MISSION STATEMENT

Wilmington University is committed to excellence in teaching, relevancy of the curriculum and individual attention to students. As an institution with admissions policies that provide access for all, it offers opportunity for higher education to students of varying ages, interests and aspirations.

The university provides a range of exemplary career-oriented undergraduate and graduate degree programs for a growing and diverse student population. It delivers these programs at locations and times convenient to students and at an affordable price. A highly qualified full-time faculty works closely with part-time faculty drawn from the workplace to ensure that the University’s programs prepare students to begin or continue their career, improve their competitiveness in the job market, and engage in lifelong learning.
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It is my honor to welcome you to Wilmington University. You have made a wonderful decision to study in the United States, and I am pleased that you have chosen to pursue your academic goals here.

Our University is a very special place, attracting forward thinkers like you, and challenging them to be the best scholars they can be. We are very proud of the global reach and culture our students and alumni bring to the University family.

I encourage you to use the many resources identified within this handbook throughout your educational career here. You will find answers to questions and directions to policies, academic information, student services, and many other areas of information. I know the guidance in this handbook and the support from our community will help make your academic journey in the United States a truly rewarding experience.

Welcome to Wilmington University!

Sincerely,

Dr. Jack P. Varsalona

Wilmington University President
Welcome to Wilmington University (WilmU™)! We educate and serve students from over 60 countries. Such rich and diverse backgrounds contribute immensely to the Wilmington University experience. We look forward to helping you realize your academic and career goals.

**TERMS FOR NEW STUDENTS**

**Academic Dean** — Academic Deans are responsible for the academic programs (both undergraduate and graduate) within his/her College. There are seven Academic Deans at Wilmington University. The Colleges at Wilmington University include: Arts and Sciences, Business, Education, Health Professions, Online and Experiential Learning, Social and Behavioral Sciences, and Technology.

**Accelerated / Fusion classes** meet either the first, middle or last 5 weeks of the semester. Classes meet for 4 hours each week. In addition, there are 20 hours of online instruction. Students must be approved for participation in the accelerated courses by the Program Chair.

**Adjunct faculty** are “Scholarly Practitioners” who are often employed in the field in which they teach. They do not have offices on campus. All adjunct faculty are expected to provide contact information for students on their course syllabus.

**Blackboard** is Wilmington University’s online learning platform, where instructors and students can access course materials, communicate and collaborate online.

**Block classes** meet either the first 7 weeks of the semester or the last 7 weeks of the semester. Block classes meet once each week for 5 hours.

**Course ID#** indicates the name, format, site and section number for each course.

Example: PSY 101 SEN 01
Psychology 101 Semester New Castle Section 01

**Curriculum Maps** are student-friendly, comprehensive guides that present a suggested course sequence for each undergraduate degree based on prerequisites.

**Distance Learning (DIS)** refers to online courses for which all learning activities are conducted using the internet. There will be no on-location meetings with the instructor or other students enrolled in the course.

**Drop/Add** is a period of time during which a student may withdraw from a course and be refunded the cost of the course. Students should make themselves aware
of these dates for each new semester and each course format. Drop/Add is completed at the Registrar’s Office, through WebCampus, fax, mail or any site office.

**Faculty Advisor** is a representative of an academic College who serves to advise students on issues specific to his/her major. A faculty advisor may also oversee a club or organization of the University.

**Full-time/Part-time status** is determined by the number of courses attempted during an academic semester. Twelve or more credits within a semester is considered to be full-time status for an undergraduate student. Nine or more credits within a semester is considered to be full-time status for a graduate student.

**GPA** refers to Grade Point Average. It is a calculation based on the number of credits a student attempts to complete and a numeric value awarded for each grade. GPAs are used to determine academic standing and eligibility for academic, athletic and financial aid opportunities.

**Graduate work** refers to either Master’s degree or Doctorate degree level studies.

**Hybrid courses (HYB)** are a combination of in-class teaching and online learning. This creates an active independent learning environment and reduces class time for working students.

**Modular classes** at Delaware sites meet over the course of two weekends in one month. For example: An October Modular class might meet October 7-9 and 21-23, from 5:30 p.m. to 9:30 p.m. on Fridays and 9 a.m. to 5 p.m. on Saturdays and Sundays. New Jersey modular classes meet on three consecutive two-day weekends, Friday evenings from 5:30 p.m. to 10:30 p.m. and Saturdays from 9 a.m. to 5 p.m. Students must check online for exact dates and times.

