Welcome to Wesley College and to Dover Delaware! We are so happy you chose to study with us. We look forward to sharing your experience here with you.

This handbook is designed to help you through out your time as a Wesley College Student. Moving to a new place and starting classes at a new school is never easy, but we will work with you to make that transition as smooth as possible.

The International Programs Office is here to help you any way we can, so please contact us if you have any questions or concerns during your time here at Wesley. This is the chance of a lifetime and it will be over before you know it! Make every moment count and good luck in everything you do!

Rebecca Schrodung
Director of International Programs
ABOUT WESLEY COLLEGE

You are attending Wesley, so why not know a little more about the college?

WESLEY COLLEGE MISSION

Wesley College is a United Methodist institution of higher education that seeks to be among the finest student-centered learning communities in the liberal arts tradition. Consistent with our Methodist heritage, the College affirms meaning and purpose in life through justice, compassion, inclusion and social responsibility that enhance community life and respect for the environment. Wesley College exists to liberate and empower its students with the knowledge, skills, ethical attitudes and capacity for critical thinking needed to achieve personal and professional goals and to contribute to the local and global society.

WHAT IS THE WEATHER LIKE?

Weather at Wesley varies from season to season. Spring and autumn provide transitions of reasonable length and are similar, though spring is more wet. Summers are hot and humid, with 23 days per year reaching or surpassing 90 °F (32 °C).

WHERE IS WESLEY COLLEGE?

Wesley College and its athletic facilities are located on 50 acres in historic Dover, Delaware. Dover is the capital of the nation’s first state and has 35,000 residents. The campus is situated in Dover’s major residential community with stores and banks in easy walking distance and malls a short commute. In addition to being the site of many pre-Revolutionary War buildings and sites, Dover is also the home of Dover Air Force Base and Dover Downs International Speedway, which hosts two annual NASCAR races. The city has a number of fine eating establishments as well as a wide variety of fast food restaurants. Seafood is a specialty because of the city’s proximity to the Delaware and Chesapeake bays and to the Atlantic Ocean. New York City, Baltimore, Philadelphia, and Washington, D.C., are within a two to three hour drive of the campus.
MAINTAINING YOUR STATUS

What you have to do to maintain status at Wesley College?

TRAVEL & U.S. RE-ENTRY

Each time you travel out of the U.S., you need to have a valid travel signature. You can request a valid travel signature by contacting the International Programs Office.

ENTRY VISA TO ANOTHER COUNTRY (NOT THE U.S.)

If you plan to visit another country (other than your home country) you must contact that country’s embassy or consulate for information about entry requirements. Each country has specific requirements for entry that are different depending on your citizenship status and residency status. Before you make any travel plans be sure that you are informed of these requirements. A list of foreign consular offices in the United States is available from the U.S. Department of State.

AUTOMATIC VISA RE-VALIDATION

International students who have maintained their student status are allowed to re-enter the U.S. after a visit to Canada, Mexico or adjacent islands with an expired student visa, if the following conditions are met:
- The travel is for less than 30 days.
- You have a valid F-1/J-1 status in the U.S.
- Your I-20/DS-2019 is valid (if you are on your grace period after program completion, Automatic Visa Revalidation does not apply).
- You have a valid travel signature on your I-20.
- You have a valid admission stamp on your electronic or paper Form I-94 Arrival/Departure Record.
- You have a valid passport.

In some situations, you will not be able to use the Automatic Visa Revalidation option.

MAINTAINING YOUR F-1 STATUS

1. INTERNATIONAL PROGRAMS CHECK-IN
- Come by the International Programs Office with your Passport and current address to Activate your SEVIS Record.
- THIS MUST BE DONE EVERY SEMESTER!

2. ACADEMICS
- Undergraduate: Enroll in at least 12 credits each semester.
- Graduate: Enroll in at least 6 credits each semester.
- Enrolling in less than the minimum amount of credits is permitted ONLY with authorization from the International Programs Office. Only certain exceptions.

