

CAMPUS FACILITIES, OFFICES, & SERVICES

Athletics

Thaddeus Moore, Associate Vice President and Director of Athletics, ext. 7243

Department Website

Athletic Facilities

Thaddeus Moore, Associate Vice President and Director of Athletics, ext. 7243

All Washington College athletic facilities (except athletic fields) are available to currently enrolled students, faculty, and staff, and, on a restricted basis, to those who purchase membership through community access programs.

Athletic Fields

Use of the athletic fields is for varsity teams only. Absolutely no golf or other unauthorized use will be allowed on these fields. The Director of Athletics must approve non-varsity use of these fields. Unauthorized use can result in a campus citation for each person involved. Damage to the fields as a result of unauthorized use will be the responsibility of the person or persons found using that field, including bills for all necessary repairs.

The Recreation and Intramural Fields are located on the far northwest corner of the campus, next to Kent Crossing Apartments and Route 291. These fields are available for club sports, recreation sports, and general use, weather permitting. The fields may be reserved through Evan Clayton, Director of Campus Recreation, ext. 8307.

Cain Athletic Center

Athletic Department, ext. 7231

The Cain Athletic Center and Johnson Fitness Center are open for scheduled classes, scheduled team practices and athletic contests, and supervised recreational activity. Contact Thad Moore, ext. 7243, for use of the Hall of Fame Room, Penny Fall gym, and Cain dance studio.

The Benjamin A. Johnson Fitness Center (JFC)

Hours: Monday–Thursday: 6 a.m.–10 p.m., Friday: 6 a.m.–7 p.m., Saturday: 11 a.m.–7 p.m., Sunday: 11 a.m.–7 p.m.

Hours are reduced when College is not in session. Monday–Friday: 7–9 a.m., 11 a.m.–1 p.m., 4–6 p.m., Saturday: 11 a.m.–2 p.m., Sunday: closed. Closed all holidays

Josh Brown, Director of Sports Performance, ext. 7234

The Johnson Fitness Center Desk, ext. 7256

Weight Room, ext. 2658

The JFC is open for scheduled classes, recreational activity, and intercollegiate team practices seven days a week. The facilities available in the JFC include locker rooms, saunas, a three-lane jogging track, basketball, volleyball, and tennis courts, batting cages, lacrosse nets, two racquetball and two squash courts, a dance studio, and a strength and conditioning room featuring lifetime fitness upright and recumbent bicycles, ellipticals, steppers, treadmills, and universal equipment, Keiser Spin Bikes, Jacob's Ladders, Hammer Strength Plate loaded machines, combo racks, and free weights. Contact Nick Triano (ext. 7234) for use of the JFC field house and dance studio.

The Casey Swim Center

Hours: Monday–Friday, 7–9 a.m., noon–2 p.m., 5–7 p.m., Sunday: 1–5 p.m.

The Casey Swim Center is open for scheduled classes, intercollegiate team practices, and recreational activity seven days a week. Everyone who presents an ID to use this facility must obey all posted regulations as well as specific instructions given by lifeguards or Swim Center staff. Those needing to take a swim test for using school boats should come to the Swim Center during scheduled recreational swim hours.

Schottland Tennis Center

Hours: Monday, Tuesday, and Thursday: 9–11 a.m., Wednesday and Friday: 7–11 a.m., Saturday: 9 a.m.–noon

Contact Constantine Ananiadis, ext. 7259, to schedule additional playtime.

The Schottland Tennis Center is open for scheduled clinics, recreational activities, and intercollegiate team practices seven days a week. The facilities include eight tennis courts, locker rooms, and a clubhouse. Players must provide their own rackets, balls, and non-marking tennis shoes.

The Lelia Hynson Boating Park

Hours: Monday–Friday: 2:30–6 p.m., Saturday–Sunday: noon–5 p.m.

Benjamin Armiger, Director, ext. 7242

The Lelia Hynson Boating Park offers such activities as sailing, kayaking, and rowing. The park is open for scheduled classes, team practices, and recreational activity seven days a week, weather permitting. The above hours are general; specific hours are posted each semester. Students wishing to take out College boats **must** first pass a swim test administered at the Casey Swim Center. To arrange a swim test, contact Kim Lessard at ext. 7241.

For information about the use of the Lelia Hynson Pavilion in the Boating Park, contact Ben Armiger (ext. 7242) and then Student Engagement (ext. 7146) to clear the event on the Student Activities Calendar.