**My Degree Program** is an electronic listing of undergraduate and graduate degree requirements accessible through WebCampus. It provides a listing of all of the courses required in any given degree program, showing transfer credits, completed courses, graduation requirements and remaining courses.

**Pre-requisite** is course work or academic status that should be fulfilled in preparation for higher level work/internship/alternative course work. Pre-requisites must be completed prior to beginning the higher level course requiring the pre-requisite.

**Prior Learning Assessment (PLA)** — The University allows students to obtain academic credit for learning that has taken place outside the traditional classroom setting. To earn PLA credit, students must prepare a portfolio which will be reviewed by a qualified faculty member. See the University Catalog for a more detailed explanation.
Program Chair oversees a specific degree program by regularly reviewing the course requirements for the degree, as well as the course content. He/She teaches courses within the degree program and hires instructors. He/She provides regular office hours, which allows time to meet with students. A Program Chair may also serve as a Faculty Advisor.

Reading Week is the week between Block I and Block II. Often classes do not meet during Reading Week. It may be used by instructors to make up missed classes.

Semester classes meet for 14 weeks. They meet once each week for 2½ hours.

Syllabus is an outline or overview of a specific course, as well as various University protocols. A syllabus will provide the instructor’s name and contact information. It may also assign course work for the first and subsequent classes; therefore, students should review it prior to the first class.

Transfer Credit Evaluation is an assessment of the credits incoming transfer students would like to have applied to their WilmU degree programs.

Undergraduate work refers to either an Associate’s degree (2-year degree) or a Bachelor’s degree (4-year degree).

Undergraduate Academic Advisors are a valuable resource for students and provide help with course scheduling and selection, degree selection, academic questions and concerns.

University Information Center (UIC) is the place to contact for answers to all of your general questions or issues. You can reach the UIC by phone at 302.356.4636 or 877.967.5464, by email at infocenter@wilmu.edu, via chat through Wilmington University’s Contact Us webpage, or in person on the first floor of the Doberstein Admissions Center.

WebCampus is Wilmington University’s online student service portal, through which students may:
• make payments
• register for courses
• send and receive emails
• view course grades, My Degree Program, semester schedules and transcript

Withdrawal is the student’s self-removal from a course after the Drop/Add period by the withdrawal deadline. Students withdrawing from a course are responsible for the full or partial percentage price of the course as set in the academic calendar. Withdrawal is completed at the Registrar’s Office.
UPON ARRIVAL

About our city and locations

Wilmington University’s main campus is located in New Castle, DE, six miles south of Wilmington and within one of the most economically developed counties in the state. Established in 1637, New Castle is rich in colonial history and home to many beautiful sites. The location is only a short drive to Washington D.C., Philadelphia and New York.

Wilmington University also has 13 other full-service locations across Delaware, Maryland and New Jersey. Visit wilmu.edu/Locations for more information on all of our locations.

Checking in at WilmU

Admission as an international student is a multi-step process. Government check-in at International Admissions needs to happen upon arrival at Wilmington University. Please bring your Passport, Visa, I-20 and I-94 card.

In addition, you must complete and submit all the required documents listed on the Document Admission Checklist for your Visa type found under the Undergraduate Admission and Graduate Admission sections of the International Admissions webpage—wilmu.edu/Admission/International.

All required documents must be submitted three weeks prior to the start of each semester to 320 N. DuPont Highway, New Castle, DE 19720.

Getting a WilmU ID Card

ID cards are issued at all Wilmington University locations to ensure your safety and to identify you as a member of the WilmU community. Please be sure to wear your ID card at all times while at any WilmU location. Please visit wilmu.edu/ID to find out where you can obtain an ID card at each WilmU location and for more information.

Student Attire

When you are at any of our sites you will notice that students tend to dress informally for classes—jeans, t-shirts, sweatshirts—and more formally on special occasions, when giving a presentation, or attending a meeting—suits, ties, dresses. Some international students do find it useful to bring their national attire to wear on special occasions.

ABOUT THE INTERNATIONAL ADMISSIONS OFFICE

The International Admissions office is here to support and guide you during one of the most important times of your life—your college career—as you adjust to life in a new country.
Contact Information

Office Location
Wilmington University
Doberstein Admissions Center
320 N. DuPont Highway
New Castle, DE 19720, USA

Hours
Monday through Friday
8:30 AM to 4:30 PM

General Contact
Phone: 302.356.4636
Fax: 302.328.5902
Email: international@wilmu.edu

Methods of Communications

Email
The International Admissions Office and Student Life will keep you informed about policy updates and upcoming student events via your Wildcats email account. Please be sure to check your Wildcats email account often for important updates from international@wilmu.edu and studentlife@wilmu.edu.