3. PAY TUITION/FEES BY WESLEY DEADLINE

4. REPORT ADDRESS CHANGES TO INTERNATIONAL PROGRAMS WITHIN 10 DAYS

5. INFORM INTERNATIONAL PROGRAMS IF YOU CHANGE YOUR MAJOR OR CHANGE OF YOUR DEGREE LEVEL

6. KEEP YOUR I-20/DS-2019 AND PASSPORT VALID

7. TRAVEL
- Get a travel signature on your I-20 before traveling outside of the U.S. by the DSO.

8. EMPLOYMENT
- Get employment authorization BEFORE you start working. YOU CAN ONLY WORK ON CAMPUS!
- Employment on campus is limited!
- Employment hours per week are limited to 20 during the school year (fall and spring semesters), and full-time (over 20 hours) during the summer, if you are not taking classes.

9. TIMELY DEPARTURE, TRANSFER, OR CHANGE OF STATUS
- F-1 students have 60 days from program completion to depart, transfer, or change status.
EMPLOYMENT ON CAMPUS

Employment on campus is permitted for all international students in valid F-1 or J-1 status. This work is limited to 20 hours per week during the quarter. Full time (anything more than 20 hours per week) is permitted during vacation periods.

For information for on-campus jobs visit the different departments on campus.

OFF-CAMPUS EMPLOYMENT FOR F-1

Off-campus employment may be permitted for students who have been in valid F-1 status for at least 1 year before obtaining authorization to work off-campus. Off Campus employment varies by program of study or extreme circumstances. Work authorization must be recommended by the International Programs Director, and must be approved by the U.S. Citizenship and Immigration Service (USCIS).

OFF-CAMPUS EMPLOYMENT FOR J-1

Employment for J-1 students is called Academic Training. Student interested in Academic Training must schedule an appointment with the International Programs Director for information.

F-1 and J-1 students interested in working off campus must have approval before starting their work off campus. Working off campus without authorization from the International Programs or USCIS is a violation of your student status.

GRADUATE STUDENTS WITH EMPLOYMENT ON CAMPUS

New graduate students employed by their academic departments as Graduate Assistant (GA), Tutor or other acceptable title who need to apply for a Social Security Number (SSN) should plan to visit the hiring department to obtain a Social Security Student Verification Letter.

VOLUNTEER WORK

Volunteer work must be authorized. Schedule an appointment with the International Programs Office to explore employment options for volunteer work.

SOCIAL SECURITY NUMBER

A Social Security Number is assigned to individuals who are authorized to work in the United States. All Wesley employees must have a Social Security Number (SSN) to be employed. A receipt of application will be given to you when you apply for the SSN. You will need this for your hiring department. The issuance of the actual SSN card is about 8-10 days. You will receive your Social Security card in the mail.

The nearest Social Security Administration Office to Wesley is located in downtown Dover.

SUITE 100
500 W. LOOCKERMAN ST.
DOVER, DE 19904

Please check website for office hours before visiting: www.ssa.gov.
All students must use CashNet to pay their bill by Credit Card. The directions are below. We recommend using your American Bank Card instead of your International Card or you will be charged international fees. If you are paying your bill in Cash, please go to the Finance Office on the 3rd Floor of the College Center.

Welcome to CashNet

Payment and Payment Plan Instructions

We are excited to introduce CASHNet! CashNet enables you and anyone you designate to access your financial account anytime. This new system will allow you to see up-to-the minute account activity, look at current statements, set up a payment plan and pay for tuition and other fees on-line. Payments can be made with e-check (ACH) using your checking account or Visa, MasterCard, American Express or Discover. Electronic statements are generated monthly, at the beginning of the month. Fall charges are posted to the student account in June and will appear on the June bill. Spring charges are posted to the student account in November and will appear on the November bill.