Varsity Athletics

Washington College offers 18 intercollegiate programs at the varsity level within the guidelines outlined by membership in Division III of the NCAA and the Centennial Conference. Students interested in a particular sport should contact that sport's head coach. The names of individual coaches can be found on **the Athletic Department website**. Intercollegiate varsity sports for men include baseball, basketball, lacrosse, rowing, soccer, swimming, and tennis. For women, varsity sports include basketball, field hockey, lacrosse, rowing, soccer, softball, swimming, tennis, and volleyball. There is also a co-ed varsity sailing team and a co-ed varsity trap and skeet team. Men's and women's golf will begin as a club sport in 2022–23 and will transition to varsity status in 2023–24.

Standard of Behavior at Athletic Events

Students are expected to conduct themselves in a manner consistent with the expectations for student behavior and College policy at all campus social and athletic events. Rudeness, belligerence, and intoxication will not be tolerated. Alcohol is **not** allowed at any athletic event. Students who do not conduct themselves in a proper manner will be subject to disciplinary action.

Recreational Sports and Activities

The Recreational Department focuses on intramural competition as well as leisure activities that promote the College's surrounding environment. The department's goal is to create exciting and enjoyable activities that emphasize and educate Washington College students on the art of living a healthy lifestyle. Lifetime wellness is an essential component of the Recreation Department's philosophy, and Recreation staff helps motivate and support students interested in lifetime wellness.

Intramural activities promote friendly competition and provide students with a healthy escape from classroom stressors. Yearly intramurals may include flag football, badminton tennis, basketball, soccer, volleyball, floor hockey, Futsal, racquetball, ultimate Frisbee, table tennis, and kickball. Recreational fitness classes offer a variety of free fitness options with top-notch instructors. Students can enjoy aerobics, Pilates, yoga, Zumba, meditation, and several other classes that challenge the mind, body, and soul.

The Washington College Club Sports Program, under the auspices of the Recreational Sports Program, promotes student participation in a variety of physical and athletic activities and gives students the opportunity to engage in the sport of their choice at various skill levels. The program emphasizes student leadership and involvement and provides non-varsity competition in several sports. Students interested in starting a sports club that is not currently active should contact Steve Kaneshiki, ext. 8307; skaneshiki2@washcoll.edu.

With the Chester River and the Chesapeake Bay close to campus, recreational boating and fishing are favorite options for Washington College students. The College's Boating Park on the Chester River provides opportunities for a variety of water activities, including kayaking, canoeing, sailing, crabbing and, fishing.

Campus Offices

Campus offices are open Monday through Friday from 8:30 a.m. to 4:30 p.m., except where noted.

Accommodations for Students with Disabilities

Miller Library, Second Floor, Office of Academic Skills

Alex Yates, Disability Access Specialist, ext. 5799

Department Website

Disability Services, a part of the Office of Academic Skills, provides information, support, and accessibility accommodations for individuals with disabilities on campus. Accessibility accommodations are provided in compliance with the Americans with Disabilities Act (ADA) of 1990, the Amendments Act (ADA AA) of 2008, and Section 504 of the Rehabilitation Act of 1973. If you are a student with disabilities and you would like to request accommodations, please review and follow the Accommodation Request Process found on the **Disability Services webpage**. Students

are encouraged to request accommodations as early in the semester as possible to ensure timely access to programs and facilities. If you need assistance with the process or have any questions or concerns, please contact Alex Yates, Disability Access Specialist, at ayates@washcoll.edu.

Bookstore and Campus Shop

Casey Academic Center, Gallery

Hours: Monday–Friday: 9 a.m.–4 p.m., Saturday: as posted

Director, ext. 7749

Please visit the Bookstore website (<https://washcoll.bncollege.com/>) for updated hours.

The Bookstore at Washington College is operated for the benefit of the students, faculty, staff, alumni, and friends of the College. Textbooks required and/or recommended for courses are located on the mezzanine level of the store and are available at the beginning of each semester. These books will be returned to the publishers starting at midterms.

Textbooks in original condition may be returned for full credit for a limited time only; dates vary each semester and will be posted. Otherwise, selected books can be sold back to the Bookstore for cash during examination week each semester.

Textbook Rental: At the campus Bookstore, students can rent the textbooks needed for the semester and then return them at the end of the term.

How much do I save with textbook rental, and how do I pay?

Renting textbooks can save students up to 80% over the cost of purchasing a new, printed textbook. Most forms of payment currently accepted at the Bookstore can also be used for rentals. Credit card information must be kept on file, even if payment is made with a different method. Should a book not be returned, the student will be charged the cost of the book.

