsure of whether or not 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:

**Computing Center** [http://www.washcoll.edu/oit/](http://www.washcoll.edu/oit/)
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)

**Library** [http://www.washcoll.edu/offices/miller-library/](http://www.washcoll.edu/offices/miller-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 here 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 library is open Monday to Thursday from 8:00 a.m. to 2:00 a.m., Friday from 8:00 a.m. to 10:00 p.m., Saturday from 10:00 to 8:00 p.m., and Sunday from noon to 2:00 p.m. Computing and printing services are available on the first floor. Printing costs 10 cents per page (8 cents per page if you print double-sided) and students are granted $24 dollars a year of printed copies (240 pages) for free. If you decide to put more money on your card, the cost is billed to your student account through your ID card. Computing and printing services are available on the first floor and scanning on the lower floor.

**Writing Center** [http://www.washcoll.edu/offices/writing-center/](http://www.washcoll.edu/offices/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.

Incoming freshmen will have to fulfill the writing component of the GRW (Global Research and Writing) seminars. During each semester of the freshman year, you will have to take one of the GRW courses offered, and you will have to meet at least three times with your assigned writing instructor in order to get a passing grade. During those sessions, you will discuss your work and ways in which you can make any necessary improvements.

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. [https://washcoll.mywconline.com/](https://washcoll.mywconline.com/)

If you have any questions regarding the Writing Center, please contact John Boyd, jboyd2@washcoll.edu (410-778-7262)

Please, schedule an appointment with the Writing Center prior to submitting your work.

**Quantitative Skills Center** [http://www.washcoll.edu/offices/quantitative-skills-center/](http://www.washcoll.edu/offices/quantitative-skills-center/)
Email: mkibler2@washcoll.edu
The Quantitative Skills Center is located on the main floor of Miller Library. If you need help with any math course, you will find the answer in the Math 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 is Matt Kibler, mkibler2@washcoll.edu, and he can be contacted with any questions or concerns.

If you want to schedule an appointment with the Quantitative Skills Center, you have to set up a profile on the appointment system using your Washington College email and password. [https://washcoll.mywconline.com/](https://washcoll.mywconline.com/)

**Office of Academic Skills** [http://www.washcoll.edu/offices/academic-skills/](http://www.washcoll.edu/offices/academic-skills/)
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 are not that good, Andrea Vassar, email avassar2@washcoll.edu, will be more than 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. 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. 
https://washcoll.mywconline.com/

**Phone services**
The telephone will play an important role in your life here, because it allows you to contact people easily.

*On-Campus Calls*
Washington College has its own switchboard, so on-campus calls are free. You will only have to dial the extension number (four digits) in order to call on campus. To make on-campus calls from your room you need a landline phone. You must purchase your own phone. You can also use call boxes around campus and in campus offices.

To place calls outside the campus on a landline phone, you will have to dial 9 first, and then your intended number. If you want to purchase the Washington College phone card, you should contact Sara Smith (410-778-7290), the Switchboard Manager. If you plan on having a phone for your room; you will have to purchase your own phone. You may find it easier and more convenient to purchase a cell phone while you are here in the U.S.

*Cell Phones*
There will be an opportunity to purchase a U.S. cell phone during the first few days of Orientation. Using your cell phone will be how you remain in contact with friends.

*Calling Cards*
One word of warning- for international calls, please purchase a calling card that best suits your needs. If you are going to call from your room telephone without having a service provider, it may cost you a great deal of money. When you purchase a calling card, pay attention to the surcharge fee (if there is any) and to the monthly fee (if there is any); the most convenient cards are those without such fees.

**Central Services** http://www.washcoll.edu/oit/central-services.php
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 basement 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. When you arrive at the College, you will be given a key to your own mailbox. Please do not lose it and remember the number of your box. Mailboxes are located on the first floor of the Casey Academic Center or in Hodson Student Center. Remember to check your mailbox regularly, because a lot of information is sent through campus mail. Sending mail to people on campus is free of charge. Off campus mail will be charged according to set prices. You can either send your mail from Central Services, or you can go to the Post Office in Chestertown, located on 104 Spring Avenue (tel. 410-778-0690).
Email: career_center@washcoll.edu
The Career Center assists students in preparing for their future goals by helping them define their personal and professional objectives. They also help students gain experience with careers that will help them achieve their goals by helping students find internships and jobs.

The Career Center is located beside Goldstein Hall. Lisa Moody, the Interim Director, and/or Vicky Sawyer 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.