Going forward, an email will be sent to account holders and authorized users at the beginning of each month to provide notification when new bills are available for viewing on the CASHNet website.

Log In Instructions for Students

1. Log in at https://my.wesley.edu
2. Click on the Student tab
3. Click on Account Information on the left side of the screen.
4. Under Pay My Bill, select Click here to pay your bill.
5. To add authorized payers, click "Add New" under the Authorized Payers section to authorize parents or other parties to view and/or make payments on your account. The student creates a unique user id for each authorized payer.
6. Please remember that Authorized Payers only have access to your Financial Information. Your academic records will not be available on CashNet.

Log In Instructions for Parents and Other Authorized Parties

Please Note: To comply with the Family Educational Rights and Privacy Act (FERPA), students must first grant permission to release their student account information before access to CASHNet is provided to parents and other authorized parties.

1. If not already completed, please ask your student to perform the steps above to authorize you as an additional user on the account. Once authorized, an email will be sent to you containing your username and temporary password to access the CASHNet website.
2. Log in to CASHNet at https://commerce.cashnet.com/wesleypay?LT=P using the username and password provided to you by email.
3. Once you have your log in, you will be able to view account information, make a payment or set up a payment plan.

For further assistance or to report problems with the CASHNet site, please contact the Wesley College Finance Office at (302)736-2331.
As an International Student, you are held to the same standards as Domestic Students and with that being said, you have been given an academic advisor who is going to help you through the process of creating schedules, and what courses you must take next. Your advisor is listed on your schedule, please reach out to them and introduce yourself in the beginning of the semester. They are your “go to” person for anything regarding courses. As a last option, the Director of International Programs is listed as your secondary advisor and is only to be used when your faculty advisor is unavailable.

Every semester, there is designated time to register for classes based on your class level of Freshman, Sophomore, Junior, and Senior. The earlier you meet with your advisor, the earlier you know what classes you need and can register as soon as possible.

### Add/Drop/Withdrawal Policy

After the semester or class starts, there is a designated add/drop period. There are different times for graduate and undergraduate.

**Undergraduate**

The add/drop period for undergraduates is the first week of classes after the semester starts. As an undergraduate you can withdraw from a course (after add/drop), approximately two months from the start of the class. When you withdraw from a class, this class stays on your transcript but does not affect your GPA.

**Graduate**

The add period for students in the graduate program is two days after the class starts. Based on when you drop or withdraw from a class, your tuition reimbursement is as follows in the chart below.

<table>
<thead>
<tr>
<th>Course Length</th>
<th>Before Week 1</th>
<th>After the First Week of Classes</th>
<th>After the Second Week of Classes</th>
<th>After the Third Week of Classes</th>
<th>After the Fourth Week of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12+ weeks Tuition Refund</td>
<td>100%</td>
<td>75%</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>7 - 11 weeks Tuition Refund</td>
<td>100%</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3 - 6 weeks Tuition Refund</td>
<td>100%</td>
<td>50%</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**Online Only**

<table>
<thead>
<tr>
<th>Course Length</th>
<th>Before Start Date</th>
<th>1 Day Following Start Date</th>
<th>2+ Days Following Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Tuition Refund</td>
<td>100%</td>
<td>50%</td>
<td>None</td>
</tr>
</tbody>
</table>

Refund Payments

Tuition paid by credit card will be refunded to your credit card within one to two weeks of your drop/withdrawal request. Please contact the Finance Office with your credit card number as they are not kept on file. If you paid by check or money order, you may expect a refund check will be mailed to you within six to eight weeks of your drop/withdrawal request. If you have any questions, feel free to contact the Finance Office at cashier@wesley.edu.

Room and Board: One hundred percent of the room and board charges, less the housing confirmation fee, will be refunded if written notification of cancellation is made before the first day of classes. After classes start, room and board charges will be refunded on a pro-rata basis through the end of the first month of the semester. After this date, no refund will be given for room and/or board.
THE ROBERT H. PARKER LIBRARY

The Parker Library is the campus’ main library named for the late Robert Parker, President of Wesley College from 1960-1975. The nearly 30,000 square foot structure was dedicated in 1970. In addition to the book collection, the Library subscribes to numerous print periodical and electronic titles.