Website
The International Admissions Office section of the Wilmington University website provides information for international students. Please visit wilmu.edu/Admission/International for updates on government regulations, processes, programs and events.

Social Media
You are encouraged to follow the International Admissions Office on Facebook and Twitter for event and activity updates. Like us on Facebook at facebook.com/WilmUIInternational and follow on Twitter at twitter.com/WilmUIntWorld.

ENROLLMENT AT WILMINGTON UNIVERSITY

Enrolling in a university abroad can be an overwhelming experience, but our seasoned staff and available resources are here to help you every step of the way.

We highly encourage new students to meet with your Academic Advisor or Program Advisor to help you with course scheduling.
1. **Admissions Requirements and Deadlines**  
Learn more about important deadlines and information needed for admission to Wilmington University:  
[www.wilmu.edu/admission/international/index.aspx](http://www.wilmu.edu/admission/international/index.aspx)

2. **Academic Deadlines**  
Note important deadlines on the Academic Calendar:  
[www.wilmu.edu/registrar/calendar](http://www.wilmu.edu/registrar/calendar)

3. **Course Offerings**  
Review Wilmington University’s course offerings:  
[www.wilmu.edu/registrar/courseoffering](http://www.wilmu.edu/registrar/courseoffering)

4. **Registration**  
Register for classes: [www.wilmu.edu/registrar/registration.aspx](http://www.wilmu.edu/registrar/registration.aspx)

5. **Academic Advising**  
Meeting with advisors: [www.wilmu.edu/advising](http://www.wilmu.edu/advising)

6. **Financial Aid**  
Review your financial aid needs and options:  
[www.wilmu.edu/financialaid](http://www.wilmu.edu/financialaid)

7. **Frequently Asked Questions**  
Read through other frequently asked questions regarding enrollment at Wilmington University: [www.wilmu.edu/registrar/faq.aspx](http://www.wilmu.edu/registrar/faq.aspx)

If you have questions along the way, contact the International Admissions Office for further guidance at 877.967.5464.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a Federal Law in the U.S. that protects the privacy of your education records. FERPA gives you at the age of 18 or when attending college (whichever comes first) the following rights:

- The right to inspect and review your education records maintained by the University.
- The right to request that the University correct records which you believe to be inaccurate or misleading.
- The right for the University to have written permission from you or your guardian(s) in order to release any information regarding your education records.

ADJUSTING TO A NEW CULTURE

Coming to another country for an extended amount of time can be confusing and stressful. It is normal that this transition will require an adjustment period, referred to as “culture shock,” as you try to feel comfortable in your new environment.

Culture Shock

Culture shock consists of three stages:

1. **The “Honeymoon” Stage**
   During this initial period you will often feel excited about being in new surroundings. You will be so busy exploring the area, trying new things and getting settled before classes that you may not notice that you miss home.

2. **The Rejection Stage**
   You may miss your usual ways of dealing with everyday interactions as you realize that this new place is now your home. It is typical at this stage to feel homesick, depressed, confused and angry. Your friends and family back home will not completely understand what you are going through, which may cause additional frustration.

3. **The Recovery Stage**
   As time passes, you will be better adjusted and equipped to enjoy your new surroundings. You’ll be more relaxed, feel more accepted, and eventually will consider the new city your home.

Coping with Culture Shock

Here are a few ways you can help reduce the negative aspects of culture shock:

- Immerse yourself in the host culture. Learn as much as you can about it and keep an open mind about new things.
- Don’t isolate yourself or retreat to group of like-minded people to reduce the discomfort of culture shock.
- Talk about your experiences with family and friends.
- Take advantage of your classes and the many organizations and programs offered at Wilmington University to meet new people.
- Exercise to relieve stress and tension.

Student Life is also available to provide additional resources or services to help adjust to the new culture you may experience at Wilmington University.
MAINTAINING YOUR IMMIGRATION STATUS

Maintaining your immigration status is critical as you remain a student in the U.S. at Wilmington University. In order to maintain your immigration status, you must do all of the following:

- Keep your Form I-20 current
- Register as a full-time student every semester
- Be mindful of the expiration date on all immigration documents as well as academic deadlines
- Report any change of address to International Admissions within 10 business days
- Maintain good academic standing; refer to International Admission for help

For more information on maintaining your immigration status, please visit wilmu.edu/Admission/International.

MAINTAINING YOUR U.S. ADDRESS

Establishing and maintaining a U.S. mailing address is important in order for you to remain a student. Having and utilizing a U.S. address allows you to register for classes and stay connected with the University.