**Bookstore** [http://washcoll.bncollege.com/](http://washcoll.bncollege.com/)
The bookstore is located on the 1st floor of Casey Academic Center. There you can purchase your 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 ManagementID account. Hours are Monday through Friday from 8:30 a.m. to 4:30 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. You can also buy your textbooks online through Amazon or EBay; this will 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.

**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: [http://www.washcoll.edu/athletics/johnson-fitness-center.php](http://www.washcoll.edu/athletics/johnson-fitness-center.php)

**Intramural Sports** [http://www.washcoll.edu/campuslife/club-sports.php](http://www.washcoll.edu/campuslife/club-sports.php)
Do you like to play soccer, football, or basketball? Join an intramural sports team! Student coordinators handle the logistics of paperwork, scheduling, and facilitation of events. Students create their own teams by filling out an IM Roster Form and submitting it to the Intramural Coordinators. Teams then elect captains; these captains are in charge of seasonal meetings and providing the proper intramural schedules to their teams. Both men and women play on the same team. Intramural seasons typically consist of two games a week, which are very flexible and do not take away from your academics. The IM schedule is broken into fall, winter, and spring seasons with 2 sports a season.
College Athletics [http://washingtoncollegesports.com/landing/index](http://washingtoncollegesports.com/landing/index)

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.

**Transportation Services**

The College provides a weekend shuttle service to Annapolis Mall and New Carrollton Metro Station. Students can take the [Metro](http://washingtoncollegesports.com/landing/index) transit system into Washington, D.C., and can access the [Amtrak](http://www.amtrak.com) train system at New Carrollton. The weekend shuttle offers a trip to and from Annapolis and New Carrollton Station once each day on Friday and Sunday, and twice on Saturday. Students *must* make advance reservations, however, using WebAdvisor to reserve a seat. **Reservations must be made before 2 p.m. on the Thursday before a Friday shuttle trip or before 2 p.m. Friday for a Saturday or Sunday shuttle trip.** Book your shuttles early because they are limited in seating and fill on a first come, first served basis. During College Vacation/Break the shuttle will run more frequently and will stop at BWI Airport and Wilmington, DE. Once again, reservations must be made in advance.

**Kent Crossing Shuttle**

The College offers a shuttle service for those students living in Kent Crossing Apartments. It is available every day of the week starting in the late afternoon, however, times vary depending on the month. The shuttle is available every 20 minutes at the parking lot by Hodson Hall. For an up-to-date schedule, go to: [http://www.washcoll.edu/offices/transportation/the-kent-crossing-shuttle.php](http://www.washcoll.edu/offices/transportation/the-kent-crossing-shuttle.php)

**Safe-Ride**

Safe Ride is a student run service that picks students up at night on Thursday, Friday or Saturday. Call Safe-Ride, 810-750-7433, tell them your location, and they will come pick you up and return you to campus. [http://www.washcoll.edu/offices/transportation/saferide.php](http://www.washcoll.edu/offices/transportation/saferide.php)

**Maryland Upper Shore Transit-MUST [http://www.mustbus.org](http://www.mustbus.org)**

The MUST transportation service operates a regular bus schedule for transportation on the Eastern Shore of Maryland. You can catch the bus at the Chestertown Dollar General. This bus, #4, will take you to Easton where you can take another bus, #9, to Cambridge. At Cambridge you can take a Greyhound bus to Washington, DC, Philadelphia or New York City. It is advised that you call in advance to ensure that all buses are operating. More information can be found here: [http://www.mustbus.org/index.html](http://www.mustbus.org/index.html)

**Health Services [http://www.washcoll.edu/offices/health-services/](http://www.washcoll.edu/offices/health-services/)**

If you get sick or have a health related problem, you can go to the Health Center and they will take good care of you. It is located in Queen Anne’s Hall, and you have to make an appointment in advance in order to be seen by the staff (unless it is an emergency). To make an appointment, contact Vicky Anderson (410-778-7261) from 8:30 a.m. to 4:30 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), and 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 the problem. Make sure you have your insurance card with you at all times, in order to avoid any delays in your treatment.

**Department of Public Safety** [http://www.washcoll.edu/offices/public-safety/](http://www.washcoll.edu/offices/public-safety/)

The Department of Public Safety is located on the ground floor of Wicomico House, a 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.

The Department of Public Safety’s responsibilities include basic security for the entire campus, enforcement of all traffic regulations, including vehicle registration, coordination of fire safety programs, and distribution of all building keys, ID cards, and access control. Public Safety officers have full authority to enforce all College regulations. Failure by members of the College community to comply with a reasonable request of a Public Safety Officer may result in a Washington College Campus Citation being issued, disciplinary action referral, or a criminal charge in the District Court of Maryland.