Why do you need a credit card if I am paying for the rental some other way?

If the textbook rental is returned after the due date or is damaged, the credit card on file will be used to pay for a replacement book and processing fee, as described in the Rental Agreement.

If the Bookstore accepts financial aid, can I use it to pay for a textbook rental?

Yes, financial aid can be used to pay for a textbook rental. A credit card will still be required to be on file in order to rent a book.

How long is the rental period, and can I return books by mail?

The rental period begins the day the textbook rental is paid and continues until the day after the last day of finals, as shown on the Order Confirmation. All rented textbooks must be returned to the Bookstore, in good condition, by the Rental Return Due Date. Textbook rentals returned via mail must be postmarked by the Rental Return Due Date. Books can be returned by mail by using the label available for a small shipping fee through the store textbook site or any other shipping method preferred. If returning multiple books, please put them in one box and use one shipping label and make sure that the order number is included with the books you are returning. Books can also be dropped off at the Bookstore any time before the return date.

How do I know which books are available as rentals?

The list of textbook rentals is posted on the Bookstore website and is displayed in the Bookstore. Online, the “Rental” option will display in the book list alongside “New” and/or “Used” (if available); check the box and follow the instructions.

What happens if I drop a class?

The drop/add policy for rented books is the same as for purchased books. Return the book to the Bookstore within the allowed period along with drop/add documentation. If a book is returned via mail, it must be postmarked within the allowed drop/add return period and must include a copy of the drop/add documentation along with the book.

Can I get a refund if don't drop a class?

The same return policy applies to rented textbooks as to purchased textbooks. Textbooks must be accompanied by the receipt and returned in good condition, along with any components such as CDs, etc., included with the textbook when rented. If returned by mail, the rented textbook must be postmarked within the Bookstore's refund period.

Can I buy my rented textbook?

Students may decide to convert textbook rental to a purchase through the second week of classes without any additional charge. To do this, students must contact the Bookstore. The Bookstore will credit the rental charge and charge the student for the book. If the student returns the book by the Return Due Date, the student can decide to purchase the book at the used book price.

Can I mark up the inside of the book with a highlighter or make notes in the margins?

Normal use of highlighting and writing is permitted. The Bookstore will use the same standards for determining acceptable condition of rental textbooks that it uses for determining condition of books sold back as used books.

Can the Bookstore refuse to accept my textbook rental when I return it?

Yes, the Bookstore can refuse to accept your rental book if it is not returned in good condition. Good condition will be judged by the Bookstore alone, and means the book spine is intact, no excessive damage to cover or contents, all original pages intact, all original components present, and no excessive highlighting, writing, or other markings. Normal-use highlighting and writing is permitted. If the Bookstore determines that a rental book is not acceptable for return, the student will be charged for a replacement copy and a processing fee.

What happens if I lose the book or do not return it by the due date?

The student will be charged for a replacement textbook along with a processing fee for any book not returned, regardless of the reason. The replacement cost and processing fee will be charged to the credit card on file. The student may keep the book if desired. These fees are in addition to the rental fee: the replacement cost is 75% of the selling price of the book at the time of purchase; the processing fee is 7.5% of the selling price at the time of purchase.

What if I forget when the rental is due?

As a courtesy, the Bookstore will send a reminder notice to the email address the student provided on the rental agreement during the rental check-out. However, it is the student's responsibility to return the book by the due date, even if the student does not receive this email. Rental books are due back—or must be postmarked by—the day after the last day of finals.

In addition to textbooks, the Bookstore carries a wide range of goods: imprinted clothing, imprinted gifts, school supplies, greeting cards, general books, art supplies, computer supplies, snacks, and toiletries. Clothing may be tried on in the restrooms across the lobby by arranging to leave your student ID with the sales clerk.

Students who have activated and placed funds on their student ID card may charge at the Bookstore using their ID card. The student must present his/her ID to charge. The Bookstore also accepts cash, checks, Visa, MasterCard, Discover, and American Express. Barnes and Noble gift cards may also be purchased and used in the Bookstore.

Any item may be returned with a receipt; textbooks must be returned by the posted date. If the original transaction was a charge, the amount will be credited to that charge. If it was cash/check, cash will be given. Any item without a receipt can be exchanged for another, excluding textbooks, if the item is in the original condition. Please see **the Bookstore's website** for up-to-date and detailed information.

Bursar/Business Office

Casey Academic Center, first floor

Hours: Monday–Friday, 8:30 a.m.–4 p.m.