Main Number: (302) 736-2413

Semester Hours:
Monday – Thursday: 7:30 a.m. – Midnight
Friday: 7:30 a.m. – 6:00 p.m.
Saturday: Noon – 5:00 p.m.
Sunday: 3:00 p.m. – Midnight

Summer Hours:
Monday – Friday: 8:00 a.m. – 4:30 p.m.
Saturday: Closed
Sunday: Closed

COUNSELING SERVICES

Recognizing that the being abroad is a time of transition and development, counseling services are available at Wesley College to help students navigate the difficult transitions and changes at this time in their lives. Individual counseling often includes assisting students in overcoming their current personal and educational concerns. It can also provide a preventative function by helping students anticipate situations that may hinder their growth and by planning constructive interventions. Students in need of psychiatric services are referred off-campus to professionals in the Dover community. Located in the Wellness Center.

DEPARTMENT OF STUDENT SUCCESS AND RETENTION

The Department of Student Success and Retention coordinates departments and campus-wide programs that provide academic support for students from matriculation to graduation. The goal of this collaboration is to focus on academic success and achievement through early intervention, intrusive advising and support services that meet the needs of our students.

♦ Department of Academic Support
  • Academic Support Center
    Wesley’s dedicated study area.
  • Peer Tutoring
    Tutors are Wesley students who excel in their subject, are recommended by faculty, maintain a high overall GPA and are hired and trained through a series of workshops by professional staff members.
  • Seminars for Academic Success
    An extensive series of workshops designed to provide training in both collegiate learning and personal and academic success.

♦ Disability Support Services
  Provides appropriate accommodations for students with documented physical, learning or emotional disabilities.

♦ Career Development
  Assists Wesley College students as they develop, evaluate and effectively initiate their career and educational goals.

♦ Academic Advising
  Serves as a resource for both advisors and advisees, providing information on course registration, graduation preparation and academic policies and procedures.

♦ Academic Recovery Program
  Provides a guided mentoring program during Spring Semester for first-year students whose GPA falls below 2.0 at the end of the Fall Semester.
SAFETY ON CAMPUS

How you can remain safe on campus? What are the rules you must follow?

SAFETY AROUND CAMPUS

While the U.S. is generally a very safe place to live, it is still a good idea to educate yourself and take steps to reduce the potential for problems. By doing so, you will also feel more confident and comfortable. Developing a sense of "street smarts" takes time, and comes through experience.

- You should familiarize yourself with well-lit paths and sidewalks on campus.
- Pay close attention to your surroundings.
- Trust your instincts. If a situation appears scary to you, try to avoid it.
- Students should travel in groups on campus and on local streets.
- They should try not to be on the street after visitation hours and late at night.
- Unfamiliar or suspicious people should be reported immediately to a security officer or a staff member.
- Room keys should be secured at all times, and no one should be permitted access to a residence hall without his/her keys.
- Residents of first floor rooms should use the window safety slide bars and keep the shades drawn.
- Students should carry their Wesley ID and room keys at all times. Special security concerns should be reported to the Director of Safety and Security.

DID YOU KNOW???

Wesley Security sends out safety alerts to your phone and email.

To set up security alerts on your phone—go to https://wesley.omnilert.net/subscriber.php

IDENTIFICATION CARDS “STUDENT ID”

At the beginning of a student’s first semester as a full-time student at Wesley College, the College provides the student with a College identification card.

This ID card is used the entire time the student is enrolled as a full-time student. Students are required to carry this card with them to gain access to the residence halls, dining hall facilities, and for the admission to athletic, cultural, and social events.

A student must present his/her ID when asked for by any College official. Students, who refused to submit their identification card, when asked, will face judicial action.