The Department of Public Safety recognizes that the current location of the office may not be accessible to people with disabilities. Anyone needing assistance can access public safety services by calling 410-778-7810 to make arrangements for service or go to the Student Affairs Office during regular business hours.

**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, under Quick Links: [http://www.washcoll.edu/offices/public-safety/](http://www.washcoll.edu/offices/public-safety/)

**Community Spaces**

Looking for a place to hold an event on campus? There are several large spaces that are available for student use. They are the I-House (East Hall), Student Center, Lounges in Chester and Sassafras Dorms and the Lit House. Still not quite the space you were looking for? Email Laura Wilson, Campus Events Coordinator, at lwilson3@washcoll.edu and she will help you reserve your space!

All events on campus must be registered. To register an event, these are the following steps that must be taken:
1. Events may occur on any day of the week, with the exception of events that include alcohol. Events involving alcohol may occur only Friday and Saturday, or on days that precede a day when no classes are scheduled.

2. Events may be scheduled until 12:00 a.m. on the Saturday before final exams.

3. Events must be registered using an Event Registration Form and approved by the Office of Student Activities a minimum of two weeks prior to the event date. Event registration forms can be found on the Office of Student Activities website (http://www.washcoll.edu/offices/student-engagement/event-planning/)

4. Events must end by 2:00 a.m. on Friday and Saturdays, and by 11:00 p.m. on all other days, unless the Director of Student Activities approves an exception.

5. Sponsoring student(s) or student organization(s) are responsible for all event clean up. Event clean up should occur as close to the ending of the event as possible but must be completed within 12 hours of the event’s end (unless previous arrangements for a shorter or longer time frame have been made).

6. Sponsoring student(s) or student organization(s) are responsible for ensuring that all event conduct is in compliance with state law, local ordinances, and College policy.

7. All registered events including alcohol must follow all campus alcohol policies.

8. Alcoholic beverages may not be consumed at either indoor or outdoor athletic events, including recreational sports and intramural events.

9. Student(s) and/or student organization(s) violating college policy will be subject to disciplinary action by the College or the Honor Board.

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

Hodson Hall Commons, Don Stanwick, Director, 410-778-7782

The Dining Hall, which has many food offerings for residential students, is located on the second floor of Hodson Hall Commons. Students, faculty, staff and guests will find different food stations with a variety of options. The *Fresh Market* has house made soups and fresh salads. *The Kitchen* offers an ever-changing buffet with entrees (including vegetarian options). *Baker’s Crust* has made to order sandwiches. *The Hearthstone Oven* has a brick stone pizza oven to prepare classic Italian dishes. *My Pantry* offers a freshly prepared special of the day. 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.

**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. The prices are *per semester*. It is advisable to get a meal plan as paying cash will become costly.

**Ultimate Unlimited Plan** $3,373.00

- Unlimited meals every day
- Twelve guest passes
- Retail exchange and equivalency throughout the day - can dine as often as they like
- $6.00 equivalency
- $100.00 in flex dollars

**Advantage 19** $3,081.00

- Three meals a day on week days, two meals on weekends
- Ten Guest Passes
- Retail exchange and equivalency throughout the day
- $6.00 equivalency
- $100.00 in flex dollars

**Advantage 14** $2,901.00

- Two meals a day throughout the week and weekends
- Eight Guest Passes
- Retail exchange and equivalency throughout the day
- $6.00 equivalency
- $100.00 in flex dollars

**Traditional 19** $2,663.00

- Three meals during the week and two on the weekends
- Six guest passes
- Retail exchange from 8:00PM to 10:00PM for the meal deal special
- $75.00 in flex dollars

**Traditional 14** $2,423.00

- Two meals a day during the week and weekends
- Four guest passes
- Retail exchange from 8:00PM to 10:00PM for the meal deal special
- $75.00 in flex dollars

**Meal Equivalency** $6.00

Meal Equivalency allows a meal card holder on specific plans to exchange a meal in the retail operations. If you go over $6.00, you must pay the in dollars or with you flex dollars.

- Breakfast - $6.00
- Lunch - $6.00
- Dinner - $6.00
Where to Eat?