Jenny Hutton, Director of Accounts Receivable, ext. 7171

Department Website

Student IDs must be presented for all transactions. For more information regarding the Business Office and how you can pay on your student account, visit our website.

Career Development

Rebecca Corbin Loree Building

Nanette Cooley, Executive Director, ext. 8505

Lisa Moody, Associate Director, ext. 7427

Georgina Bliss, Assistant Director, ext. 7892

Penny Weintraub, Office Coordinator, ext. 7890

Department Website

The Center for Career Development offers a wide range of resources, assessments, and services to support students with career exploration and self-discovery. Career Center staff facilitate workshops and programs that help students identify interests, select majors, and gain marketable skills through experiential learning opportunities. In addition to counseling and coaching, career coaches provide assistance with the graduate and professional school application process, résumé development, interviewing, professional etiquette, and networking strategies. Students are

encouraged to meet with coaches to define goals and develop an individualized plan that will help to position them for a lifetime of professional success. Participation in the First Year Career Awareness Program is required of all first-year students.

Central Services—Mail, Package, & Print Services

Email: central_services@washcoll.edu

Casey Academic Center, First Floor

Academic Year Hours: Monday–Friday, 9 a.m.–4 p.m.

Saturdays, 9 a.m. to noon

Department Website

Central Services receives and distributes intercampus mail and packages for faculty, staff, and on-campus students in addition to processing USPS mail. The department also processes and handles the College's incoming and outgoing USPS, UPS, and FedEx packages.

Students will be responsible for picking up their mail and packages from Central Services in a timely fashion. Please see our website for the policy on the limit for holding packages. Large packages should be picked up the same day as received.

Students will receive an email from tracking@washcoll.edu each time a piece of mail or package is checked in for them to indicate it is ready for pickup. Please do not come to Central Services to pick up a package unless you have received this email notification.

Only on-campus students are permitted to receive mail and packages at the college's Central Services facility. Off-campus students must use their off-campus address or a post office address for these items. Please **see here** for the Student Mailbox Mass Mailing Policy.

To ensure on-campus student incoming mail and packages are able to be checked in to a student properly, students should notify friends and family of the correct address:

Student Full Name (registered name please, no nicknames)

Washington College
300 Washington Avenue
Chestertown, MD 21620-1197

Central Services does not accept student packages until August 1 for the fall semester. Please keep this in mind when ordering or shipping items to be here when you move in. If you ship or order items to be here when you move in, please be sure to pick them up ASAP upon your arrival to campus.

Please check our webpage for items that may not be shipped to the College. We are unable to accept grocery or food deliveries such as Amazon Marketplace, Misfits Market, Hello Fresh, etc. Any perishable item shipped to a student must be picked up the same day as received by the student, as we do not have refrigeration.

Shipping Services

Central Services provides outbound shipping services through UPS, Federal Express, and the U.S. Postal Service. We also accept outbound packages for these shippers that have a pre-paid shipping label. These shippers pick up from the College Monday–Friday. For more information about shipping services, please check our webpage. Individual postage stamps are available for purchase at Central Services. We accept cash, and all major credit cards for services \$5 and over.

Copy/Print Center

In addition to providing mail and package services, Central Services offers an in-house print shop for printing, copying, and collating. The Central Services print shop offers poster printing and document folding at competitive pricing. Please **email us** for all inquiries about print/copy services or visit the department website.

Community Service

Hodson Hall Commons Student Center

Antoine Jordan, Director of Student Engagement, ext. 7146

The Office of Student Engagement offers students and student service organizations a point of contact and other resources for those eager to make a difference in our campus community, the wider Chestertown/Kent County community, nation, and world. The Student Government Association sponsors multiple service opportunities each year, starting with a service project for incoming students during Orientation. The Office of Student Engagement is also available to assist individuals and organizations with planning service projects or exploring other service opportunities. Whether working with children, preserving the environment, feeding the hungry, or brightening the lives of seniors, students will find plenty of opportunities to get involved in the surrounding community.

Counseling Services

Queen Anne House, Within Health Services, 410-778-7261

By Appointment Only

Roland Jennings, MSW, LCSW-C, Coordinator of Counseling

Department Website

Counseling Service is located within the Health Services building in Queen Anne's and offers a range of counseling resources related to college student mental health and well-being, adjusting to college life, or academic success for full-time students during the regular academic year. Appointments can be made at the Health Center or by calling ext. 7261 on campus or 410-778-7261 if you live off campus. There are no charges to enrolled students for office visits with the Counseling staff.