For more information on establishing and maintaining your U.S. address, please visit wilmu.edu/Admission/International.

REQUESTING ELIGIBILITY LETTERS FOR THE SOCIAL SECURITY OFFICE

Social Security numbers are assigned to individuals who are authorized to work in the U.S. and are used to report wages to the government. If you’re authorized to work
while in the U.S., regardless of whether you are an undergraduate or graduate student, you should apply for a Social Security number. You will need to get a Social Security Eligibility Letter from International Admissions in order to apply for a Social Security number, which comes on a Social Security Card distributed by the Social Security Office. The Social Security Office usually takes two weeks to process and send Social Security Cards, which is another reason why maintaining a U.S. mailing address is so important. Please visit wilmu.edu/Admission/International to find out more information on this process.

**OBTAINING A DRIVER’S LICENSE OR STATE ID**

An up-to-date photo identification (ID) is critical to have on-hand to confirm your identity while in the U.S. or any other country. There are two types of ID you may obtain upon entering the U.S. It is strongly recommended that you obtain at least one of these forms of ID:

1. State ID is an official document that confirms your name and place of residence within the U.S.
2. Driver’s License an official document that confirms your name, place of residence within the U.S., and that you have met the requirements to operate a motor vehicle.

Please contact International Admissions to assist you with questions and letters required to obtain a state ID or driver’s license through the Department of Motor Vehicles (DMV).

**HOUSING**

Wilmington University does not have housing facilities on-campus at any of the locations. However, there are plenty of residences nearby that can be rented for short- and long-term stays.

**Finding a place to live**

The Office of Student Life offers a housing referral brochure with information including names, locations, rental prices and contact telephone numbers of rental properties in close proximity to Wilmington University locations. In addition, the Office of Student Life offers assistance in introducing students to prospective roommates. If you are interested in these services, contact the Office of Student Life directly. It is your responsibility to assess and select the housing options that best suit your academic and lifestyle needs.
If you have further questions or need additional information, please feel free to contact studentlife@wilmu.edu or 302.356.6937.

TRANSPORTATION AND SHOPPING

All of our University locations are near a variety of public transportation options, including:

- **Buses**
  - DART: dartfirststate.com
  - MegaBus: megabus.com
- **Trains**
  - SEPTA: septa.org
  - Amtrak: amtrak.com

All of the Wilmington University locations are also close to shops, restaurants and banks. Many ethnic grocery stores, as well as the larger grocery stores native to the U.S., are easily accessible via public transportation.

MONEY MANAGEMENT

**Opening a bank account**

Bank accounts are an important part of living in the U.S. Before opening a bank account, please contact International Admissions for procedures and appropriate letters needed to open an account.

**Transferring funds**

Transferring, or “wiring,” funds is a way for large amounts of money to be exchanged internationally. Contact your bank at home before coming to the U.S. to make sure you obtain information needed regarding transferring funds.

**Paying tuition**

Wilmington University offers payment plans that allow students to pay tuition in a two-installment installment payment plan. As a student, you use WebCampus, our full-service tuition and course module, to view your financial standing and see if all required documentation has been completed and submitted. If your sponsor is paying tuition from overseas, please contact International Admissions for EFT (Electronic Funds Transfer) information.
HEALTH CARE

Health insurance and access to doctors is a necessary part of living in the U.S. However, the cost of healthcare is very expensive in the U.S. without a health insurance plan, which is why it is recommended that you purchase health insurance. Wilmington University does not provide medical services at any of its locations, so it is your responsibility to purchase health insurance. Log on to your WebCampus account to learn more about the range of healthcare options found on the Multicultural Club Resources for International Students page.

Taking care of your health and personal hygiene

It’s important to take care of yourself while you’re in the U.S., especially during your adjustment period. Eating three meals per day with occasional snacking, getting eight hours of sleep, exercising often, and showering daily are common practices in American culture to ensure your body’s health and well-being. Read about more common health practices from the Centers for Disease Control and Prevention at cdc.gov/HealthyYouth/AdolescentHealth.

Where to receive health care

There are many places to receive quality healthcare in the U.S. Be advised, hospital Emergency Rooms (ERs) can be very expensive and time-consuming. Unless you are experiencing a true emergency, you may wish to consider other care options. Upon acquiring health insurance, your health insurance provider will identify local doctors that you can go to when you are not feeling well. There are many facilities, such as clinics and medical aid units, that can provide quality care at a lower cost with flexible hours that may also be covered in the insurance program you choose.