**Hodson Hall Commons**
Hodson 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.

*Monday - Friday*
Breakfast: 7:30 am to 9:30 am
Continental: 9:30 am - 11:00 am (cereal, bagels, toast, and fruit are available)
Lunch: 11:00 am - 2:00 pm
Mid-Meal: 2:00 pm - 4:45 pm (salad, fruit, and sandwiches are available)
Dinner: 4:45 pm - 7:30 pm

*Saturday & Sunday*
Brunch: 10:30 am - 1:00 pm
Mid Meal: 1:00 pm - 4:45 pm
Dinner: 4:45 pm - 6:00 pm

**Java George**
Caribou Coffee, bakery, sandwiches, salads, smoothies and fresh made grab & go selections.

*Monday - Friday*
8:00 am - 8:00 pm

*Saturday - Sunday*
9:00 am - 4:00 pm

**Create**
Create features gourmet baked breads, high-quality meats and cheeses, homemade condiments, toppings galore and warm seasoned chips.

*Monday-Friday*
11:00 am - 11:00 pm
*Saturday-Sunday*
4:00 pm - 11:00 pm

**Martha’s Kitchen**
Martha’s Kitchen offers burgers, chicken and salads all grown locally.

*Monday - Friday*
11:00 am - 11:00 pm
*Saturday & Sunday*
4:00 pm – 11:00 pm
**Sophie’s Café – closed on Saturdays**

Located in Miller Library, Sophie’s Café offers Caribou Coffee, snacks, and fresh made “Grab & Go” selection.

*Monday-Thursday*
10:00am - Midnight  
*Friday*
10:00am – 4:00pm  
*Saturday*
Closed  
*Sunday*
5:00pm - Midnight

**Finances**
The dollar ($) is the currency of the United States, and it consists of 100 cents (¢). Paper currency is available in the amounts of $1, $5, $10, $20, $50 and $100. Coins make up the smaller denominations and they have been given various names:  
25 cents – a quarter  
10 cents – a dime  
5 cents – a nickel  
1 cent – a penny

**Business Office** [http://www.washcoll.edu/offices/business-office/](http://www.washcoll.edu/offices/business-office/)
The Washington College Business Office, located at 309 Washington Ave, 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. Mrs. Debra Bergen is the person in charge of student accounts. You can reach her by phone 410-778-7266 or email dbergen2@washcoll.edu

**Banking**
Most students find it useful to have a bank account while attending college, especially if you cannot constantly write home for funds. 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:  
**BB&T Bank**
503 Washington Avenue  
410-778-2900  
**Sun Trust**
611 Washington Avenue  
410-778-0513  
The best checking account options are those with no monthly service fee, no required deposit amount, and no fee for any written checks.
Financial terminology

**DIRECT DEPOSIT:** If you acquire employment at Washington College (F-1 students and one year J-1 students), you must have your checks 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. Your checks will be directly deposited to your account.

**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**
They 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, however, 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:
https://www.washcoll.edu/offices/global-education/international-students/taxes

**Sales tax**
The Maryland sales tax is 6% of the price and this applies to all items.

**Tipping**
This small fee is a means of showing gratitude 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 part of their hourly salary. They are paid less as tips are included as part of their hourly 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, gas station attendants, 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.

**Applying for Student or Scholar Visa**

**Tips for Planning Ahead**

**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. Information can be found on the U.S. Embassy Web site: [http://www.usembassy.gov/](http://www.usembassy.gov/)

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

The current fee for the visa is approximately $160, but there may be additional interview or service fees, including the $180 SEVIS fee for J-1 Visas or $200 for F-1 Visas (one-time fee for new students and scholars). Use only official US Department of State sources for fee information to avoid scam artists.

**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)
- Consult US Embassy or Consulate for additional forms

**Make sure your passport is valid for at least 6 months after the 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 with 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 photographs.**

The U.S. Department of state specifies that the photo be “1 and ½ inches square (37x37mm), showing full face with a neutral expression, without head covering, against a light background.” You can have your head covered if it is for religious purposes and wear glasses that do not have tinted lenses.

**Gather financial evidence that shows sufficient funds to cover tuition (if applicable) and living expenses during the period of stay.**

These would include income tax records, bankbooks and/or 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.

**Schedule the appointment for an in-person 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 immigrants 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. One suggestion is to practice English conversation with a native speaker before the interview, but do NOT prepare speeches!

Speak for yourself

Do not bring family members with you to the interview. A negative impression is created if you are not prepared to speak on your own behalf. If you are an undergraduate and need your parents in case there are 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 intending immigrants. 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 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 U.S. has just recently changed from having a paper I-94 form to an online I-94 form. Upon arrival to Washington College, you will be asked to log-in and retrieve the digital version of your I-94. If you enter the U.S. through a land border, then you will still be issued a paper I-94 form. For more information, please visit: http://cbp.gov/

To Maintain F-1 Status You Must:
• Have a valid passport and I-20 at all times (this also means that if you intend on leaving the country for winter and/or summer break, you must get your I-20 signed by a Designated School Official—Tony Littlefield—before each departure).
• Maintain full-time student status. For undergraduates, 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. Programs before you begin any employment activity.
• Never work more than 20 hours per week and only on campus while school is in session.
• Make sure that the I-20 matches the school you are attending.
• Notify the Registrar and the Office of International Programs 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.
• 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 registrar and Global Education Office. If you are transferring from one university to another, you must report to your new foreign advisor 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
• 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) or Alternate Responsible Officer (ARO) in order for J-1 students to remain in status.