Lost, damaged, or misplaced ID cards can be replaced at a cost of $15.00. Lost cards, which are recovered, must be surrendered immediately to the Safety and Security Office.

DID YOU KNOW ???

Wesley Security offers escort services to your vehicle or between college buildings.

INCIDENTS ON CAMPUS

1. In an effort to resolve informally, student will bring the issue to the appropriate staff member. The staff member may request that the student complete a Student Issue Form (available in the Student Affairs Office).

2. If no resolution at Step 1, the student may present the issue or concern in writing using Student Issues Form to the Assistant Dean of Student Affairs. The written submission must include details related to the Step 1 process (see Student Issue Form below). The Assistant Dean will initiate an individual or joint discussion with the student(s) and staff member(s) involved. If resolved, the Administrator will notify all concerned parties.

3. If no resolution at Step 2, the student may refer the matter to the appropriate Dean of Students. The Dean will review the materials submitted and may convene a meeting between the parties. The Dean will render a final decision and notify all parties concerned.

*As a guideline, Steps 1 to 3 should not normally exceed one month.

HOW TO CONTACT SECURITY

Safety and Security at 302-736-2436

There are 5 blue light security phones on campus in the following locations:
- Parking Lot D at Cecil and Governor’s
- Parking Lot D at Fulton and Governor’s
- Parking Lot D alongside the gymnasium
- Parking Lot C along the south side of Malmberg Hall
- Middle of Parking Lot A at Bradford and Fulton Streets

When you press the Call button it rings directly to Campus Security. After a designated number of rings, it goes to the Dover Police Department.
ADJUSTMENT TO WESLEY AND THE U.S.

Once you settle in your new place in Dover, you will find commonalities between your culture and the new culture you are living in. You might find food choices in Dover interesting, you might also find familiar music, and may enjoy the weather. These are good indications that you are getting settled into your new environment. However, you may also discover differences.

There may be times when you experience periods of frustration, anger, alienation, depression, or other reactions that come to be labeled as “culture shock.” Even students who come from other states in the U.S. might experience culture shock. Some degree of “shock” is inevitable and, some would argue, necessary for better adjustment. Each student reacts differently upon being in a new place with new food, music, customs, and culture.

Culture shock affects people in various degrees. Experiencing the above mentioned emotions is a normal adjustment process, and you should not feel bad, guilty, or inadequate as you adjust to your life at Wesley.

CULTURAL ADJUSTMENT

Many experts agree that at first you may find your new situation a bit confusing. You may also find it to be exhilarating: a time of new experiences, sights, sounds and activities. The initial period of settling in often seems like an adventure with so much to learn and absorb in the new culture.

During this time, you may tend to look for and identify similarities between your home culture and U.S. culture. You may find that people seem really friendly and helpful. You may classify aspects of the culture that seem different or even unattractive as curious, interesting or “unusual.” As you become more involved in activities and get to know the people around you, differences rather than similarities may become increasingly apparent to you.

As these differences emerge, they may be troubling and sometimes shocking. Culture shock does not happen all at once. It is a feeling that grows slowly as you interact with other students, faculty and people in the community.

COMMON SIGNS OF CULTURE SHOCK

- Extreme homesickness
- Desire to avoid social settings which seem threatening or unpleasant
- Physical complaints and sleep disturbances
- Depression and feelings of helplessness
- Difficulty with coursework and concentration
- Loss of your sense of humor
- Boredom or fatigue
- Hostility toward the host culture

You can also try the following:

- Learn about and experience the new culture.
- Meet people and make new friends, both from your culture and other cultures, including Americans to help you better understand and exchange cultural similarities and differences.
- Expect that there will be similarities and differences.
- Stay in contact with family and friends at home. You can call, email, FaceTime or watch videos from your home country.
- Talk about what you are feeling with friends who are sympathetic of your situation, or contact an advisor at the International Programs Office.
- Talking about these feelings will assist in overcoming negative feelings about your new environment.
- Take care of yourself: get plenty of rest, eat well, and maintain good hygiene.
- Exercise regularly. There is a gym available to students in Malmberg Hall that offers sports, gym, exercise, and leisure activities. You do not have to pay extra to use this facility, it is already included in your tuition and fees.
STUDENT HOUSING ON CAMPUS