TRAFFIC AND PUBLIC SAFETY

At Wilmington University, safety and site security are collaborative efforts, as you are part of the collegiate community. The Department of University Safety ensures our campus and sites provide you a safe and healthy environment. As a member of our community, you are empowered and encouraged to report safety hazards and criminal or suspicious activity. To learn more about the Department of University Safety and their resources and policies for you, visit wilmu.edu/Safety.

Knowing the following rules of traffic will also help keep you safe within the community:

• In the U.S., people drive on the right side of the road. This may be different from what you are used to, so it is important to always look both ways before crossing the street.
• Use a crosswalk when crossing a road and look both ways before crossing even if the white pedestrian WALK light appears.

• When riding a bicycle, you must wear protective gear and obey the same traffic laws as if you were driving a car—ride your bicycle with the flow of traffic.

**RESOURCES FOR ACADEMIC SUCCESS**

Wilmington University offers a variety of services through the Student Success Center to help you achieve academic success to meet your educational goals. The Student Success Center provides you with resources for personalized tutoring, mentoring programs, writing help, ESL tutoring, student success seminars and much more.

**Location:**

Wilmington University  
Doberstein Admissions Center—Room 219  
320 N. DuPont Highway  
New Castle, DE 19720, USA

**Hours:**

Please visit [wilmu.edu/SSC/Hours.aspx](http://wilmu.edu/SSC/Hours.aspx) to see the hours of operation.

**General Contact:**

Phone: 302.356.6995  
Email: ssc@wilmu.edu

**GETTING INVOLVED AT THE UNIVERSITY**

Student organizations and activities can help enhance your overall college experience and help you adjust to the U.S. culture by allowing you to connect with other students, exchange ideas, network and simply have fun. For a complete list of events and organizations, including Academic Honors Societies, please visit [wilmu.edu/StudentLife](http://wilmu.edu/StudentLife).

As an international student, you are automatically enrolled into the Multicultural Club to guide you with any information pertaining to your visa status and to help you connect with other international students who are currently attending classes at Wilmington University. You can see more information about the club after logging into your Blackboard account.
UNIVERSITY RESOURCES

Refer to the Student Handbook for information on University policies and regulations, academic information, student services, student clubs, and activities found at wilmu.edu/StudentLife/handbook. Be sure to familiarize yourself with the contents to help guide you to your academic success.

International Admissions Office
wilmu.edu/Admission/International
320 N. DuPont Highway, New Castle, DE 19720, USA
Phone: 302.356.6741
Email: international@wilmu.edu

Career Services
wilmu.edu/CareerServices
Pratt Student Center
320 N. DuPont Highway, New Castle, DE 19720, USA
Phone: 302.356.6792
Email: careerservices@wilmu.edu

Financial Services
wilmu.edu/FinancialServices
320 N. DuPont Highway, New Castle, DE 19720, USA
Phone: 302.356.4636
Fax: 302.328.5689
Email: infocenter@wilmu.edu

Office of the Registrar
wilmu.edu/Registrar
Available at all WilmU locations
Phone: 302.356.4636

Office of Student Life
wilmu.edu/StudentLife
Pratt Student Center
320 N. DuPont Highway, New Castle, DE 19720, USA
Email: studentlife@wilmu.edu
Phone: 302.356.6974
Student Success Center

[Link to Website: wilmu.edu/SSC]

Doberstein Admissions Center—Room 219
320 N. DuPont Highway, New Castle, DE 19720, USA
Phone: 302.356.6995
Email: ssc@wilmu.edu

University Information Center

Phone: 877.967.5464
Email: infocenter@wilmu.edu

University Safety Delaware Locations

Athletics Complex: 302.293.7029
Brandywine Site: 302.293.7427
Dover Air Force Base Site: 302.677.6666
Dover Site: 302.233.3400
Georgetown Site: 302.259.6241
Middletown Site: 302.293.7001
New Castle Campus: 302.325.3333
Wilson Grad Center: 302.420.8378
Rehoboth Site: 302.227.6295

Maryland Location

Cecil Site: 410.287.1000 ext. 606

New Jersey Locations

Burlington Site: 609.894.9311 ext. 1100
Cumberland Site: 856.691.8600 ext. 777
Gloucester Site: 856.464.5207 ext. 4444
Joint Base/Maguire-Dix-Lakehurst Site: 609.758.2522 ext. 223 or 227
Mt. Laurel Site: 609.222.9311 ext. 2100
Salem Site: 856.351.2911

If you need help in a situation that could be categorized as a life-threatening emergency, please do not hesitate to dial 911 from any location.