Summer and College Holiday Hours

The Office of Health and Counseling provides clinical and administrative services for currently enrolled full-time students during the academic year only. Health and Counseling Services are open for administrative purposes when classes are not in session (during the summer and College holidays), but clinical care cannot be assured during this time. Students wanting to make an appointment to see a Washington College health or counseling clinician should call the office at 410-778-7261.

During times when classes are not in session, students should seek support from the following resources:

- 911 for Emergencies
- University of Maryland Shore Medical Center at Chestertown: 410-778-3300
- National Suicide Prevention Lifeline: 988 or 1-800-273-8255
- **Mantra Telehealth**
- Office of Public Safety (who will refer you for support): 410-778-7810
- For All Seasons Behavioral Health Hot Line (24/7): 1-800-310-727
- Chester River Behavioral Health and Wellness: 410-778-5550 (Monday–Friday, 9 a.m.–7 p.m.)
- Sante Eastern Shore Mobile Crisis Team (24/7): 1-888-407-8018

Students needing regular, ongoing, or intensive support will be referred to local providers for additional clinical support.

Dining Services

AVI Fresh Main Office, ext. 7780

Michelle Masservey, Resident Director of Dining Services, ext. 7791

Department Website

Located on the second floor of Hodson Hall, the Hodson Culinary Center features an extensive lineup of culinary platforms. Students can experience a diverse menu selection of made-to-order and quick-service selections as well as daily specials at the all-you-care-to-enjoy venue.

The Homestyles station offers a rotating menu of comfort food inspired by unique spices and techniques. Roots features a rich variety of plant-based cuisine that is wholesome as well as exciting. Fusion offers wellness selections that incorporate lean proteins, high-fiber starches, and fresh vegetables. Create a custom salad at NutriBar with freshly cut greens and vegetables and a variety of your favorite salad toppings. Smoke & Fire showcases slowly smoked chicken, pork, beef, vegetables, and even fruit to enhance any sandwich, salad, or side. For students with allergies or food preferences, Clarity provides selections free from common allergens of peanuts, tree nuts, shellfish, wheat, sesame, soy, milk products, and eggs. Trattoria features fresh hand-crafted pizzas, contemporary pasta dishes and gelato. The Carvery offers a selection of meats that are freshly roasted or smoked and sliced in-house, creating a fresh taste and aroma that makes each sandwich special.

Located on the lower level of Hodson Hall, the refreshed Hodson Commons offers four brand-new contemporary concepts. Freshens Fresh Food Kitchen features a variety of grilled flatbreads, freshly tossed salads, deliciously toasted wraps, and globally inspired rice bowls. For those craving a late-night bite, Freshens Fresh Food Kitchen converts to CRAVETOWN, a 100% mobile app ordering concept that features toasted wraps, melts, flatbreads, pizzas, and sides. Boar's Head Deli offers a premium selection of sandwiches, wraps, and salads, all made with the freshest ingredients. We Proudly Serve Starbucks at Java George features barista-crafted coffee, specialty drinks, and gourmet teas that pair with our Fresh-to-Go pastries.

In a rush? Students will be able to order from the GET APP at Hodson Commons, available on the Apple Store or Android Google Play.

Students with food allergies should discuss questions or concerns about specific food items with the chef managers in the Culinary Center. For more information about food allergies, labeling, and preferences, please contact our AVI Fresh Registered Dietitian, Samantha Yunko, MS, RD, CDN, at SYunko@AVIFoodSystems.com. Gluten-free and vegan options are available upon request.

Hodson Culinary Center Hours of Operation**Monday–Friday**

Breakfast: 7:30–10 a.m.

Continental Mid Meal: 10–11 a.m.

Lunch: 11 a.m.– 2 p.m.

Continental Mid Meal: 2–4:30 p.m.

Dinner: 4:30–7:30 p.m.

Saturday–Sunday

Brunch: 10 a.m.–2 p.m.

Continental Mid Meal: 2–4 p.m.

Dinner: 4–6 p.m.

Hodson Commons Hours of Operation

We Proudly Serve Starbucks at Java George

Monday–Friday

8 a.m.–8 p.m.

Freshens Fresh Food Kitchen**Monday–Friday**

11 a.m.–8 p.m.

CRAVETOWN at Freshens**Monday–Friday**

8 p.m.–midnight

Saturday–Sunday

6 p.m.–midnight

Boar’s Head Deli**Monday–Friday**

11 a.m.–8 p.m.