Wesley College offers housing options for all new incoming international freshmen and transfer students under the age of 23. There is paper application that the International Admissions Counselor will ask you to fill out. The Resident Life website has detailed information about the different types of housing. The earlier you get your form in, the better.

http://wesley.edu/campus-services/student-affairs/residence-life/where-you-live

There is no graduate housing on campus. There are multiple apartments near Wesley College. The International Programs Office will assist you in finding an apartment near campus. Be prepared to stay in a hotel until you can find an apartment.

ON AND NEAR CAMPUS

DART First State Bus Service provides transportation all throughout the state of Delaware.

http://www.dartfirststate.com/

SGA Shuttle Service – Wesley College’s Student Government Provides a shuttle service to and from Dover Mall and a Local Grocery Complex. Hours Vary by semester.

Students can also use local taxi services or an Uber/Lyft driver to travel from place to place.

CELL PHONES

Obtaining a cell phone is a process that involves comparing costs between cell phone providers and deciding on a plan that includes the services you need.

Most cell phone providers will ask for a cash deposit for new clients who do not have credit history in the U.S. and a Social Security Number. Most cell phone contracts are for two years. However, we recommend cell phone providers that have month by month plans where you pay up-front each month. The best way to find a company that fits your cell phone needs is to compare cell phone companies’ options and plans. Typically you can purchase a SIM card to replace the current one you have in your phone for your time being in the US.

The day of airport pick-ups you will have the opportunity to buy a SIM Card for your phone. Typically the SIM Card costs $10 and the average plan is $45 a month.
BANKING

OPENING A BANK ACCOUNT

After Orientation you will be able to take care of other important matters such as opening a U.S. bank account. Generally students open a bank account near Wesley College. However, you must look around and make sure that the bank you select meets your banking needs. We will have the recommended bank on campus after orientation.

**Recommended Bank:**
Wells Fargo Bank:
100 N Dupont Hwy, Dover, DE 19901.
(302) 736-2920

**Documents Needed to Open a Bank Account**
If you have a Social Security Number (SSN) or International Tax Identification Number (ITIN):
- Student F-1 or J-1 visa
- U.S. Driver’s License or U.S. ID Card
If you DON’T have a Social Security Number (SSN) or International Tax Identification Number (ITIN):
- Student F-1 or J-1 Visa
- Passport

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DRIVING IN THE U.S.

If you plan on driving in Delaware, you must obtain a Delaware Driver License from the Department of Motor Vehicles (DMV). You must complete International Programs Check-In process before you apply. You will need to present your passport, I-20, visa document, proof of residence (2), ineligibility letter from social security or social security card, and I-94 document. You will be required to take a driving and written test. It is highly encouraged that you schedule an appointment in advance by visiting: [www.dmv.de.gov](http://www.dmv.de.gov)

**HELPFUL HINTS**
- Wait 10 days after checking in with the International Programs Office to apply for a driver license

**Department of Motor Vehicles (DMV) near Wesley College**

303 Transportation Circle
Dover, DE 19901
Phone: 302.744.2500

For more information, visit the Department of Motor Vehicles website [www.dmv.de.gov](http://www.dmv.de.gov)

**Car Registration**
Cars driven in Delaware must be registered through the Department of Motor Vehicles. Evidence of financial responsibility must be carried at all times in the vehicle. Most Delawareans maintain financial responsibility through insurance companies, which provide the policy holder (you) with an identification card as evidence of coverage. The card must state the insurance company’s name, address, period of coverage and policy number.
WELCOME TO WESLEY!