Additional Requirements
• Maintain full time student status --for undergraduates, 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
Back to the 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)
Return to the US
• Valid passport (unless exempt from passport and visa requirements)
• A valid visa
• A valid Form DS-2019 or I-20 signed for re-entry on the reverse
**If you are leaving the country for the break, remember to have your DS-2019 signed by the RO before you leave!**

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

Things to do in Chestertown

Farmer’s Market (April-November)
Located in downtown Chestertown, you’ll find fresh home-grown fruits and vegetables, bread and crafts. It is open every Saturday morning from April until the last Saturday before Christmas.
First Fridays (Monthly)
Meander the red-brick, tree-lined sidewalks of Historic Chestertown, while enjoying extended shop hours and arts and entertainment throughout Downtown

Down Rigging Weekend (October)
The harbor and wharfs of Chestertown will be filled to capacity on the weekend of October 25-28, 2012 as ships from across the mid-Atlantic make their way up the Chester River to participate in the schooner SULTANA’s “Down Rigging Weekend.” An annual festival that has become one of the largest “Tall Ship” gatherings on the East Coast, Down Rigging marks the close of the SULTANA’s sailing season and the beginning of Down Rigging for many of the region's traditional sailing vessels. The weekend will afford the public opportunities to view, board and sail on the assembled fleet of more than 40 historic vessels.

Shopping in Downtown
There are a variety of shops where you can find anything from antiques to clothes. Walking through the shops is a great way to spend an afternoon.

Restaurants and Coffee Shops
For being a small town, Chestertown offers a great deal of variety when it comes to food and drinks. There are restaurants dedicated to Eastern Shore cuisine, Italian, Chinese, Mexican and of course fast-food. There are also a variety of coffee shops that offer free internet and are a great place to relax.

Restaurants: Fish Whistle, Luisa’s Cafe, Plaza Tapatia, Ellen’s Coffee Shop, China House, O’Connor’s Pub, JR’s After Hours Pub, Lemon Leaf Cafe, and Procolino's Pizzeria

Coffee Shops: Evergrain Bread Company, Play it Again Sam, Stam’s Soda Fountain, and Dunkin’ Donuts

Movie Theater
The Chester 5, located in the Washington Square Shopping Center, offers five movies every week. Remember to bring your student ID with you for discounts on movies that are not new releases! Also, Tuesdays are super bargain day when movies cost $5. To check what movies are playing visit: [http://www.kentcounty.com/events/movies.htm](http://www.kentcounty.com/events/movies.htm)
**Practical information – it’s all about the math…**
In the end of the handbook, we thought it would be a good idea to give you some conversions to serve you as referrals in need.

**Temperature conversion**
To convert Celsius to Fahrenheit degrees, you multiply the Celsius degree by 1.8 (or 9/5) and add 32.
Below are some temperatures to use as a guide.

<table>
<thead>
<tr>
<th>Celsius</th>
<th>Fahrenheit</th>
</tr>
</thead>
<tbody>
<tr>
<td>-17.80</td>
<td>0</td>
</tr>
<tr>
<td>0 (freezing)</td>
<td>32</td>
</tr>
<tr>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>15.6</td>
<td>60</td>
</tr>
<tr>
<td>21.1</td>
<td>70</td>
</tr>
<tr>
<td>26.7</td>
<td>80</td>
</tr>
<tr>
<td>32.3</td>
<td>90</td>
</tr>
<tr>
<td>100 (boiling)</td>
<td>212</td>
</tr>
</tbody>
</table>

The normal body temperature in human is 98.6 F or 36.9 C.

**Measurement conversion**

- **Linear**
  1 inch = 2.54 centimeters
  1 foot (12 inches) = 30.48 centimeters
  1 yard (3 feet) = 0.91 meters
  1 mile (5,280 feet) = 1.61 kilometers

- **Volume**
  1 quart (2 pints) dry = 1.10 liters
  1 quart liquid = 0.95 liters
  1 gallon (4 qts) dry = 4.40 liters
  1 gallon liquid = 3.80 liters

- **Weights**
  1 ounce (oz.) = 28.35 grams
  1 pound (lbs.) = 0.45 kilograms