Fresh Market at Sophie’s Café

24-hour access with your Washington College ID card

Meal Plan

All meal plans begin with Saturday brunch and end with Friday dinner when the College is in session. Students entering the Culinary Center must have a valid meal plan or have activated the debit card feature of their Washington College ID. With the exception of the 19- and 14-meal plans, which allow three swipes in the Dining Hall per day, all other plans allow you to use your swipes whenever you choose. All students have the option to change their plan. It is the student’s responsibility to make this change in THD prior to the second Friday of the semester. No changes will be approved after the second Friday of each semester.

Dining dollars on all plans will roll over from fall to spring but will need to be used up before the end of the spring semester.

Washington College 2024–2025 Meal Plans (<https://aviserves.com/washcoll/meal-plans-and-dining.html>)**Meal Plan Requirement Waiver Request—Review Process**

Washington College affirms the educational benefits inherent in the residential aspect of the undergraduate experience. A meal plan is required of on-campus students to develop a sense of community that arises from table sharing in this environment. Students with disabilities and/or health conditions with medically necessary dietary needs may request meal plan modifications as an accommodation. If the accommodation is approved, these modifications will be provided by Dining Services. If Dining Services is unable to provide reasonable meal plan modifications, the student may

be granted an exemption and released from the meal plan. The student may be partially or fully reimbursed for the meal plan costs, depending on the circumstances. All requests for meal plan accommodations are made through Disability Access in the Office of Academic Skills (OAS). Information regarding requesting accommodations can be found **at this link**.

The specific process for requesting a meal plan accommodation is as follows:

1. The student must complete the Public Accommodation Request Form found **at this link (https://washcoll-accommodate.symlicity.com/public_accommodation/)**.
2. Along with the form, the student must provide supporting documentation by having their healthcare provider complete and submit the Accessibility Accommodation Documentation form directly to Alex Yates, Disability Access Specialist, using the contact information below:

Alex Yates, Disability Access Specialist
Washington College
300 Washington Avenue
Chestertown, MD 21620
FAX: 410-778-7884
oas@washcoll.edu

Within five business days of receipt of the form and the supporting documentation, the student will be contacted by email with instructions for scheduling an initial meeting. At this meeting, the student's accommodation request and documentation form will be discussed and additional information may be requested. The student will receive a decision letter within five business days of the initial meeting.

Food Pantry/George's Free General Store

The Washington College food pantry (also known as George's Free General Store) is located in the Goose Nest in the Hodson Commons Student Center. It is supported by community donations and is stocked with non-perishable food and some personal hygiene products. The store's motto is Take What You Need; Give When You Can. It is open to all students and campus community members. **Visit the website** for more information on the store.

Health Services

Queen Anne House, Health Center, ext. 7261; 410-778-7261

Hours by appointment only: Monday–Friday, 8:30 a.m.–noon and 1–4 p.m.

Lisa Marx, MSN, CRNP, Director

Tina McCreary, Administrative Assistant

SheKayla Hooks, Nurse Practitioner, DNP, APRN, FNP-C

Jessica Strong, Medical Office Assistant

Lori Bunts, BSN, RN

Elizabeth Smith, PA-C

Matthew King, MD—consultant/lab director

Department Website

Health Services is an on-campus clinic that provides medical services by appointment only to full-time students during the regular academic year. Health Services is located between the Queen Anne and Caroline residence halls and is staffed full-time by nurse practitioners, a Physician Assistant and a registered nurse.

Appointments can be made at the Health Center or by calling 410-778-7261. Students must present their ID cards at the registration desk.

For emergencies occurring when Health Services is not open, students should go to the Emergency Department at University of Maryland Shore Medical Center at Chestertown adjacent to the campus and directly behind Minta Martin residence hall. The hospital's address is 100 Brown Street, Chestertown, MD 21620 or call 911. **Eastern Shore Urgent Care**, an urgent care facility not affiliated with the College, is located at 6415 Church Hill Road, just over the Chester River Bridge in Queen Anne's County, and can be reached at 410-498-4848. Additional urgent care facilities are located in Middletown, Delaware, and in Easton and Chester, Maryland. These are about a 40-minute drive from campus.

All services at the College Health Center are confidential, and information cannot be released to administration, faculty, parents, etc. without your permission. Students requiring more extensive evaluation, testing, or admission are referred to the local hospital, University of Maryland Shore Medical Center, LabCorp, or Chesapeake Medical Imaging.

For minor illness or injury, contact your Resident Assistant (RA). Each RA has a basic first-aid kit and over-the-counter products like antibiotic ointment, burn cream, Tylenol or Ibuprofen packets, and cough drops.

While there is no charge or co-pay for office visits with Health Services, there are charges for prescription medications if dispensed from the health center, oral/fluid rehydration items, and for lab tests and procedures performed in the clinic. These charges will appear on your student bill as "health services charge." Students are also financially responsible for the cost of any services performed outside the College Health Center for laboratory or radiology testing or prescriptions that need to be filled at a local pharmacy. These services are billed individually from the associated facility and are separate from any Washington College charges.

Students have a choice of receiving a written prescription to take to a local pharmacy (Walgreens or Chester River Pharmacy) or to purchase prescriptions from Health Services for in-stock medications. We encourage you to inquire about the amount of the charge before medications, tests and/or procedures are given. These charges cannot be refunded after services are rendered. Please discuss your insurance type with parent/guardians and where you may need to go for testing, as required by your insurance, and also what your out-of-pocket copay will be for any prescriptions you have filled at a local pharmacy.

Health Insurance

Washington College **requires** that all students, including our international students, have health insurance and provide documentation of health insurance annually.

For Students Using Private Health Insurance:

Copies of insurance cards (front and back) must be uploaded into **the student health portal**, and you must complete a waiver and document your coverage every year at universityhealthplans.com (<http://universityhealthplans.com>) so you are not automatically billed for the College's student health plan. The College offers a health insurance plan with a limited amount of coverage for accidents and sickness. For more information about these insurance policies or to enroll, visit universityhealthplans.com (<http://universityhealthplans.com>). The premium for this policy changes annually and is billed to the student's account.

New for Fall 2022: International students will be automatically enrolled in the college's student health insurance plan unless they can provide proof of coverage of a comparable plan with a billing address in the United States. Otherwise, these policies may not work or may not be accepted at local medical facilities, in which case, the student would be responsible for the medical bills.

Any student who loses their health insurance during the academic year may purchase the College's plan by contacting University Health Plans. Students insured under an HMO, such as Kaiser Permanente, are encouraged to check with their insurance carrier to determine if additional coverage is needed and to investigate the closest locations of testing and dispensing facilities within their network. The closest Kaiser Permanente facility is in Annapolis, Maryland.

It is the student's responsibility to give the health care provider complete and full information on health status and to cooperate with the treatment plan and follow-up care. The student's responsibilities include asking questions, using materials made available for education regarding their own health concerns, showing the same respect for the health care provider that they expect to receive, keeping appointments, and following the treatment plan. Students failing to provide the health care provider with information may be denied treatment.

Student Health Fee: All full-time students are required to pay a Student Health fee per semester, which is billed by the college to your student account.

Intercultural Student Affairs

Intercultural Center, Minta Martin First Floor

Nicolle Moaney, Director of Student Intercultural Affairs

Department Website

The Office of Intercultural Affairs is committed to creating an inclusive environment essential for all students' cultural development and academic success. The office's mission is to provide resources and opportunities to the Washington College community to live, learn, and work in spaces across difference.

With intentionality and focus on inclusion of all identities, but not limited to age, race, ethnicity, sex, gender identity expression, sexual orientation, religion or lack thereof, socioeconomic status, citizenship status, ability, military service, or any other classification making individuals special and unique, the office will:

- Develop and educate citizen leaders from a cultural perspective and intersectionality lens
- Cultivate an inclusive, welcoming, and supportive campus
- Foster intercultural engagement
- Provide opportunities for self-awareness and reflection across difference

Our vision is to create a community in which all people feel valued and valuable for who they are.

The office, which coordinates campus support and programming for the Washington Scholars program, also serves as a support system for historically underrepresented students to foster a sense of belonging, academic achievement, retention, and assist in their leadership development. Additionally, the Director of Intercultural Affairs coordinates the College's **bias incident response protocol**.

Public Safety

Cullen Hall, lower level: 410-778-7810

Pamela Hoffmann, Director of Public Safety

Office Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.

Department Website

The Department of Public Safety is located on the lower level of Cullen Hall. Public Safety Officers are on duty 24 hours a day, seven 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 policies. The officers work closely with local and state jurisdictions, and information on criminal activity is shared among agencies when appropriate.

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, access control systems, and distribution of building keys and ID cards.

Public Safety Officers have full authority to enforce all College regulations and policies. All members of the College Community should be aware that failure to comply with a reasonable request of a Public Safety Officer might result in a Washington College campus citation being issued, disciplinary action referral, or a criminal charge in the District Court of Maryland.

For assistance or to report a crime or emergency, dial 410-778-7810 from a campus phone to speak directly with Public Safety personnel. Public Safety Officers will respond to investigate all reports of criminal activity or emergencies. In the event of an immediate medical emergency or clear and present threat, dial 911 (Kent County Office of Emergency Services) or 911 from any campus extension. Officers and/or trained dispatchers are available 24 hours a day to respond to emergency calls. Individuals with hearing disabilities can access the Kent County Emergency 911 service by dialing 911 or 410-778-1241. The Kent County 911 Communications Center is equipped with a TDD service. The Emergency Center will convey your request for assistance to the Public Safety Office.

Anyone needing assistance can access Public Safety services by calling 410-778-7810.

Student Center in Hodson Hall Commons

Office of Student Engagement, ext. 7146

Antoine Jordan, Director of Student Engagement, ext. 7146

Department Website

The Hodson Hall Commons Student Center is the heart of student activity on campus. Whether students are looking for a quiet, comfortable place to relax between classes or a meeting place for their club or organization, they can find it in the Student Center. Consisting of five main areas—The Goose Nest, the Office of Student Engagement, The Egg, the Student Government Association offices, and the newly established commuter/veteran's lounge—The Student Center has something for everyone.

The Goose Nest offers comfortable high-top tables with seating for 48, a 70-inch high-definition television, and a projector screen that shows everything from movies to sporting events. The Goose Nest also features pool tables, ping-pong, and foosball for student use. The Egg, the main performance space in the Student Center, hosts dance parties, movie nights, open mic nights, and much more.

The commuter/veteran's lounge features comfortable seating and downtime areas as well as private locker spaces and a place for commuters and veterans to call their own during the day. This newly renovated lounge area is available only to commuter students, students with veteran status, and their guests.

If you have questions about the Student Center or wish to reserve space, contact the Office of Student Engagement at student_engagement@washcoll.edu.

Student Engagement

Hodson Hall Commons Student Center

Antoine Jordan, Director of Student Engagement, ext. 7146

Department Website

The Office of Student Engagement sponsors activities and events that support a healthy student social life and enhance the campus community, manages the operation of the Student Center, the Student Events Board, Fraternity and Sorority Life, and offers support to student clubs and

organizations. The office promotes and encourages a deep and meaningful co-curricular experience by providing students with opportunities to learn, discover, lead, and grow.

Student Employment

Amy Thonnings, Student Employment Coordinator, ext. 7725

Office of Human Resources, ext. 7260

Business Office, ext. 7251

Department Website

Students seeking on-campus and off-campus internship opportunities can find the Student Employment link posted on the **Career Development job search page**. On-Campus Positions **can be viewed here**.

All Washington College students are required to take two Professional Development Workshops per academic year. The schedule can be found at **the Center for Career Development's webpage**.

Employment preference for on-campus jobs will be given to students whose financial aid package includes a federal work-study award.

All student employees who work virtually or on-campus are required to complete an employee Pay Pack. Without exception, these documents must be uploaded into the JobX portal **before your first day of work**. Working before your documents are received may result in losing your employment. The Pay Pack includes the following:

- Federal I-9 Form
- Federal and State Withholding Certificate
- Authorization for Automatic Direct Deposit
- Acknowledgment of receipt of the following College policies: Confidentiality, Drug, Alcohol, Firearms, and Use of Property

Note: Form I-9 requires a student employee to show proof of identity and eligibility to work in the U.S. A list of acceptable documents to complete the form I-9 **may be found here**. The Department of Homeland Security requires the items you are uploading for your I-9 form be inspected in person. A staff member of the Student Employment Office must review and verify the I-9 form. At this time, photocopies are accepted for verification.

Student employees must provide a voided check or a direct deposit form from their bank, with the bank's routing numbers and the student employee's full account number, for automatic payroll deposit.

Students are paid on a biweekly schedule. Students are required to enter their time electronically into WebAdvisor according to the due date listed on the pay schedule. A payroll schedule that provides pay period ending dates, submission dates, and pay dates **can be found here**. All timesheets must be submitted at the proper pay period. If the student fails to submit their time by the due date, they are required to submit a manual time sheet to their supervisor immediately. The supervisor will authorize the hours on the manual timesheet and return it to the student. The student needs to submit the time sheets to the Business Office or the Student Employment Office for payment.

Student Employment policies, FAQs, and other information can be found **by clicking here**.